

Dear Year 9 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 at the Year 9 Parents Evening which will take place on **Thursday 3rd December 2020**.

This is, as mentioned in an earlier email this year, to replace the missed Parents Evening that you would have been offered last academic year when your child was in Year 8.

We will be hosting a further event to inform you all about Options and Future Pathways on Thursday **February 11th 2021** - more information on the next event will follow nearer the time - but do please keep the date in your diaries.

Each teacher will have a maximum of 30 x 5 minute appointments available that you will be able to book from midday **Thursday 26th November** (we will send a text reminder when we release the appointments). **Bookings close on Tuesday 1st December at 7.00pm.**

To make your bookings (after midday Thursday 26th 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 9 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. Data will be emailed home to families on **Wednesday 2nd December**- 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 9 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.

Mr Oxford oxford.j@thenorwoodschool.org
Ms Acham acham.g@thenorwoodschool.org
Ms Ritchie ritchie.s@thenorwoodschool.org
Ms Goodwin goodwin.l@thenorwoodschool.org
Mr Foster foster.d@thenorwoodschool.org

Mr Goodchild goodchild.p@thenorwoodschoo.org
Ms Fabian fabian.l@thenorwoodschoo.org
Mr Brown brown.j@thenorwoodschoo.org
Ms Johnson johnson.g@thenorwoodschoo.org
Ms Quay quay.c@thenorwoodschoo.org

Take care and stay safe.
Kind regards,

Ms Nicholas
Senior Deputy Headteacher