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31<sup>st</sup> January 2024

Dear Parents/Carers,

**Infant School Spring 2024 – Parent / Teacher Consultations**  
**Tuesday 27<sup>th</sup> & Thursday 29<sup>th</sup> February 2024 - 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 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 27<sup>th</sup> February will be in person so your meeting will be in school. Thursday 29<sup>th</sup> February 2024 appointments will be virtual so you will join your meeting online via Teams. You will need to book an appointment for either Tuesday 27<sup>th</sup> February or Thursday 29<sup>th</sup> February 2024. Please note that, due to ICT works being carried out at school, it has been necessary to change the dates from those previously advertised.

**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](https://www.ptcfast.com/schools/Court_Lane_Infant_Academy).**

The link will go live on **Monday 5<sup>th</sup> February 2024 at 9.30am** and will close on **Friday 23<sup>rd</sup> February 2024 at 9am**.

**For appointments on Tuesday 27<sup>th</sup> February, you will be attending in person at school.** 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.

**For appointments on Thursday 29<sup>th</sup> February, your appointment will be online.** We will email a link for the Teams call after bookings have closed on 23<sup>rd</sup> February. We ask that you join the virtual meeting a few minutes before the scheduled time so that the teacher knows you are waiting. You will be held in the virtual 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 29<sup>th</sup> February**. 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