



MANOR COURT Community Primary School

incorporating **Manor Court Early Years Centre**

A Member of Preston Primary Academy Trust

Head Teacher Mr L Talmage

Deputy Head Teacher Mr A Clode **Assistant Head Teacher** Mrs G Terry

Duck Lane, Chard, Somerset TA20 2ES

Telephone 01460 62350 • email office@manorcourt.ppat365.org

manorcourtcommunityprimary.co.uk • x [@ManorCourtChard](https://www.instagram.com/ManorCourtChard)

Friday 5th July 2024

Dear Parent and Carers,

Reference: Building works

We are delighted that our two new classrooms will start to be built this term, with an estimated completion date of March 2025 (weather dependent). The building company that was selected to complete the building work is Hammond Building Contractors, of Sturminster Newton, and they will be on site from Monday 15th July.

The works will cause some disruption and alterations to the way that we complete tasks, most notably as parents and children enter and leave the school site, as the whole of the Key-Stage 2 playground will be out of bounds for the duration of the building works.

The only gates in which parents and children will be able to access and exit the school site through are the small pedestrian gate nearest to St Mary's Church, the gate in the centre of the wall at the front of the school and the gate at the rear of the school. If you enter, or leave, the school via the gate at the rear of the school you will be directed a particular way as Harris fencing will be erected to keep the building site – The Key-Stage 2 playground – safe.

Please read this letter carefully as it explains how we will continue to operate daily and ensure disruption is kept to a minimum. It is our intention that our plans outlined in this letter will be in place for the duration of the building work and we will only make changes to them, if it is essential.

Entrance to the school in the morning to drop your children to school

The school gates will open each morning at 08:40 and will be shut promptly at 08:50.

To limit congestion, we are requesting that parents and children use the following gates and doors to enter the school site in the morning. To access the school building through certain doors it will be necessary to walk across the Key-Stage 1 playground.

At no point during the drop off time are parents to walk through the school building. If you need to speak to your child's teacher, please email the school office or speak to the office staff and ask for the class teacher to contact you as soon as they possibly can.

If you have more than one child with different drop off points, please decide what works best for you - they can enter through the same entrance if that is easier.

Class	Suggested gate for entrance	Door to enter the building
Squirrels	Gate at the rear of the school	Classroom doors
Hedgehogs	Gate at the rear of the school	Classroom doors
Bumblebees	Pedestrian gate nearest to St Mary's Church	Front door into the Y1 block
Dragonflies	Pedestrian gate nearest to St Mary's Church	Front door into the Y1 block
Magpies	Main gate at the front of the school	Front door into the main building
Nightingales	Main gate at the front of the school	Front door into the main building
Owls	Main gate at the front of the school	Front door into the main building
Kingfisher	Main gate at the front of the school	Front door into the main building

Puffins	Main gate at the front of the school	Enter the building through the external door nearest to Eagles classroom
Eagles	Main gate at the front of the school	Enter the building through the external door nearest to Eagles classroom
Badgers	Pedestrian gate nearest to St Mary's Church	Enter the building through the external door nearest to Foxes classroom
Foxes	Pedestrian gate nearest to St Mary's Church	Enter the building through the external door nearest to Foxes classroom.
Herons	Gate at the rear of the school	Classroom doors
Otters	Gate at the rear of the school	Classroom doors

Breakfast club

- Breakfast club will continue to operate each day from 07:30 in the school hall for those children whose parents have organised a place for them via the school office.
- If the child arrives in the arrival slot, but after the initial 07:30 arrival time, they can access the school hall by walking through the gates onto the KS1 playground, walking to the rear of the school hall and around it to the usual entrance door.
- If the entrance door is closed, they should ring the doorbell as usual to gain entrance.

Late arrivals

- If your child arrives late to school, after the gates are closed at 08:50, they will be required to access the school via the school office.

Assemblies

- We will continue holding assemblies during the building works and invite parents into school.
- Please access the school hall through the door opposite the top door nearest to the kitchen (opposite the year 6 block).

Collection of your child at the end of the school day

At the end of the school day each gate will be opened at 15:05.

To ensure safe and swift collection of children at the end of the day your child can be collected from the place listed in the table below.

Class	Collection point at the end of the day
Squirrels	Classroom doors
Hedgehogs	Classroom doors
Bumblebees	The fence onto the KS1 playground from the outdoor area of the Y1 block.
Dragonflies	The fence onto the KS1 playground from the outdoor area of the Y1 block.
Magpies	Door at the front of the school into the main building
Nightingales	Door at the front of the school into the main building
Owls	From their line on the Key-Stage 1 playground
Kingfisher	From their line on the Key-Stage 1 playground
Puffins	From their line on the Key-Stage 1 playground
Eagles	From their line on the Key-Stage 1 playground

Badgers	The wall at the top of the Key-Stage 1 playground
Foxes	The wall at the top of the Key-Stage 1 playground
Herons	Classroom doors
Otters	Classroom doors

Collection from after-school enrichment clubs

Our after-school enrichment clubs finish promptly at 16:15. During the building works all children will be collected from outside of the front of the school as usual.

After school wrap-around care

Our after-school wrap-around care will continue to operate as it currently does from the Year 1 block and no additional measures are necessary for safe entrance to, or exit from, the site.

Please do not hesitate to speak to us for answers to any questions that you may have.

Thank you for your ongoing support.



Mr Luke Talmage
Headteacher



Mr Alan Clode
Deputy Headteacher & Inclusion Lead

ASPIRE

Ambition • Sincerity • Positivity • Integrity • Respect • Empathy

