



Court Lane Infant School
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9th February 2022

Dear Parents/Carers,

**Infant School Spring 2022 “PARENT TEACHER CONSULTATIONS”
Tuesday 1st & Thursday 3rd March 2022, 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 Spring term Parent/Teacher Consultation will be an opportunity for you to discuss your child’s educational progress this term and you’ll 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. In July, you will receive a written report detailing your child’s achievement and learning, and following receipt of this, there will be an opportunity for you to discuss this with your child’s teacher should you wish to.

Appointments for the Spring term Parent/Teacher Consultations will be available via an online booking system: https://www.ptcfast.com/schools/Court_Lane_Infant_Academy

The link will go live on **Tuesday 15th February at 9.30am** and will close on Monday 28th February 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 28th February. 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