



**The Manor**  
PREPARATORY SCHOOL

30 September 2011

**To all parents**

Dear Parents

**The Manor Car Lift Share Database**

We are setting up once again a database of Manor parents who would like to liaise with each other about sharing car journeys to and/or from school. If you would like to share with other Manor parents the details about how you take your child to and from school, please fill in the attached form. Please print off the form and fill it in by hand and return it to the School Office by Friday 7 October.

We will produce a spreadsheet which will give details of all the participating parents with whom you might be able to arrange to share car lifts, postcode by postcode. To participate in this survey, you should be able to offer lifts, even if you specify that they are on an occasional ad hoc basis. Please note that by completing this form you give permission to the school to publish your address and transport details for other Manor parents. You will then be able to contact each other to discuss possible lift sharing. The School will not be able to act as an intermediary beyond providing this database.

Yours sincerely

**Piers Heyworth**  
**Headmaster**



**The Manor Car Lift Share Database**

Child's name: .....Form: .....

Mother's name (including first name) .....

Father's name (including first name) .....

Home address and postcode .....

.....

Home phone: ..... Work phone: .....

Email: ..... Mobile: .....

**Journey to school in the morning**

Which mornings each week do you usually drive to school?  
(Please tick appropriate boxes)

Monday	Tuesday	Wednesday	Thursday	Friday

How many spare spaces in the car do you have at these times? .....  
Which other schools do you drop a child off at in the morning and at what times?

.....  
.....  
.....

Any other notes?

.....  
.....

Please turn over/

**Journey from school to home in the afternoon**

Which afternoons do you normally pick up and at what times (n.b. please assume that clubs are running and that your child is having the Autumn Term clubs, if any, for which he or she is booked).

	Monday	Tuesday	Wednesday	Thursday	Friday
Pick up by car on this day?					
Time?					

**Please tick appropriate boxes and add the time of collection.**

How many spaces do you have in the car going home in the afternoon?.....

Which other schools do you collect from on the above days and at what time?

.....  
 .....

Any other notes?

.....  
 .....  
 .....

Signed: .....  
**Parent/Guardian**

**Please return this completed form to your child’s Form Teacher by Friday 7 October.**  
**We shall send you the complete data base shortly after that.**