

Westways Primary School

Mona Avenue, Sheffield, S10 1NE

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Headteacher: Charles Hollamby

Chair of Governors: Paul Robinson



Thursday 25th September 2025

Autumn Parent/Carer Evenings

Dear Parent/Carer,

During the last week before the October half term holiday, we will be holding our Autumn Parent/Carer Evenings where you will be able to meet with your child's teacher/s and discuss their progress. The meetings will be **held face to face in school** and we will be asking you to **book these via School Cloud**.

School Cloud is an appointment booking system. It allows you to choose your own appointment times with your child's class teacher/s, after which you will receive an email confirming your appointment.

Appointments for the Autumn parent/carers evenings will be available as follows:

- **Tuesday 21st October 4:00pm – 6:50pm**
- **Thursday 23rd October 3:30pm – 5:20pm**

Please visit <https://westways.schoolcloud.co.uk> to book an appointment to meet with your child's class teacher/s – **appointments can be made from 7:00pm on Tuesday 30th September up until midday on Monday 20th October**. When you login, you will be asked to provide your full name as well as your child's full name and date of birth – **this must match the information you provided when registering your child at Westways**. We do advise you to login now to ensure your details are correct and you are able to access the site. If you require any support, please click the link below to view a short guide:

→ [Parents' Guide for Booking Appointments](#)

Important information:

- SEND reviews will be held after the October half term holiday - if your child is on the SEND register, you will be invited to a review before the end of this half term. You are very much welcome to attend both the Parent/Carer Evenings and SEND reviews throughout the academic year.
- For parents/carers of children in **Nursery, Reception, Year 1 and Year 2, appointments will be held in Warwick hall** - this can be accessed via the red door into the Puffin (Nursery) classroom.
- If your child is in Years 3 to 6, appointments will be held in Western hall.
- We ask parents/carers to **enter the school site via the wooden gate next to the main entrance on Mona Avenue** – from there, you will be directed to either the Warwick or Western hall.
- **Appointments are limited to 10 minutes** to ensure everyone gets an opportunity to talk to the class teacher.
- At the meeting, your teacher will discuss the progress your child has made so far and what they need to do next in order to further develop. They will also highlight how you might support them.
- If you are making a booking with more than one teacher, please allow for time to travel between appointments.
- Class teachers will be working hard to keep to their schedules, therefore if you are late for your appointment then it may need to be rearranged for another time.
- Your child's books will be made available for you to look at in the hall.

- Members of the school's leadership team and governing body will be available to talk to in each of the halls during these evenings.
- When booking an appointment via School Cloud, you will be given the option to leave a message for the teacher so you can raise anything you wish to discuss beforehand. However, we do hope you know that if you have any concerns or worries that you do not need to wait until these meetings - staff are available to talk to you before and after school in order to support your child and allay any concerns you may have.
- Please note that all extracurricular clubs scheduled for those evenings will be cancelled, other than our After School Club which will run as normal.

Kind regards,

Charles Hollamby