



# West Leigh Junior School

Part of the Portico Academy Trust

Executive Headteacher - Mrs C. Woolf

Head of School - Mr J Lear

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PORTICO  
ACADEMY TRUST

opening doors, unlocking potential

CEO – Mrs C. Woolf

October 18<sup>th</sup> 2021

Dear Parents/Carers

## RE: LEARNING CONFERENCES

As mentioned in Friday's newsletter, later this week 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 8<sup>th</sup> November** and **Wednesday 10<sup>th</sup> November** starting at 3.40pm and finishing at 7pm.

From 7pm this Wednesday (October 20<sup>th</sup>), 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 **Wednesday 3<sup>rd</sup> November** at **4pm**.

We hope you will bring your child(ren) along to the learning conferences listen to the teacher(s) in a 3-way discussion.

If you have any difficulties making your appointment please contact the school office via the email address [office@westleigh-jun.southend.sch.uk](mailto:office@westleigh-jun.southend.sch.uk).

Yours sincerely

Executive Headteacher

Head of School