



**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**

Telephone 01460 62350  
Email [sch.091@educ.somerset.gov.uk](mailto:sch.091@educ.somerset.gov.uk)  
Website: [www.manorcourtschool.sch.co.uk](http://www.manorcourtschool.sch.co.uk)

26<sup>th</sup> January 2018

Dear Parents/Carers

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

We have arranged a Parents Evening for you to meet with your child's class teacher on either Tuesday 20<sup>th</sup> February, 3:30pm – 6:00pm or Wednesday 21<sup>st</sup> February, 4:00pm – 7:30pm, the Parents Evening will take place in the individual classrooms. These are very important evenings and we would be grateful if one or both parents could attend. Mr Clode (Deputy Head Teacher/Inclusion Leader) and Miss Gregory (Early Intervention Officer) will also be available to discuss your child's progress or issues that you may have.

Please fully complete and return the slip below to your child's class teacher by no later than **Monday 5<sup>th</sup> February 2018** so we can inform you of your appointment day and time. Appointments will be allocated on a first come, first served basis. If you would also like to see Mr Clode (Deputy Head/Inclusion Leader) or Miss Gregory (Early Intervention Officer), please tick the relevant box. Mr Clode may also request an appointment to see you.

Please note that all after school clubs will finish for this half term on Friday 2<sup>nd</sup> February and will recommence after half term on Monday 26<sup>th</sup> February.

We look forward to seeing you during parents' evening.

Yours sincerely

Mr L Talmage  
Head Teacher

Mr A Clode  
Deputy Head and Inclusion Leader

✂

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

Child's Name ..... Class .....

*(Please indicate your preferred time zone)*

**Tuesday 20<sup>th</sup> February 2018**

3:30 – 4:30  4:30 – 5:30  5:30 – 6:00

**Wednesday 21<sup>st</sup> February 2018**

4:00 – 5:00  5:00 – 6:00  6:00 – 7:00  7:00 – 7:30

I would also like an appointment with Mr Clode (Deputy Head and Inclusion Leader).

I would also like an appointment with Miss Gregory (Early Intervention Officer).

Sibling Name ..... Class .....