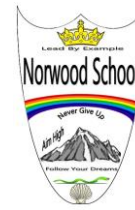


Email: [office@norwoodschool.co.uk](mailto:office@norwoodschool.co.uk)  
Website: [www.norwood-school.co.uk](http://www.norwood-school.co.uk)

Telephone: 01733 574717



**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*

Wednesday 23<sup>rd</sup> February 2022

Dear Parents/Carers

### **Consultation Evenings Monday 7<sup>th</sup> and Wednesday 9<sup>th</sup> March 2022**

Again, this term, we will be holding parent/carer consultation appointments virtually due to the restrictions that are still in place. Norwood Primary School use PEBS (Parents Evening Booking System) – via Groupcall. This booking system enables you to choose your own appointment times with your child's class teacher and you will then receive an email confirming your appointment(s) – **Please do check your spam/junk folder for this.** If you need support with the booking process, an online self-help guide is attached in the email with this letter.

Appointments can be made from **3.00pm today** and will close on **Wednesday 2<sup>nd</sup> March 2022 at noon.** Should you wish to make any changes after this date please contact the school office.

An email from Groupcall will go to the registered email address for the 'first contact', which will contain a link to enable you to make your booking of one appointment per child. A guide is attached in the email with this letter to show how to allow other parent/carer to join the same appointment virtually.

**Please be aware that you must be available for the time slot booked as the system will let you in at the start of the appointment and then automatically end the appointment at the allocated time – teachers do not have the ability to override this system.**

Under normal circumstances, you would be able to view your child's learning. As this is not possible, we would like to sign post you to Seesaw/Tapestry where your child has their individual portfolio of a selection of work and achievements.

If you feel that after your allocated time slot you would like a further discussion with your child's class teacher, please contact the school office via email [admin@norwoodschool.co.uk](mailto:admin@norwoodschool.co.uk) or via telephone 01733 574717 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

