



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

Duck Lane, Chard, Somerset TA20 2ES

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17th October 2019

Dear Parents/Carers,

Re: Parents Evening for Owls & Puffins Classes

Unfortunately, we are having to make some changes to the scheduled parents' evenings for both Owls and Puffins classes.

Mrs Terry is currently unwell and will be unable to keep any appointments for either the Monday or Wednesday evenings. Appointments will be rescheduled upon her return to work and we will let you know the dates for these as soon as possible.

Parents' evenings will continue as planned for Puffins Class, but just to keep you informed, Monday's appointments will be with Mrs Scott and Wednesday's will be with Mrs Hall.

We apologise for any inconvenience you may be caused but trust you will understand the necessity of us making these changes. Thank you for your continued support.

Yours sincerely

Mr L Talmage
Head teacher

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