



The Norwood School,  
Crown Dale,  
London,  
SE19 3NY

Head teacher: Denise Webster NPQH

3<sup>rd</sup> November 2020

Dear Year 8 Parents/Carers,

We hope this email finds you all safe and well and that you all managed to have as restful a break possible over half term. We would like to invite you to meet your son/daughter's subject teachers online at the Year 8 Parents' Evening which will take place on **Thursday 26th November 2020**. Each teacher will have a maximum of 30 x 5 minute appointments available that you will be able to book from midday **Thursday 19th November** (we will send a text reminder when we release the appointments). **Bookings close on Tuesday 24th November at 7.00pm.**

To make your bookings (after midday Thursday 19th November) please visit <https://thenorwoodschool.schoolcloud.co.uk> to book your appointment.

Login with the following information as held on our system:

**Your Details:**

**Title First Name Surname Email**

**Student's Details:**

**First Name Surname Date of Birth**

We will be explaining to Year 8 how the system works in Tutor time over the next couple of weeks and parents can find all the guidance on our website under the Parents Tab – School Cloud. There is a document for parents about how to attend a video parent evening appointment and there is also a troubleshooting document that we would highly recommend you read prior to the appointment.

Each appointment will be scheduled for 5 minutes. Subject data will be emailed home to families on Wednesday 25th November - it will be helpful to have this to hand for your meetings. Please ensure that you are ready to meet the staff that you have booked to see on the night. It is helpful if you leave at least 10 minutes to log in and set up ready before the appointments. Each appointment will be scheduled for 5 minutes. If you arrive late to this meeting the meeting time will be cut short accordingly I am afraid. Scheduled meetings will not be able to overrun the allotted time. If a teacher teaches more than one Year 8 class, then their appointments will be booked on a first come first served basis.

Please email your child's Form Tutor or Head of Year/Deputy Head of Year in the first instance if you have any questions.

Ms Galdames – Head of Year ([galdames.b@thenorwoodschool.org](mailto:galdames.b@thenorwoodschool.org))

Mr Appiah Agyemang – Deputy Head of Year ([appiah.k@thenorwoodschool.org](mailto:appiah.k@thenorwoodschool.org))

Mr Skelly - [skelly.l@thenorwoodschool.org](mailto:skelly.l@thenorwoodschool.org)

Ms Brooks - [brooks.m@thenorwoodschool.org](mailto:brooks.m@thenorwoodschool.org)

Mr Grant - [grant.j@thenorwoodschool.org](mailto:grant.j@thenorwoodschool.org)

Ms Lestrade Thomas- [thomaslestrade.j@thenorwoodschool.org](mailto:thomaslestrade.j@thenorwoodschool.org)

Mr Evans - [evans.s@thenorwoodschool.org](mailto:evans.s@thenorwoodschool.org)

Ms Vincent/Ms Evans - [vincent.s@thenorwoodschool.org](mailto:vincent.s@thenorwoodschool.org), [evans.v@thenorwoodschool.org](mailto:evans.v@thenorwoodschool.org)

Mr Swann - [swann.o@thenorwoodschool.org](mailto:swann.o@thenorwoodschool.org)

Take care and stay safe.

Kind regards,

Ms Nicholas

Senior Deputy Headteacher