



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

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.

Many thanks.

K Lee

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Name of Child

Class

Name of Parent

Mobile number

Email

Moorlands Church of England Primary Academy

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Diocese of Norwich
Education and
Academies Trust

Yours faithfully

Kevin Lee
Headteacher

Respect Responsibility Resilience Honesty Compassion Belief