



Moreton C of E Aided Primary School
Moreton, Ongar, Essex
CM5 0JD
Tel: 01277 890255
E-mail: office@moreton.essex.sch.uk
www.moretonceprimaryschool.co.uk

Head teacher: Mrs N. Batt

27th November 2020

Dear Parents and Carers

Email communications to Head Teacher and Staff

At Moreton we know that communication between teaching staff and parents is vital for pupils to learn effectively. During the closure of the school, earlier in the year due to COVID, Mrs Batt and the teachers actively encouraged parents to contact them through email and Class Dojo to alleviate any concerns and provide support for home learning.

However, the Governing Body are now concerned with the number of emails that are being sent directly to Mrs Batt and the teaching staff. This is seriously distracting from their ability to focus on teaching and the day to day running of the school.

In particular, please be advised email is not an acceptable method for communicating concerns, grievances and complaints. We have a clear policy which must be adhered to and can be found on the policy section of the website.

With immediate effect, if you need to contact anyone at the school, in the first instance, please call the school office on 01277 890 255 who will then be able direct you correctly.

You can find all the school's policies on the following website link:
<https://www.moretonceprimaryschool.co.uk/policies>

Finally, during these very challenging times, can we please remind everyone of the need to treat each other with respect and dignity. Especially the staff. We are very proud of the work they have done, and continue to do, in making sure the children's school experience remains as positive and enjoyable as possible.

Many thanks in advance for your understanding.

Regards

Daniel Green
Chair of the Governing Body