



13<sup>th</sup> November 2024

Dear Parents/Carers,

### School Office Changes

We are writing to let you know about some exciting changes and improvements to our School Office space.

On Monday 18<sup>th</sup> November we will be moving office spaces and taking up temporary residence in the Headteacher's current office.

All in person appointments or queries will be answered via the entrance next to our Nursery. You will be able to access the site in the same way as normal.



**For all Manor Drive Primary Academy enquiries please contact us on 01733 598001 or via email on [office@manordriveprimary.org.uk](mailto:office@manordriveprimary.org.uk)**

In the New Year there will be extensive building works carried out that will create a completely separate Primary School entrance and waiting area.

We appreciate your support during this period of change over the next few months whilst we carry out the building work and apologise for any inconvenience these changes may cause.

Kind Regards,

Mrs E Marks  
Headteacher