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**Norwood Primary School**  
Gunthorpe Road  
Gunthorpe  
Peterborough  
PE4 7DZ

Head Teacher : Mrs D Reynolds - BSc Hons QTS NPQH

Aim High

Never Give Up

Follow Your Dream

Lead By Example

19<sup>th</sup> February 2013

Dear Parents/Carers

Unfortunately at the end of the school day on Monday 18<sup>th</sup> February there was an incident of inappropriate behaviour from a parent on site.

Please be assured that Norwood Primary School and the Governing Body takes incidents such as these extremely seriously and will be addressing the issue with the individuals concerned.

We would like to take this opportunity to remind all members of our school community the school policy on **Code of Conduct**.

***Norwood School welcomes parents, visitors and all those contributing to the school community. Please be aware that all members of the school community have the right to be treated with dignity and respect and all members of staff have the right to work in an environment which is free from bullying or harassment of any kind.***

***Norwood School operates a zero tolerance policy with regard to bullying and harassment and any complaints received will be treated seriously, investigated appropriately and any necessary action taken.***

***We invite you join us in promoting and enjoying a positive and productive learning and working environment.***

We appreciate your understanding and support in this matter.

Yours faithfully

Warren Fenwick – Chair of Governors

