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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*

Wednesday 21<sup>st</sup> May 2014

Dear Parents/Carers

Miss Healey has been selected to carry out Jury Service from Monday 2<sup>nd</sup> June to Friday 13<sup>th</sup> June 2014.

Whilst this does cause a change to our usual procedures, it is a legal requirement to carry out this duty unless you are exempt for any reason. Further information can be found at <https://www.gov.uk/jury-service/overview>

During this period of time, we will as always ensure that your child's education is not affected in any way and therefore, to ensure continuity and quality provision, Mrs Cockerill and Miss Odain will take over the teaching and learning responsibilities for Year 3.

During this time, please do feel to raise any questions or concerns regarding your child with the adults as usual, either at the beginning or end of the school day or by appointment via the school office.

Thank you for your on-going support.

Yours faithfully

Mrs D Reynolds  
Head Teacher

