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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

18/10/2012

Dear Parents/Carers

Adhering to government guidelines Norwood School communicates electronically through groupcall, therefore emails are sent out to the registered email address for the '*first contact*'. If you feel that these are not reaching you please speak to Mrs Cowing or Miss Fletcher in the school office. Parents/Carers receiving paper copies will be issued via the child.

To ensure a system that enables you to be aware of when we are emailing you, we will send a text at the same time. This will remind you to check your emails and if no email correspondence has been received then please could you let the office know as soon as possible.

We have also designed our website www.norwood-school.co.uk so that all letters are uploaded to this. Individual class letters can be found by navigating to the ***Year Group Letters*** page and any letters issued to all of the children in school can be found on the ***Key Events and Dates*** page.

I hope that these amendments will address any issues you may have, however the office staff are on hand to support with any further queries.

Yours sincerely

Mrs D Reynolds
Head Teacher

