

Courthill Infant School

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website: www.courthillinfants.co.uk

Headteacher: Mrs Alison Carter



7th October 2024

Dear Parents / Carers

Parents' Evenings: Tuesday 22nd October (3.20-6.10pm) & Thursday 24th October (3.20-6.10pm)

We would like to invite you to book a parent / teacher consultation to meet with your child's teacher. It is an opportunity to discuss how your child has settled so far and also to discuss their academic progress to date.

You will need to book your appointment using Arbor – bookings for 'Guardian Consultation' appointments will 'go live' at **6pm on Thursday 10th October 2024**.

Appointments will be no longer than 10 minutes – please be respectful of this. The class teachers will use a timer to ensure that appointments run to time. In the unlikely event that more time is needed, the teacher will call you at a later point to continue the discussion. We expect most parents will book one 10-minute meeting per child – separated parents, please only book an additional appointment after discussing this with your child's class teacher.

Please note when you make the booking on Arbor, the appointment will be with the class teacher(s) only, not support staff who may or may not be listed on Arbor.

If you would like to make an appointment with Miss Lane, our Inclusion Leader, please contact the school office who will assist you with this.

Please see details overleaf about how to enter the school building (see next page). All parents will be required to wait outside the classroom before their meeting.

Best wishes

Mrs Carter
Headteacher



Parent/ teacher consultations: arrangements for coming into school (please exit the same way you enter the building).

Dragonflies, Ladybirds, Bees and Butterflies:	Please enter through the main gates, go down the slope onto the playground, and walk up the slope to the fire exit door on the far left of the school building.
Frogs, Geckos, Crocs and Turtles	Please enter through the pedestrian gate by the main school entrance and enter the building through the Year 1 fire exit (where Frogs and Crocs enter each day).
Owls and Hedgehogs	Please enter through the main gates, go down the slope onto the playground, and walk up the slope to the fire exit doors on the far right of the school building. Owls door is on the left, Hedgehogs on the right.
Badgers and Foxes	Please enter through the main gates, go down the slope onto the playground, and walk across the playground to enter the school by the entrance at the back of the school next to the cabin. Please walk up to the Foxes/ Badgers classroom and wait in the designated area.