## Moorlands Church of England Primary Academy

Headteacher: Mr Kevin Lee

Moorland Way, Belton, Great Yarmouth, NR31 9PA Tel: 01493 780007 Email: office@moorlands.norfolk.sch.uk Web: www.moorlands.dneat.org



29th February 2016

## Dear Parent/Carer

Many thanks.

As you aware, it is important for us all to take steps to protect the environment. As a school, we currently use 600,000 sheets of paper a year in official correspondence. We have decided as a school to try to reduce this by at least 50%.

Therefore, from today, the school will not be sending paper letters home where possible. Instead, we will email them to you and post them on the school website.

In order that you are aware when there are relevant letters, you will be sent a text informing you that new letters have been published. In addition to this the letter will be uploaded to the school website and also emailed to the address that the school holds on file for you. Finally hard copies of any letter will be available upon request from the school office.

It is therefore very important that the school has up to date contact information; mobile phone numbers and email addresses. If you think that these may have changed please return the slip below to the school office as soon as possible.

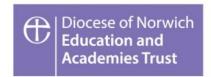
Af Lhee	
K Lee	
Name of Child	Class
Name of Parent	
Mobile number	
Email	

Respect Responsibility Resilience Honesty Compassion Belief

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Yours faithfully

Kevin Lee

Headteacher