

Westways Primary School

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Headteacher: Charles Hollamby

Co-chairs of Governors: Paul Robinson & Anna Rudkin



Thursday 1st October 2026

Y4 Fieldfare Autumn Parent/Carer Evenings

Dear Parent/Carer,

As you are aware, Ms Brooksbank has been absent from school since the start of the academic year. We wanted to let you know that we plan to go ahead with our Autumn Parent/Carer Evenings for Fieldfare class during the last week before the October half term holiday with either Ms Brooksbank and/or Mr Williamson.

The meetings will be **held face to face in school** where you will be able to meet with Ms Brooksbank and/or Mr Williamson to discuss your child's progress. We will be asking you to **book these via School Cloud**, an appointment booking system. It allows you to choose your own appointment times with Ms Brooksbank, after which you will receive an email confirming your appointment.

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

- **Tuesday 20th October 4:00pm – 6:50pm**
- **Thursday 22nd October 3:30pm – 5:20pm**

Please visit <https://westways.schoolcloud.co.uk> to book an appointment to meet with Ms Brooksbank – **appointments can be made from 7:00pm on Tuesday 6th October up until midday on Monday 19th 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.
- Y4 Fieldfare 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 the Western hall.
- **Appointments are limited to 10 minutes** to ensure everyone gets an opportunity to talk to Ms Brooksbank and/or Mr Williamson.
- At the meeting, Ms Brooksbank and/or Mr Williamson 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.
- Ms Brooksbank and/or Mr Williamson 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 Ms Brooksbank and/or Mr Williamson 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