



Court Lane Infant School
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12th October 2023

Dear Parents/Carers,

Infant School Autumn 2023 – Parent / Teacher Consultations
Tuesday 31st October & Thursday 2nd November 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 Autumn Term Parent/Teacher Appointments 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 sessions virtually and one in person.

Tuesday 31st October will be virtual so you will join your meeting in Teams online. Thursday 2nd November 2023 appointments will be in person so your meeting will be in the school. You will need to book an appointment for either Tuesday 31st October or Thursday 2nd November 2023.

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.

The link will go live on **16th October 2023 at 9.30am** and will close on **30th October 2023 at 8.30am**.

If you are attending in person and meeting in school on **Thursday 2nd November**, 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 **Tuesday 31st October**, we will email a link for the Teams call after bookings have closed on 30th October. 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 on **Thursday 2nd November**. 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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