



**MANOR COURT**  
**Community Primary School**  
Incorporating  
Manor Court Early Years Centre

Duck Lane, Chard, Somerset, TA20 2ES

Head Teacher: Mr L Talmage

Telephone 01460 62350  
Email [sch.091@educ.somerset.gov.uk](mailto:sch.091@educ.somerset.gov.uk)  
Website: [www.manorcourtschool.sch.co.uk](http://www.manorcourtschool.sch.co.uk)  
Twitter: @ManorCourtChard

Friday 28<sup>th</sup> April 2017

Dear Parents and Carers,

Puffins' class

As you are aware Mrs Morton is currently poorly and is unable to be at work on a full-time basis. This is a difficult position for Mrs Morton, who is a dedicated, popular and talented teacher and the school to manage and I am writing to you to inform you of the steps that we are taking to provide the best education for your child.

Until the completion of the Key Stage 2 assessments, your child will be taught by an experienced supply teacher, who is being ably supported by Miss Avison (Year 4 teacher) and Mrs Hall (Year 3 – 4 Phase Leader). As soon as the assessments are completed, Mrs Terry will take full class responsibility until Mrs Morton is well enough to return to work or the end of the academic year.

I do appreciate your ongoing support and patience in this matter. Please do not hesitate to contact myself or Mr Clode if you require any more information.

Yours sincerely

Mr L Talmage  
Head Teacher