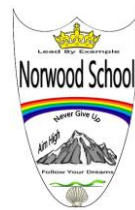


Email: office@norwoodschool.co.uk Telephone: 01733 574717
Website: www.norwood-school.co.uk



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

Monday 13th October 2025

Dear Parents/Carers

Consultation Evenings Monday 17th November 2025 3.30pm-7.00pm and Wednesday 19th November 2025 3.30pm-5.30pm

This year, Norwood Primary School will be using our new MIS system-Arbor for booking online appointments for our upcoming Consultant Evenings. This will enable parents/carers to choose your own appointment. The **'first contact'** on Arbor should be the only one making an appointment for both parents/carers to attend as only **one appointment per child** is available.

Appointments can be made from today (**Monday 13th October 2025**) from **6.00pm** and will close on **Wednesday 12th November 2025 at noon**.

Please log onto your child's Arbor profile and on the main page, you will be able to see Guardian Consultations, select this and it will take you to the consultations page. You will be able to see the dates you can book meeting slots within, and also see when you can book these slots until. **Remember appointments can only be booked from 6.00pm today.**

To book a meeting, click the available meeting at the bottom of the screen. Click on the Time slot drop-down and choose the time you would like to attend the consultation, and which guardians will be attending (remember both parents will need to attend the one meeting). **Make sure at least one guardian is ticked or you won't be able to click the Book Time Slot button.** You will be asked to confirm your choice and you'll be sent an email confirmation. The page will then show that your booking has been successful. We kindly ask for your patience should any issues arise, as this is our first time undertaking this process with Arbor.

If you do not have access to the internet, please 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. **Please note that any parents/carers late arrivals for their scheduled appointment may be required to rebook for an alternative time and/or date.**

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