Email: office@norwoodschool.co.uk Telephone: 01733 574717
Website: www.norwood-school.co.uk

Head Teacher: Mrs D Reynolds - BSc Hons QTS NPQH

Norwood Primary School
Gunthorpe Road
Gunthorpe
Peterborough
PE4 7DZ

Aim High Never Give Up Follow Your Dream Lead By Example

Thursday 5th November 2026

Dear Parents/Carers,

Year 3 would like to invite you to join us for a special school activity on **Tuesday 15th December 2026, from 2:30pm to 3:00pm**.

The activity will take place in the **school hall**. Due to fire regulations and health and safety requirements, we can accommodate a maximum of **two adults per child**.

We would like to inform you that during parent/carer engagement events, photographs may be taken of students with their parents/carers or just photographs of parents/carers and these may be displayed within the school premises.

Arrival and Signing In

On arrival at school, please make your way to the **school office to sign in**. A member of the Year 3 team will meet you there at **2:30pm** and escort you to the hall.

For everyone's safety, **all visitors must sign in on arrival** in accordance with our fire-safety procedures.

We also kindly ask that you observe the following arrangements:

- **Mobile phones must be switched off and kept out of sight** throughout the event to protect the privacy and safety of all children.
- Parents and carers must remain in the designated areas and **must not move around the school site unsupervised**.
- If you need to leave the hall or require any assistance, please speak to a member of staff, who will be happy to help.

We look forward to welcoming you into school and sharing this special activity with you. Thank you for your continued support and cooperation.

We hope to see you there!

Kind regards,

Mrs M Richardson and the Year 3 team.

Mrs D R Reynolds
Head Teacher