



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

Duck Lane, Chard, Somerset TA20 2ES

Telephone 01460 62350 • email office@manorcourt.ppat365.org

manorcourtcommunityprimary.co.uk • x @ManorCourtChard

Friday 15th May 2026

Dear Parents/Carers

PARKING PERMITS – September 2026

The school has a parking arrangement with the District Council and is able to offer parking permits for the Crowshute and Bath Street (Sainsbury's) car parks for parents/carers of children who attend Manor Court Primary School.

If you would like a permit, please email your request to the School Office email address; Office@manorcourt.ppat365.org. Please state 'Car Park Request' as the subject and clearly provide the following information: -

- Your name
- Your email address (where you want your pass to be sent)
- Your child's name
- Your child's current class
- Registration of the car for which you require a permit
- Make and model of car

Please note that permits are restricted to a maximum of 3 per family. No requests for permits will be accepted outside of this email system.

Permits will be sent to the address supplied on your application. These will need to be printed and displayed clearly when parking your vehicle in the designated car parks. All permits will be clearly marked with the registration of the vehicle and validity date and cannot be altered by the recipient, and no re-issues of permits will be made.

Permits are only to be used for the times stated (8.30am to 9.00am and 3.00pm to 3.30pm) 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 **Anyone who misuses their ticket will have their permission and ticket withdrawn by the District Council.**

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 Luke Talmage
Head Teacher

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