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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*

Tuesday 28<sup>th</sup> January 2014

Dear Parents/Carers

As it is the time of the year when we may experience bad weather, I would like to remind you of the procedures that we at Norwood School will adhere to in cases of school closure.

Firstly, may I point out that in circumstances where staff members have difficulty in getting to or from school and via adult:child ratio becomes unsafe, under Health and Safety guidelines, the school will have no choice other than closure.

For updates on school closures please listen to Heart FM for regular updates before school hours. A complete listing of these will be continually updated at **[www.heart.co.uk/peterborough](http://www.heart.co.uk/peterborough)**. We will also send out a text message to all parent/carers informing you of any closure along with an update on our school website which can be found at [www.norwood-school.co.uk](http://www.norwood-school.co.uk)

For school closures during the school daytime, we will contact parent/carers by a text and email message to the registered email address for the '*first contact*'.

Please make sure that you have sent back your pupil update forms so that we have the most recent contact information for you. Please bear in mind that the majority of our staff travel a considerable distance to school and to ensure their safe travel home, it is only sensible to react quickly to an unpredictable situation and due to possible changing weather a decision may be made to close school early.

Although we take every care to grit the school grounds please be aware in adverse weather conditions, extreme precaution should be taken when entering and leaving the school premises.

Thank you in anticipation.

Yours sincerely

Mrs D Reynolds  
Head Teacher

