



Court Lane Infant School
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Thursday 14th October 2021

Dear Parents/Carers,

**Infant School Autumn 2021 "PARENT TEACHER CONSULTATIONS"
Tuesday 2nd & Thursday 4th November 2021, 3.30pm to 6.30pm**

It is important that as parents/carers you have current information relating to how your child is doing in school and the targets they are working on to progress their learning. The Autumn term Parent Teacher Consultation will be an opportunity for you to talk about how your child has settled into their new class and to discuss your child's educational progress this term. You will also be given information on areas of learning where you can support them further at home. In light of the current situation and to reduce social interaction, we will be holding these consultations virtually.

Appointments are available via an online booking system. To access the booking system please click on the following link: <https://www.ptcfast.com/schools/Court Lane Infant Academy>

The link will go live on **Monday 18th October at 9.30am** and will close on Monday 1st November at 9am.

To keep as close as possible to the virtual call times for all parents, these conversations will be timed for 10 minutes. We will email a link for the Teams call that you will need to join on Monday 1st November. We ask that you join the meeting a few minutes before the scheduled time so that the teacher knows you are waiting. You will be held in the meeting lobby and the teacher will let you in when they are ready for your appointment. It will be possible for the teacher to let both parents/carers into the meeting even if joining from different devices, however please ensure the teacher can identify you from the name showing to them in the lobby.

In addition, parents will be able to organise a virtual meeting with a member of the SEND team. Please click on the booking system for these appointments. This is for children with identified Special Educational Needs or if you have particular concerns where you consider they may have specific needs.

If you would like to have a discussion with a member of the Senior Leadership Team or have any queries about how to book an appointment, then please contact the school office on 02392 378890.

Yours sincerely,

Mrs K Geddes
Headteacher