

Head Teacher : Mrs D Reynolds
BSc Hons QTS NPQH



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02/10/09

Dear Parents/Carers,

Consultation Open Evenings

Tuesday 20th October 2009 – 4.30 – 7.00pm & Wednesday 21st October 2009 – 3.30 – 5.30pm

This term we are trialling a slightly different format for consultation evening.

You will, as usual, receive an allocated time for a discussion with your child's class teacher which will take place in the child's classroom.

We request that you arrive in advance of this time to enable you to view your child's learning so far this term, we recommend arriving 10 to 15 minutes before your appointment time.

Tea and coffee will be available on the evening.

The book fayre will be open for viewing and purchasing books etc.

After your appointment we request that you take the time to complete the attached 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 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 our 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 well being.

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.

Please return your slip as soon as possible and by FRIDAY 9TH OCTOBER 2009.

Appointment times will be sent out in paper copies only by Wednesday 14th October 2009.

Yours sincerely,

Mrs D Reynolds
Headteacher

