



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

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Monday 1st December 2025

Dear Parents and Carers,

Reference: After School enrichment clubs and representing our school

As we approach the end of term, we would like to express our sincere gratitude for the continued support of our parent community. Your partnership plays an essential role in ensuring the success and wellbeing of our pupils, and we are especially grateful for the recent efforts in helping children arrive punctually and ready to learn each morning. Good attendance and punctuality make a significant difference to children's progress, and your support is appreciated.

We are also extremely proud of the wide range of after-school enrichment clubs we provide. Many of these clubs are offered free of charge, as we firmly believe in giving all children access to high-quality opportunities beyond the classroom. We know, however, that some parents have felt frustrated when unable to secure a place for their child.

To ensure fairness and to make the best use of the limited spaces available, we will now be implementing the following expectation:

- If a child misses two club sessions without a valid reason, their place will be offered to the next child on the waiting list. This will allow more children the chance to benefit from these enriching experiences.

In addition, we would like to make families aware of an important update regarding attendance and representation. Upon our return to school in January, children whose attendance is below 85% (without medical evidence or sufficient reason) will not be eligible to represent the school in sporting fixtures or other special opportunities. The child's place at after school enrichment clubs will also be reviewed and their place at enrichment clubs will be offered to the next person on the list with attendance above 85%. Being chosen to represent the school is an honour and a responsibility, and we believe it should be reserved for pupils who attend regularly and consistently demonstrate commitment to their learning and our school.

Thank you once again for your ongoing support.

Mr Luke Talmage
Headteacher

Mr Alan Clode
Deputy Headteacher and Inclusion Leader

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