



# 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

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Wednesday, 2<sup>nd</sup> October 2024

Dear Parents and Carers

## **Reference: Parents' evenings**

We are looking forward to holding our parents' evenings in October. Class teachers will be holding their meetings with you on either Tuesday 15<sup>th</sup> October or Thursday 17<sup>th</sup> October 2024.

All appointments will be face-to-face with your child's class teacher in the school hall. Appointments should be made online through an online booking system.

At 18:00 on Friday 4<sup>th</sup> October, the first email contact for your child that is registered on our contact lists will receive a link via email to book either a face-to-face appointment on Tuesday 15<sup>th</sup> October, or on Thursday 17<sup>th</sup> October. **Please do not click on multiple options as this will prevent other families from being able to book a slot to see their child's teacher.** Once a time slot has been selected, the option to see the teacher at this specific time will disappear for everyone.

The online booking system will close for bookings 48 hours before the scheduled start of appointments, e.g. bookings for Tuesday 15<sup>th</sup> October will close at 3.30pm on Sunday 13<sup>th</sup> October. No appointments will be available to book online after this time.

We appreciate that not all parents are in a relationship. We would appreciate parents attending to see their child together, but if this is not possible and you are not the primary contact on the contact list, then please do contact your child's class teacher via Eylog or email the school office to arrange an appointment directly.

### **In person parents evening – Tuesday 15<sup>th</sup> October 15.40 – 19.00**

You will meet with your child's class teacher in the school hall for a ten-minute appointment. Your child's class teacher will be able to share your child's English and Maths books with you and discuss their progress and attainment in all subjects.

### **In person parents evening – Thursday 17<sup>th</sup> October 15.40 – 18.00**

You will meet with your child's class teacher in the school hall for a ten-minute appointment. Your child's class teacher will be able to share your child's English and Maths books with you and discuss their progress and attainment in all subjects.

### **Appointment with Mr Clode**

If your child has additional educational needs or if you are worried that your child may have additional educational needs that is impacting on their education, there will also be an opportunity to meet with Mr Clode on both dates to discuss your concerns or worries. If you would like an appointment, please contact the school office where the admin team will be happy to book you an appointment time.

Please note that **ALL** after school enrichment clubs will be cancelled for the week.

As always please bear with us if some appointments go over the allocated time.

We are looking forward to sharing your child's successes with you.

Yours sincerely,

Mr Luke Talmage  
Headteacher

Mr Alan Clode  
Deputy Headteacher

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