



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

Duck Lane, Chard, Somerset, TA20 2ES

Head Teacher: **Mr L Talmage**  
Deputy Head Teacher: **Mr A Clode**

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19<sup>th</sup> February 2018

Dear Parents/Carers

**Puffins Parents Evening - Tuesday 20<sup>th</sup> February and Wednesday 21<sup>st</sup> February 2018**

We are writing to inform you of our need to postpone Mrs Terry's appointments with the parents and carers of children within Puffin class. Sadly, Mrs Terry will be absent from school for the whole week, as she is suffering from illness.

As soon as we are able to we will liaise with Mrs Terry and make new appointments.

Thank you for your understanding.

Yours sincerely

Mr L Talmage  
Head Teacher

Mr A Clode  
Deputy Head and Inclusion Leader