

# Northwick Park Primary and Nursery Academy

Company No. 9154404

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**Headteacher: Emma Lane**

November 2018

Dear Parents,

From Monday 10<sup>th</sup> December, we will be operating our internal Christmas Post. To help our postmen and women please make sure envelopes are clearly marked with both names and class, e.g.

**JOHN SMITH**

**Miss German's Class 5G**

To help the Reception, Year 1 and Year 2 children write their cards, there is a class list on the back of this letter.

Yours sincerely

Mrs E Lane  
Headteacher

