



Head Teacher: Mrs D Reynolds - BSc Hons QTS NPQH

Aim High

Never Give Up

Follow Your Dream

Lead By Example

Monday 27th February 2023

Dear Parents/Carers

Consultation Evenings Monday 6th and Wednesday 8th March 2023

Norwood Primary School uses Parents Evening System which is an online appointment booking system. This enables you to choose your own appointment times with teachers and you will then receive an email confirming your appointment(s) – **Please do check your spam/junk folder for this.** We are aware of the issues around booking and receiving appointment confirmation and we have raised this with Groupcall, therefore if you are experiencing any issues with booking of appointments, please contact the school office who of course can assist and we thank you for your understanding.

Appointments can be made today (**Monday 27th February 2023**) from **5.00pm** and will close on **Friday 3rd March 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 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:

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 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 hall door (opposite the main playground) 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.

Please note that Art club will be cancelled on Monday 6th March 2023 due to Consultation Evening taking place.

Yours sincerely

Mrs D Reynolds
Head Teacher

