

Court Lane Infant School
Hilary Avenue,
Portsmouth, Hampshire,
PO6 2PP
Head of School: Mrs Karen Geddes
T 023 9237 8890
E inbox@courtlane-inf.portsmouth.sch.uk
W <http://www.courtlaneinfant.co.uk>



Court Lane Junior School
Hilary Avenue,
Portsmouth, Hampshire,
PO6 2PP
Head Teacher: Mrs Judith Ramshaw
023 9237 5444 T
admin@courtlanejnr.portsmouth.sch.uk E
<http://www.courtlanejunior.co.uk> W

Head Teacher of Court Lane Academies: Mrs Judith Ramshaw

21st October 2020

Dear Parents and Carers,

During the current times, we have been utilising a range of communication methods. As we move forward, we would like to confirm the best way for parents/carers to get in touch with the school and the most appropriate person to contact.

Please can we remind you that currently both Court Lane Schools do not have school monitored Facebook pages and those in existence that parents may be on, are administered external to school staff and not endorsed by school. Therefore, if there are any questions that parents have please raise these directly with the school. We do appreciate that they are a good way for parents to be in touch with other parents and develop networks.

Each school has a website where you will be able to find out key information, both schools have an inbox for email, answerphones for both schools out of hours, monitored phone lines during work hours and staff are available in the offices from 8.30am-3.30pm each day.

In Years R and 1 we are continuing to use Tapestry and you are able to post work on this for the class teacher to see, the teacher can communicate key messages to you and you can raise questions directly with the teacher. If your child is self-isolating or quarantining due to Covid, please upload information to Tapestry for the classteacher in response to the home learning set. This can be a photo, a film clip or an upload of work. The teacher will then be able to give feedback on the work. Tapestry can also be used to ask general queries about your child's learning and the teacher will respond on Tapestry or call you if a phone call is more appropriate.

In Years 2-6 we continue to have class emails so that you can upload information and ask questions relating to your child's learning.

In Years 3-6 we continue to use Seesaw so that you are able to upload work for the class teacher to see, you can use it for feedback around learning or to have a dialogue with the teacher about any queries you may have.

If you have a query or are awaiting a response from any adult, please can we respectfully remind you that the communication will be viewed and responded to during the member of staff's normal working hours.

If you have any questions about any of the topics in the table below, or would like to speak to a member of staff then please:

- Raise a question on Tapestry for pupils in Years R and 1 or email the most appropriate address.
- When emailing include your child's full name and class in the subject line and who your wish to see the email e.g. FAO Mrs Geddes – Jack Albatross, Walrus class.
- We try to respond to all emails within 24 hours during the working week.

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I HAVE A QUESTION ABOUT	WHO YOU NEED TO TALK TO
My child's learning / class activities / lessons / homework	Your child's classteacher in the first instance via Tapestry (Yrs R&1) Email (Yrs 2-6) or Seesaw (Years 3-6)
My child's wellbeing / pastoral support	Your child's classteacher or the office on INF: inbox@courtlaneinf.co.uk JUN: admin@courtlanejnr.co.uk
Payments	FAO: School office INF: inbox@courtlaneinf.co.uk JUN: admin@courtlanejnr.co.uk
School Trips	FAO: School office INF: inbox@courtlaneinf.co.uk JUN: admin@courtlanejnr.co.uk
Uniform/ lost and found	FAO: School office INF: inbox@courtlaneinf.co.uk JUN: admin@courtlanejnr.co.uk
Attendance and absence requests	If you need to report your child's absence, call: 023 92 378890 Court Lane Infant Academy 023 92 375444 Court Lane Junior Academy If you want to request approval for term-time absence, download a form from the website or collect one from the school office. Mrs Sparks – msparks@courtlanejnr.co.uk
Bullying	INF: inbox@courtlaneinf.co.uk FAO: Mrs Geddes JUN: admin@courtlanejnr.co.uk FAO: Mrs Ramshaw
School events/ School calendar	INF: 023 92 378890 www.courtlaneinfant.co.uk JUN: 023 92 375444 www.courtlanejunior.co.uk
Special educational needs	Mrs E Carter on INF: 023 92 378890 JUN: 023 92 375444

Before and after school childcare	Farlington Wraparound Tel: 07821 962322 www.farlingtonwraparound.co.uk Dreamcatchers Childcare Tel: 07368 222965 www.dreamcatchers-childcare.com
Hiring the school premises	School Business Manager Mrs I Cordery 023 92 375444 icordery@courtlanejr.co.uk
The PTA	INF: CLICA clicommunityassociation@gmail.com JUN: PTA cljs.pta@gmail.com
The Governing Board	Chair of Governors If you wish to contact the Governing Board on any matters, please use the following email: GovernorsofCLA@courtlanejr.co.uk
Complaints	Should you wish to raise a concern or make a complaint, please follow the complaints procedure flowchart which can be found on the policy page of the school websites.
Catering/Meals	School Office INF: FAO Mrs K Harris inbox@courtlaneinf.co.uk JUN: FAO Mrs T Kay admin@courtlanejr.co.uk

Yours sincerely



Mrs J Ramshaw
Headteacher



Mrs K Geddes
Head of School