



28<sup>th</sup> February 2024

Dear Parents/Carers,

## Learning Conferences

On Monday 4<sup>th</sup> March we will be opening up booking for our face-to-face learning conferences with your child's class teacher(s). The conferences will be taking place in school on **Monday 25<sup>th</sup> March** and **Wednesday 27<sup>th</sup> March** starting at 3.40pm.

**From 6.00pm on Monday 4<sup>th</sup> March**, you will be able to go online and book a 10-minute appointment with the teachers for either of those days. We use a booking system called School Cloud and attached to this letter is a guide as to how to book your appointment. As you will see in the guide, you will need to go to <https://westleighjunior.schoolcloud.co.uk/> to book your appointment. You will then need to enter your name and email address, followed by your child's details. You will then be able to select the date and time that you would like to book. Following that, you will receive an email confirmation of your appointment. You will also be able to view your appointment if you log back into School Cloud. Please note the system will only allow one booking per child. Bookings will close on Thursday **14<sup>th</sup> March** at **4.00pm**.

You may bring your child(ren) along to the learning conferences to listen to the teacher(s) in a 3-way discussion, if you would like to do so. Please do not feel obliged to bring your child, especially if they're in years 3 and 4. If the teacher needs a confidential conversation without your child being present, they will organise it.

If you have any difficulties making your appointment please contact the school office.

Yours sincerely,

Cheryl Woolf  
Executive Headteacher

