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

Monday 9th November 2026

Dear Year 4 Parents/Carers,

Year 4 would like to invite you to join us for a Parent and Carer event on **Thursday 3rd December** from 2.30pm – 3.00pm.

As the event will be in the Y4 classroom, we are only able to accommodate **1 adult 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 4 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 classroom or require any assistance, please speak to a member of staff, who will be happy to help.

Kind regards

Mr Thompson
Year 4 Teacher

Mrs Reynolds
Head Teacher