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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*

February 2014

Dear Parents/Carers,

### **Consultation Open Evenings**

**Tuesday 4<sup>th</sup> March, 3.30pm – 6.00pm & Wednesday 5<sup>th</sup> March, 3.30pm – 6.00pm**

We request that you arrive 10 to 15 minutes before your allocated appointment time; this will enable you to view your child's learning so far this school year.

Refreshments will be available on the evening.

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.**

On the sheet attached, please state a preferred day and time. Your child will then bring home a slip indicating the allocated time for your appointment.

**Please return your slip as soon as possible and by Wednesday 12<sup>th</sup> February 2014.**

**Appointment times will be sent out as paper copies only on Tuesday 25<sup>th</sup> February 2014.**

Yours sincerely

**Mrs D Reynolds**  
**Head Teacher**

