

Norwich Road Academy

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Principal: Mrs Julia Miles, BA Hons (QTS) NPQH



Friday 20th October 2023

Dear Parent/Guardian,

Parent Evenings Monday 20th November 2023 – Online or Tuesday 21st November 2023 – Face to Face

Following feedback from parents and carers, we are offering **TWO options** for Parent's Evening this year. Our aim is for all parents to attend a session with their child's teacher. Please **choose one option**.

Option 1

Monday 20th November 2023 - These meetings will be booked online, **and then held by video meeting** rather than in-person at the school. **3.30pm – 6.30pm**

To make your appointments please open the SCOPAY app or go to www.scopay.com website and login with your email address and password. Appointments will be available to book from **6.00pm on Monday 13th November 2023** until **midday (12 noon) Monday 20th November 2023**

A full guide to making a booking on Scopay has been emailed to you and also uploaded to Class Dojo. If you do not receive the guide by email please check with the office that we have your correct email address. On the day of your appointments, you need to re-login at the website address www.scopay.com with your email address and password.

If a Video Call meeting is due to start within 1 hour, you will see the UPCOMING BOOKING window with a countdown to the meeting start time. Once you have joined the meeting you will see the teacher. You can adjust your device settings if necessary. The meeting will end automatically at the end of the countdown timer.

If you are unable to book at home, please contact the school office for help.

OR Option 2

Tuesday 21st November 2023, face to face meeting with your child's class teacher in the academy hall. These are available **from 3:30pm – 5:30pm**.

If this is your preferred option, **please return the attached slip**, indicating your requested **time slot** and **return** to your child's teacher **by Wednesday 15th November 2023**.

Should you require the opportunity for a lengthier discussion with your child's class teacher at an alternative time, please get in touch via the office email: office@nor.eastern-mat.co.uk. We will be happy to organize this for you.

Kind regards,

Julia Miles
Principal



'Building our love of learning together'

Please complete the top section of this form and **return** to your child's teacher **by Wednesday 15th November 2023**. An appointment will then be made for you.

Childs Name _____ Class _____

Tick your preferred time slots and your child's teacher will then confirm a specific time with you:

3:30-4:00	4:00-4:30	4:30-5:00	5:00-5:30

I also have children in this class/these classes

Name of Sibling(s)/Classe(s) _____
We will liaise with other teachers if we are able.

Name of parent _____

SIGNED _____

Below is for teacher use only

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Reply slip for RETURN to parent

Name of child _____ in _____ (class)

Your appointment time is on Tuesday at _____

From _____ (Teacher's name)

We look forward to seeing you then!

If you are unable to make the appointment, please let us know and we will make alternative arrangements for you.