



Head Teacher: Mrs D Reynolds - BSc Hons QTS NPQH

Aim High

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Monday 16th January 2023

Dear Year 5-6 Parents/Carers

Rescheduled Consultation Evenings Monday 23rd January 2023 Evening Appointments (Year 5 and 6), Tuesday 24th January 2023 Daytime Appointments (Year 5) and Wednesday 25th January 2023 Daytime Appointments (Year 6)

We are now in a position to share the dates and times that we have rescheduled the Autumn consultation evening that unfortunately, due to staff absence, had to be postponed on Wednesday 30th November. The 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 – **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 today (**Monday 16th January 2023**) from **6.00pm** and will close on **Monday 23rd January 2023 at noon**. Should you wish to make any changes after this date please contact the school office.

An email from Groupcall will contain a link to enable you to make your booking, this link will go to the registered email address for the **'first contact'**, and only the **'first contact'** should be making an appointment for both parents/carers to attend. Please also note only **one appointment per child** is available.

Login with the following information:

Child's First Name:

Child's Surname:

Child's Date of Birth:

On the evening/day, we request that you arrive 10 minutes before your allocated appointment time; this will enable you to view your child's learning so far this school year. Please use the **office foyer door** to enter school where you will be shown to your child's year table.

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

