



# West Leigh Junior School

Part of the Portico Academy Trust

**Executive Headteacher - Mrs C. Woolf**

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**PORTICO**  
ACADEMY TRUST

opening doors, unlocking potential

**CEO - Mrs C. Woolf**

12 October 2023

Dear Parents/Carers,

We would like to offer you the opportunity to meet with your child's maths teacher **if they are not their class teacher**. If your child's maths teacher is their class teacher, you will not be able to book an appointment.

The maths meetings will be running during the week commencing Monday 30<sup>th</sup> October as detailed below. When you log in to School Cloud, you will see the date of the meeting. Each maths teacher will be offering an appointment on one day of the specified week.

You will be able to book a 5 minute appointment via School Cloud, the same way you book the learning conferences. I have attached the parent guide and link for booking. 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 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. **You will be able to book your appointment from 6.00pm, Monday 16<sup>th</sup> October.**

Yours sincerely,

Cheryl Woolf  
Executive Headteacher