



Head Teacher: Mrs D Reynolds - BSc Hons QTS NPQH

*Aim High*

*Never Give Up*

*Follow Your Dream*

*Lead By Example*

Friday 9<sup>th</sup> October 2015

Dear Parents/Carers

### **Consultation Evenings Tuesday 3<sup>rd</sup> and Wednesday 4<sup>th</sup> of November 2015 - Online Appointment Booking**

After successfully trialling an easy to use online appointment booking system, we are now in a position to continue using this facility. Parents Evening System allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments.

Appointments can be made from **Monday 12<sup>th</sup> October** and will close on **Friday 30<sup>th</sup> October 2015**. Should you wish to make any changes after this date please contact the school office.

Please visit <https://norwood.parentseveningsystem.co.uk> to book your appointments. (A short guide on how to add appointments is attached.)

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 to 15 minutes before your allocated appointment time; this will enable you to view your child's learning so far this school year.

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