



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



Diocese of Norwich
Education and
Academies Trust

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Dear Parents and Carers

As you all know, we are about to head into a second national lockdown. We are told that this will be initially for a period of 4 weeks. I wanted to write to you to confirm our position as a school, as well as to remind you of the steps we are taking around drop-off and pickup and some enhanced measures that we are going to put into place from tomorrow.

- **School remains fully open.** We all know the importance of children being in school and we will do everything in our power to keep this the case. We will continue to follow all advice that we are given and will work tirelessly to keep everybody safe, both children and staff.
- Please be aware that we are running on lower staff numbers than usual, so there may sometimes be a delay in responding to you or changing books etc as our number one priority has to be on the day to day safe operation of the school. We ask you to be patient with any non-urgent requests. This has been further complicated by the fact that we have some staff who are classed as Clinically Extremely Vulnerable and these people have been told by The Government today to not come into work from tomorrow for the period of the lockdown.
- We want to remind you of the arrangements for drop off and pickup. In particular:
 1. There is a 20 minute drop off window in the morning, which we advise you to make use of. The window is 8.40 - 9.00.
 2. Please continue to use individual entrances for each class.
 3. Please ensure that **only one parent/carer per family** picks up and drops off.
 4. Please follow the one way gate system carefully
 5. Respect social distancing and **maintain a 2 metre gap** with other families where possible.
 6. No parents are to enter the main building, except the foyer. Where this is the case, only one person at a time should be in this area.
 7. Where possible make, contact with the school by email or phone, unless it is for extremely important matters, for example safeguarding.
- In addition, from Thursday we would urge that **all parents and carers who come onto site please wear a face covering in order to keep yourselves and others safe.** This is a request and we understand that some people may be exempt.

Finally, I want to say thank you for your continued support. What we are trying to do is not easy and there will certainly be further bumps in the road ahead. There remain many uncertainties but as I have said previously, we will follow all advice that we are given and we will act in the best interests of the children and staff of Moorlands at all times. Your words of thanks and encouragement are hugely beneficial to myself and the team and are always massively appreciated.

Take care everybody and do your best to keep safe.

Best wishes,

Mr Lee
Head Teacher