

I HAVE A QUESTION ABOUT	WHO YOU NEED TO TALK TO
MY CHILD'S LEARNING, CLASS ACTIVITIES, LESSONS OR HOMEWORK	Your child's class teacher via tapestry
MY CHILD'S WELLBEING OR PASTORAL SUPPORT	Your child's class teacher via tapestry
ATTENDANCE / ILLNESS ABSENCE REQUESTS MEDICAL INFORMATION COVID INFORMATION CHANGE OF COLLECTION ARRANGEMENTS	The School Office If you need to report your child's absence Tel: 023 92 378890 Or report online via the website inbox@courtlaneinf.co.uk If you wish to request approval for term-time absence, complete a leave of absence request form via the website (or collect in person from the school office)
SCHOOL TRIPS BEFORE & AFTER SCHOOL CLUBS	The School office Tel 023 92 378890 Inbox@courtlaneinf.co.uk
UNIFORM LOST & FOUND	The School office Tel 023 92 378890 Inbox@courtlaneinf.co.uk
BEHAVIOUR CONCERNS <i>(following initial discussion with class teacher)</i>	The School office Tel 023 92 378890 Inbox@courtlaneinf.co.uk
SCHOOL EVENTS & SCHOOL CALENDAR	The School office Tel 023 92 378890 Inbox@courtlaneinf.co.uk
SPECIAL EDUCATIONAL NEEDS (SEN)	FAO: Mrs A Ventham, SENCO Tel 023 92 378890 Inbox@courtlaneinf.co.uk
HIRING SCHOOL PREMISES	FAO: Mrs I Cordery, Business Manager Tel 023 92 378890 Inbox@courtlaneinf.co.uk
THE PTA (CLICA)	CLICA Committee Members Via their Facebook page clicomunityassociation@gmail.com
THE GOVERNING BODY	FAO: Chairs of Governors: Mrs G Alexander & Mr B Greenwood via the School office Tel 023 92378890 Inbox@courtlaneinf.co.uk
CATERING & SCHOOL MEALS	Caterlink, via the School office Tel 023 92378890 Inbox@courtlaneinf.co.uk

If you would like to make a formal complaint, please follow the procedure set out in our complaints policy which can be found on the policy section of the school website.