



The Manor
PREPARATORY SCHOOL

9 December 2011

Dear Parents

Jury Service

Please note that I have been called for Jury Service in Oxford for an anticipated period of two weeks starting on Wednesday 18th January 2012.

I have discussed the arrangements for my cover with the Chair of Governors and the Senior Leadership Team. For that period please refer all everyday matters that you might normally contact me about to the Deputy Head, Mrs Anita Stokes. Her email is astokes@manorprep.org. Such matters would include permissions for absence from school, sorting out any concerns you may have, particularly in situations where Mrs Stokes will need to liaise with other staff in order to arrive at the best way forward. Alternatively, please contact the relevant Head of Section, of course: either msimmonds@manorprep.org or pmcconnell@manorprep.org

Future Schools

Parents of Year 2 and Year 6 pupils with any questions about ongoing applications to future schools are welcome either to contact the relevant member of staff above or to contact me during my period of Jury Service if you feel my links with other Heads would be of benefit. In that case please email me direct on head@manorprep.org I will answer my emails on a daily basis. If the matter is particularly urgent and you would like to talk to me on the telephone, please feel free to email me asking me to call you, which I shall endeavour to do the same evening. I shall then be able to contact the relevant Head personally on your behalf at the earliest opportunity.

I shall very much miss The Manor for these two weeks and shall look forward to my return!

Yours sincerely

Piers Heyworth
Headmaster