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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

Friday 3rd October 2014

Dear Parents/Carers,

Consultation Open Evenings

Monday 13th October, 3.30pm – 5.30pm & Tuesday 14th October, 4.00pm – 7.00pm

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. Each appointment time will be allocated 10 minutes per child. If you feel that after your allocated time slot you would like further discussion with your child's class teacher, please highlight this on the returned form and arrangements will be made to facilitate this.

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 and provide Norwood School with constructive feedback on any areas for development that you would like to suggest.

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 for your child's education and wellbeing.

We hope you see these evenings as important in supporting your child at this time, as we cannot fully succeed without your help. 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.

Refreshments will be available on the evening.

Please return your slip as soon as possible and by Tuesday 7th October 2014.

Appointment times will be sent out in paper copies only on **Thursday 9th October 2014.**

Yours sincerely

Mrs D Reynolds
Head Teacher

