



Court Lane Infant School
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8th February 2023

Dear Parents/Carers,

Infant School Spring 2023 "PARENT TEACHER CONSULTATIONS"
Tuesday 21st February & Thursday 23rd February 2023 - 3.30pm to 6.00pm

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. As an outcome of feedback, we will be holding one of these consultations virtually and one in person.

Tuesday 21st February 2023 appointments will be virtual so you will join your meeting in Teams online and Thursday 23rd February will be in person so your meeting will be in the school. You will need to book an appointment for either Tuesday 21st February or Thursday 23rd February 2023 **via the online booking system:** https://www.ptcfast.com/schools/Court_Lane_Infant_Academy.

The link will go live on **8th February at 9.30 a.m.** and will close on **19th February at 8.00 p.m.**

If you are having a virtual appointment on **Tuesday 21st February**, 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.

If you are attending in person and meeting in school on **Thursday 23rd February**, 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.

In addition, parents will be able to organise a meeting with our SENCO, Mrs Ventham, this can be virtual or in person on Tuesday 28th February from 3.20 p.m. – 6.00p.m. 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 following the appointment with the classteacher you have not pre booked an appointment with Mrs Ventham but would like one then please call the school office so that an appointment for 28th February can be made. Mrs Ventham will contact parents carers nearer the time to confirm if you would like your appointment to be virtual or in person.

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