



MOORGATE PRIMARY ACADEMY

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ACHIEVE, CHALLENGE, ENJOY!

Thursday 10th April 2025

RE: Local Elections – Thursday 1st May 2025

Dear Mum, Dads & Carers,

Please find the arrangements for the school hall being used as a polling station Thursday 1st May 2025.

1. **School is open as normal for children** – The polling station will be in the hall and this will be given over to the polling station for the entire day. For this day only, assemblies which normally take place in the hall will take place in classrooms, PE lessons which normally take place in the hall will take place outside or in classrooms and lunchtime will be a picnic lunch, eaten outside or in classrooms (weather dependant).
2. **The hall will be the only place that voters will be able to access** - we have carried out a risk assessment to ensure that the rest of the site is safe while the children are in school. People coming to vote will only be able to access the school via the doors leading to the hall (not the main school entrance) and there will be a physical barrier behind the polling staff meaning that voters will not be able to access anywhere else in the school other than the section of the hall given over to the polling station. Additionally, school staff will be on duty in this area all day to ensure that no members of the public are able to access any other area of the school, other than that which has been allocated.
3. **Polling Staff will have access to a limited area of the school** – like any other visitor to our school, the polling staff will be signed in and will wear a visitors badge. They will only have access to the toilet facilities and the downstairs office space to make drinks.
4. **Children's access to the hall/main office space will be limited for this one day** – children will not access the main office as they normally do for this one day. Neither will they access the hall at all for this one day.
5. **Voters will have limited vehicular access to the site** – as with parents, pollers will only have pedestrian access to the school. Those requiring disability access will have to contact the school in advance to arrange accessibility to the school. The pedestrian school gates will be open at all times during this day and the vehicle gate will be closed at the normal times.
6. **The school is fully secure and safe as normal** – Please be assured that as always, your child's safety is of our paramount concern. if you are concerned about any aspect of the school being used as a polling station next week, please contact me or send me an email at headofschool@moorgateacademy.co.uk

Kindest regards,

Mrs. Eaglefield

Head of School

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