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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

Friday 6th November 2026

Dear Parents/Carers,

Year five would like to invite you to come and join them to engage in a school activity on **Monday 7th December 2026** between 2.30pm and 3.00pm.

The activity will be taking place in the hall and therefore, due to fire regulations and health and safety, we can only allow **two adults per child** to attend.

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

When you arrive at school, please make your way to the **school office to sign in**. Please could we ask that each family bring an electronic device with a QR code reader app to enable to sign each person in on arrival at the school office. A member of the Year 5 team will come down to meet you at **2:30pm**.

For the safety of everyone, **all visitors must sign in on arrival**, as required by our fire-safety procedures.

We also kindly ask that:

- **Mobile phones are switched off and kept out of sight** throughout the event. This helps us protect the privacy and safety of all children.
- Parents and carers **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 seeing you there!

Mrs G Jones and the Year 5 team

Mrs D Reynolds
Head Teacher