

Westways Primary School

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Headteacher: Charles Hollamby

Co-chairs of Governors: Paul Robinson & Anna Rudkin



Thursday 1st October 2026

Y2 Teal Temporary Staffing Change & Autumn Parent/Carer Evenings

Dear Parent/Carer,

We are writing to let you know about some changes for Teal class during the final two weeks of this half term.

Temporary change of staffing

Earlier this year, Mr Jensen welcomed a new addition to his family and will be taking two weeks paternity leave on the weeks commencing Monday 12th October and Monday 19th October. During these weeks, the class will be taught by Bridget Pearson, who has been working with us at Westways on a supply basis over the last year. Our overall aim will be to minimise disruption to the class as much as possible and ensure a smooth transition.

Autumn Parent/Carer Evenings

As a result of Mr Jensen not being in school during these weeks, there will be a change to when the upcoming Autumn Parent/Carer Evenings take place for Y2 Teal. These will now take place during the **first week back** after the October half term holiday, where you will be able to meet with Mr Jensen and discuss your child's 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 Mr Jensen, after which you will receive an email confirming your appointment.

Appointments for the Y2 Teal Autumn Parent/Carer Evenings will be available as follows:

- **Tuesday 3rd November 4:00pm – 6:50pm**
- **Thursday 5th November 3:30pm – 5:20pm**

Please visit <https://westways.schoolcloud.co.uk> to book an appointment to meet with Mr Jensen - **appointments can be made from 7:00pm on Tuesday 6th October up until midday on Monday 2nd November**. 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:

- The Y2 Teal **appointments will be held in The Aviary**, located in the Mona (KS1) building - this can be **accessed via the main entrance**.
- Your child's books will be made available for you to look at whilst you wait for your appointment in the main reception area.
- 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.
- **Appointments are limited to 10 minutes** to ensure everyone gets an opportunity to talk to Mr Jensen.
- At the meeting, Mr Jensen will discuss the progress your child has made so far and what they need to do next in order to further develop. He will also highlight how you might support them.
- Mr Jensen will be working hard to keep to his schedule, therefore if you are late for your appointment then it may need to be rearranged for another time.
- When booking an appointment via School Cloud, you will be given the option to leave a message for Mr Jensen 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 - Mr Jensen is available to talk to you before and after school in order to support your child and allay any concerns you may have.

Thank you for your continued support.

Kind regards,

Charles Hollamby