



Court Lane Infant School  
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3 October 2022

Dear Parents/Carers,

**Infant School Autumn 2022 "PARENT TEACHER CONSULTATIONS"**  
**Monday 17<sup>th</sup> October & Wednesday 19<sup>th</sup> October 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 Autumn 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. As an outcome of feedback, we will be holding one of these consultations virtually and one in person.

Monday 17<sup>th</sup> October 2022 will be in person so your meeting will be in the school, and Wednesday 19<sup>th</sup> October 2022 appointments will be virtual so you will join your meeting in Teams online. You will need to book an appointment for either Monday 17<sup>th</sup> October or Wednesday 19<sup>th</sup> October 2022.

**Appointments for the Autumn term Parent/Teacher Consultations will be available via an online booking system:** [https://www.ptcfast.com/schools/Court\\_Lane\\_Infant\\_Academy](https://www.ptcfast.com/schools/Court_Lane_Infant_Academy).

The link will go live on **7<sup>th</sup> October 2022 at 9.30am** and will close on **13 October 2022 at 9am**.

If you are attending in person and meeting in school on **Monday 17<sup>th</sup> October 2022**, then please enter the school via the main office and then make your way to your child's classroom where you will be able to wait until the teacher is ready for you. To keep as close as possible to these appointments these conversations will be timed for 10 minutes.

If you are having a virtual appointment on **Wednesday 19<sup>th</sup> October 2022**, we will email a link for the Teams call that you will need to join and we will 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

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