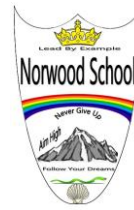


Email: [office@norwoodschool.co.uk](mailto:office@norwoodschool.co.uk) Telephone: 01733 574717  
Website: [www.norwood-school.co.uk](http://www.norwood-school.co.uk)



**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*

Thursday 18<sup>th</sup> July 2019

Dear Parent/Carer,

In order to improve our safety procedures, we have created a document for you to add photographs and the names and relationship of people whom you give consent to collect your child. Any person with parental responsibility (usually Mum and Dad) will also need to be added.

This document is expected to support the new staff teams for September in getting to know which adults who are most likely to collect your child. Please bear in mind that the Norwood policy states that the person collecting your child must be over the age of 18.

The photographs will also enable you to have peace of mind when you need to make a last minute change with who will be collecting your child. If you need any further sheets, please contact the school office.

By adding names and photographs to the sheet, Norwood will presume that you have gained consent from the individuals before providing school with the document.

All documents will need to be returned to Norwood for the start of the school year and by Friday 6<sup>th</sup> September. Paper letter of the document will be sent home today with each child.

In an emergency, if you need a different adult, who is not already stated to collect your child, phone the school office.

Kind regards,

Mrs J. Cockerill  
Deputy Headteacher

Mrs D. Reynolds  
Headteacher

