



Head Teacher: Mrs D Reynolds - BSc Hons QTS NPQH

*Aim High*

*Never Give Up*

*Follow Your Dream*

*Lead By Example*

30/11/2021

Dear Parent/Carer

A Christmas party has been organised for your child and will run from 3.15pm – 4.30pm.

- Reception – Tuesday 7<sup>th</sup> December
- Year 1 – Tuesday 14<sup>th</sup> December
- Year 2 – Friday 10<sup>th</sup> December
- Year 3 – Thursday 9<sup>th</sup> December
- Year 4 – Monday 6<sup>th</sup> December
- Year 5 – Thursday 16<sup>th</sup> December
- Year 6 – Monday 13<sup>th</sup> December

The party will be supervised by Norwood School staff and will be held in the school hall.

Children will need wear their school uniform for the school day, but then will be able to change into party clothes before the party begins.

Please send any party clothes, named, into school in a bag clearly labelled with your child's name.

Children will need to be collected from the hall door at 4.30pm and will bring home their school uniform in the bag provided from home, clearly labelled with your child's name.

Children will be provided with a small snack and drink during the party, please ensure that the school office is fully up to date with any allergies.

Please complete this slip and return to the school office by Thursday 2nd December 2021 to comply with Fire regulations.

I would like my child/ren to attend their school Christmas party:

1. Child's Name: .....Year: .....

My child/ will be collected by \_\_\_\_\_ (named adult)

2. Child's Name: .....Year: .....

My child/ will be collected by \_\_\_\_\_ (named adult)



3. Child's Name: .....Year: .....

My child/ will be collected by \_\_\_\_\_ (named adult)

**Due to the dark evenings all Year 6 pupils will need to be collected by an adult.**

Due to safety and the wellbeing of all our pupils, all school gates will be locked at the usual time of 3.30pm.

To gain access to school site after 3.30pm and before the end of the party, please follow the instructions on the sign at Elter Walk entrance on how to contact Mr Johnson (Site Manager).

The Elter Walk gate will then be unlocked at 4.25pm for the collecting adult (18 years+ only).

Yours sincerely

Mrs Reynolds  
Head Teacher

