



**The Manor**  
Preparatory School

## To All Parents

Friday 27 November 2020

Dear Parents

## Mid-Term Update

It has been rather a festive week here at The Manor with Christmas jumpers and decorations as the children (and staff) have been putting the final touches to their contributions for the Christmas performance. It has certainly brought a different feel and a reminder that some things always stay the same which is delightfully reassuring!

With just a couple of weeks left in this school term, there are some important messages to share this week and please do take the time to read them carefully.

## Last Day of Term

There will be **NO** clubs or Extended Day on the last day of term, Friday 11 December. All children will need to be collected please from their usual gate at their normal pick up times as below:

Pre-Nursery, Nursery and Reception - 3:30pm (Y5/SDT Gate)  
Year 1 - 3:40pm (Tennis court gate nearest the SDT block)  
Year 2 - 3:40pm (Gate in between the tennis courts)  
Year 3 - 3:55pm (Gate in between the tennis courts)  
Year 4 - 3:55pm (Tennis court gate nearest the SDT block)  
Year 5 and Year 6 - 4:00pm (Y5/SDT Gate)

## Transport on the Last Day of Term

Children who rely on the Joint Bus Service will need to leave school at 12:00 noon on the last day of school to catch the buses that are leaving St Helen's at lunchtime. If you do not wish your child to catch the bus that day, please let us know ([karnold@manorprep.org](mailto:karnold@manorprep.org)). I am afraid that any children leaving at 12 noon to catch the bus will unfortunately miss the Christmas lunch which we will be enjoying on the last day of term.

Manor Minibuses will run as normal after the end of the school day. If you don't need the minibus that day, please let us know ([karnold@manorprep.org](mailto:karnold@manorprep.org)).

## Pick Up from 5:30pm Onwards

As you are aware, we have been very open about the need to continuously review and adapt our operation as time goes on. We have now seen the need for a small change in the pick up arrangements for parents/carers arriving **AFTER** 5:30pm. From **Monday 30 November** please park in the front car park and come to the front gate at the far side of The Manor house (by the Year 1 and 2 playground near to the cottage and front lawn). There will be a bell on the gate for you to

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ring. This will ring straight across to Extended Day and they will be able to come over and help you. If for any reason the bell is not answered, there will be a telephone number on a board by the gate for you to call. This will be the number to call if you would like to save it into your mobile phone in advance - 01235 858485. We would like to trial this ahead of the Spring Term so that it can become part of the arrangements in January.

### **Clubs General**

Please could we ask you to check Manor Messages each week for clubs updates to avoid any disappointment for the children - thank you. We appreciate that changes can cause frustration but we will only do this if it is unavoidable which unfortunately it is from time to time.

### **Christmas Cards**

Please note that children are permitted to bring in Christmas cards for their friends, but only within their year group bubble please.

### **Playdates**

We are hearing from some of the children that they are enjoying playdates at the weekends. Please may we remind you of the current COVID restrictions and the rules surrounding the mixing of households.

We hope you all enjoy the final remaining weeks of this term and that I will see as many of you as possible on the gates between now and the end of term. Have a lovely weekend.

Yours

Alastair Thomas  
Headmaster