



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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Dear Parents/Carers

PARKING PERMITS

The school has a parking arrangement with the District Council and is able to offer parking permits for the Crowshute and Bath Street car parks for parents/carers of children in Foundation for collecting and bringing your child to school. There is a charge of **50p per permit** to cover administration fees.

If you would like a permit please complete the slip below and return it to the office with the correct money in a sealed envelope with all other forms. Tickets will be available for collection from the office from the beginning of September. All tickets will need to be signed for when collected and no tickets will be issued until payment has been received.

Permits are only to be used for the times stated (8.30 to 9.00 am and 3.00 to 3.30 pm) and only for collecting or bringing your child to school. They must not be used for shopping in Sainsbury's. The half an hour is to make sure that you have time to speak to a teacher or visit the office. The traffic warden maintains a close watch on the cars using permits and will make a note of registration numbers and pass them to the school office for any parents who abuse the terms of the ticket concession. **Anyone who is parked for longer than the permit allows will be given a parking ticket. Anyone who misuses their ticket will have their permission and ticket withdrawn.**

We would also ask parents to refrain from stopping outside the school or parking on the pavement to drop off children. The car park at the rear of the school is also not for use by parents. Thank you for your assistance in this matter.

Yours sincerely

Mr Talmage
Head Teacher

REQUEST FOR CAR PARK PERMIT

Child's name		Class:	
Car Registration Number (s)		Name (please print)	
Office Use Only:			
Number allocated		Date	

ASPIRE

Ambition • Sincerity • Positivity • Integrity • Respect • Empathy