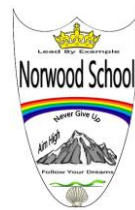


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**Norwood Primary School**  
Gunthorpe Road  
Gunthorpe  
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PE4 7DZ

Head Teacher: Mrs D Reynolds - BSc Hons QTS NPQH

*Aim High*

*Never Give Up*

*Follow Your Dream*

*Lead By Example*

14<sup>th</sup> January 2026

Dear Year 1 Parents/Carers

### **Rescheduled Consultation Evenings- Wednesday 28<sup>th</sup> January 2026 Daytime Appointments**

We are now in a position to share the date and times that we have rescheduled the Autumn consultation evenings that unfortunately, due to staff absence, had to be postponed on Monday 17<sup>th</sup> and Wednesday 19<sup>th</sup> November 2025.

This year, Norwood Primary School has been 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 like you did back in November. 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 Wednesday 14<sup>th</sup> January 2026 from **6.00pm** and will close on **Friday 23<sup>rd</sup> January 2026 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 consultation page. You will be able to see the date and times 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 on Wednesday 14<sup>th</sup> January 2026.**

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. You can always contact the school office if you do not receive this and if you would like to clarify the time you have booked.

If you do not have access to the internet, please contact the school office who will be happy to help.

On the 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 main office door to enter school where you will receive your child's tray with their learning in. Mrs Balaam will come and collect you to go to a room in school when it is your time. **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 meeting to discuss any items of importance regarding your child's education and wellbeing.**

Yours sincerely

Mrs D Reynolds  
Head Teacher