Manor Court Community Primary School & Early Years Centre
Duck Lane, Chard,
Somerset, TA20 2ES
Tel: 01460 62350
email: office@manorcourt.ppat365.org
www.manorcourtcommunityprimary.co.uk
Headteacher Mr Dan Glentworth

Proud member of PPAT EDUCATION

Wednesday 30th September 2026

Dear Parents and Carers

Parents' Evenings - Monday 12th and Thursday 15th October 2026

We are very excited to welcome parents into school for parents' evenings in October for pupils in Foundation Stage to Year 6. Parents' evenings will take place on Monday 12th October and Thursday 15th October.

We place great importance on parents' evenings, and therefore, we would ask you to please book an appointment with your child's class teacher to discuss how they have settled back into school after the summer break; parents' evening appointments are 10 minutes long.

For this event our booking system in place run by our website provider Juniper. You will have received an email sent previously giving details of your username and you should have now set up a password. **You will be unable to book a Parents Evening appointment without creating a password for your account.**

Please see overleaf for full instructions on how to book your parents evening appointment. **Once you have selected your timeslot, you must click the save button.** The appointments will run from 15.40 - 18.20 on both days. Please ensure you arrive promptly to prevent delays.

Bookings will close on Thursday 8th October at 6pm; you will not be able to book after this time, and you will be allocated a free slot by your child's class teacher.

If you have any further questions, please email the school office.

With best wishes,

Mr Dan Glentworth
Headteacher

PTO

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Parent Evening Booking Instructions

As a parent, you can access the booking system by following these instructions:

1. Open a web browser.

2. Enter www.manorcourtcommunityprimary.co.uk/parents-evening-info

3. When prompted, enter your email address (the one registered with us) and enter your password (if you have already set up your account) or select 'forgot your password' – this requests a password reset email. Follow the link from this email.

Booking Appointments

Follow these steps to book an appointment:

1. Select the child you want to book an appointment for in the right-hand corner of the screen (select the circle containing their initials).

2. Select the day for the appointment.

3. Select a time slot for each teacher you want to book with, then select '**reserve**'. Your selection will show in green with the word '**reserved**'. The slot will only be reserved for 10 minutes.

4. **You must select 'save' (bottom right corner) to confirm the reservation. If you do not press save your booking will not be secured.**

This system is relatively new to us; therefore, we do anticipate a few teething issues, thank you for your patience and understanding.

Thank you.