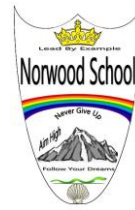


Email: [office@norwood.peterborough.sch.uk](mailto:office@norwood.peterborough.sch.uk)  
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**Norwood Primary School**  
Gunthorpe Road  
Gunthorpe  
Peterborough  
PE4 7DZ

Head Teacher: Mrs D Reynolds - BSc Hons QTS NPQH

*Aim High*

*Never Give Up*

*Follow Your Dream*

*Lead By Example*

Monday 29<sup>th</sup> October 2018

Dear Parents/Carers

### **Consultation Evenings Monday 12<sup>th</sup> and Wednesday 14<sup>th</sup> November 2018**

Norwood Primary School has changed the company used for our online appointment booking system – this is now Groupcall, however the format will be very similar to the previous booking system. This booking system enables you to choose your own appointment times with teachers and you will then receive an email confirming your appointment(s).

Appointments can be made from 6pm today, **Monday 29<sup>th</sup> October 2018** and will close on **Friday 9<sup>th</sup> November at noon**. Should you wish to make any changes after this date please contact the school office.

You will receive an email from Groupcall which will contain a link to enable you to make your booking of one appointment per child.

If you need support with the process, you will be able to access an online self-help guide via the Groupcall email that will be sent to you shortly.

If you do not have access to the internet, please use the touch screen PC in the school foyer, or contact the school office who will be happy to help.

On the evening, we request that you arrive approximately 20 minutes before your allocated appointment time; this will enable you to view your child's learning so far this school year.

After your appointment we request that you take the time to complete the issued questionnaire. This will enable you to raise any issues or concerns that you may have, as well as providing Norwood School with constructive feedback on any areas for development that you would like to suggest.

If you feel that after your allocated time slot you would like a further discussion with your child's class teacher, please highlight this on the returned form and arrangements will be made to facilitate this.

**Please remember that staff are available before and after school for any issues you would like to keep us up to date with and, should you require a more formal discussion, appointments can be made via the school office. Please do not wait until consultation evenings to discuss any items of importance regarding your child's education and wellbeing.**

Yours sincerely

Mrs D Reynolds  
Head Teacher

