



# Parent Handbook **Manor Green Primary School**

*Learn, enjoy and achieve together*

*Taking parents step-by-step through starting school*





## Tom Smith Headteacher, says...

It's great news that your child is starting at our wonderful school.

Thank you for selecting us.

### We need some information from you

We need some information from you, so could you please follow the steps in this Parent Handbook, and hand in your completed forms to the school.

### Answering your questions

On page 15 is Key Information and pages 16-17 are answers to Frequently Asked Questions. If you have any questions that are not answered here, please contact the school office on 01293 526873 or email office@mgprimary.co.uk and we will be happy to help.

### Policies and term dates

On page 19 are details of some important policies you need to know about, and term dates.

### Welcome

Welcome to Manor Green School and I look forward to getting to know you and your child.

# Step 1

## Pupil details:

Legal surname:	
Preferred surname (if different)	
Legal First name:	
Preferred first name:	
Middle name(s):	
Boy <input type="checkbox"/> Girl <input type="checkbox"/>	
Date of birth:	
Home address:	
Postcode:	
Home telephone:	
Nationality of child: <small>As per passport or identity card</small>	
Language spoken at home:	
Country of Birth: <small>As per birth certificate</small>	
Religion:	
<b>Parents'/ Guardians' details:</b> (people who have parental responsibility for the child.)	
Mother / Other:	Father / Other:
Title:	Title:
First name:	First name:
Surname:	Surname:
Mobile telephone:	Mobile telephone:
Work telephone:	Work telephone:
Main email:	Main email:
<b>Only complete below if different to child's address:</b>	
Address:	Address:
Postcode:	Postcode:
Home tel:	Home tel:

Please tear here

Other emergency contacts:	
Title:	Title:
First name:	First name:
Surname:	Surname:
Address:	Address:
Postcode:	Postcode:
Home telephone:	Home telephone:
Mobile telephone:	Mobile telephone:
Work contact:	Work contact:
Relationship to child:	Relationship to child:

**IMPORTANT - Please indicate order of priority for contact by the school:**

1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>

**i.e Mother, Father, Grandparent, Other carer, Social Worker, etc.**

**Current School/Nursery/Pre-school Information**

Please give details of your child's current educational setting, i.e. school, nursery, pre-school etc:

Name of establishment:	
Address:	
Contact telephone no.:	
Attended from:	to:

Please sign here if you give consent for your child receiving emergency treatment should it be required.

Signed:	Date:	parent/ carer/ guardian
Name of Medical Practice:		
Address:		
Telephone Number:		

**Parental declaration**

The details supplied on this form are correct to the best of my knowledge. I understand that the school must be informed of any changes which might affect my child's education, including changes of address, contact details, emergency contacts etc.

Signed:	Date:	parent/ carer/ guardian
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Personal information that you have provided will be used and stored carefully by the school. These uses of personal information are covered by registration under the data protection legislation. Under the legislation you have the right to obtain a copy of the information we hold about you.

**Please return this form to the school office a.s.a.p.**

Step 1

Step 2

**Parent/guardian consent to administer 'one-off' Emergency medicines**

The school will not administer medication unless this form is completed and signed. This information will be kept securely with your child's other records. If further information is needed we will contact you. Please do not hesitate to contact the school if there are any issues you wish to discuss.

Pupils Name:	D.O.B:
Gender:	Class:

The Medicines Policy permits the school to administer the following medication with signed consent if your child develops the relevant symptoms in a 'one-off' emergency or if directed by a emergency health care professional for example if a pupil has their first asthma attack or a severe life-threatening allergic reaction. Pupils will be given a standard dose suitable to their age and weight. You will be informed when the school has administered medication by a call from your child's class team. Only staff who have received specific training to use these medications will administer them to your child under the direction of a first aider, medication lead or health care professional. The school holds a small stock of the following medicines:

- Auto-injector
- Inhaler (with or without single use spacer)

Tick the medications above that you give your consent for the school to administer during the school day and confirm that you have administered these medications in the past without adverse effect.

Signed:	Date:	parent/ carer/ guardian
Print name:		

Please tear here

## Parent/guardian consent to administer short-term non-prescribed 'ad-hoc' medicines

The school will not administer medication unless this form is completed and signed. This information will be kept securely with your child's other records. If further information is needed we will contact you. Please do not hesitate to contact the school if there are any issues you wish to discuss.

Pupils Name:	D.O.B:
Gender:	Class:

The Medicines Policy permits the school to administer the following non-prescription medication if your child develops the relevant symptoms during the school day. Pupils will be given a standard dose suitable to their age and weight. You will be informed when the school has administered medication by Class DoJo or a call from your child's class team. The school holds a small stock of the following medicines:

- Paracetamol
- Anti-histamine

Tick the non-prescription medications above that you give your consent for the school to administer during the school day and confirm that you have administered these medications in the past without adverse effect.

Signed:	Date:	parent/ carer/ guardian
Print name:		

Step 3

## Ethnic background record form (based on the national population Census ethnic categories)

Pupils Name:	Class:
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Our ethnic background describes how we think of ourselves. This may be based on many things, including, for example, our skin colour, language, culture, ancestry or family history. Ethnic background is not the same as nationality or country of birth.

Please study the list below and tick one box only to indicate the ethnic background of the pupil or child named above. Please also tick whether the form was filled in by a parent or the pupil.

### White

- British
- Irish
- Traveller of Irish Heritage
- Gypsy/Roma
- Any other White background

### Mixed

- White and Black Caribbean
- White and Black African
- White and Asian
- Any other mixed background

### Asian or Asian British

- Indian
- Pakistani
- Bangladeshi
- Any other Asian background

### Black or Black British

- Caribbean
- African
- Any other Black background

### Chinese

- Any other ethnic background
- I do not wish an ethnic background category to be recorded

This information was provided by: (Please tick) Parent <input type="checkbox"/> Pupil <input type="checkbox"/>
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(Any information you provide will be solely used to compile statistics on the school careers and experiences of pupils from different ethnic backgrounds to help ensure that all pupils have the opportunity to fulfil their potential. These statistics will not allow individual pupils to be identified. From time to time the information will be passed on to the Local Education Authority and the DfE to contribute to local and national statistics. The information will also be passed on to future schools to save it having to be asked for again.)

Please tear here

## Photo and Video Consent

Pupils Name:

We love celebrating the hard work and achievements of the children here at Manor Green across all of our digital platforms. In order to do this, we need Parent/Carer consent and ask you to opt in to everything or opt out. This is to ensure we are protecting all children's digital footprint and identity.

We would like to draw your attention and remind you that these are open platforms and anyone can view and share the content. By giving consent, you are agreeing for us to share content (photos/videos) of your child on the newsletter, Facebook page, school website, local press, YouTube and future platforms we decide we may use.

Please be assured that it is your decision whether or not we share your child's image online, we fully respect what you decide. At any point, permission can be withdrawn or given.

Yours sincerely,



Tom Smith  
Headteacher

Photo and Video Consent

YES  NO

Signed:	Date:	parent/ carer/ guardian
Print name:		

Step 5

Step 6

## Home School Agreement

Pupils Name:

### The School will -

- Make learning interesting, stimulating, fun and challenging.
- Maintain good communication with home.
- Seek to provide the necessary equipment.
- Set targets to meet individual needs.
- Be respectful to our pupils and their families.

Signed:

### The Child will -

- Do my best and take part in everything that I can.
- Come to school everyday.
- Look after the school equipment.
- Keep the school rules.
- Behave well on school transport.
- Be polite and respectful to the school staff, the school governors and all the other children.

Signed:

### The Parents and Carers will -

- Ensure that their child attends school regularly and punctually.
- Maintain good communication with the school.
- Support the school policies.
- Attend parent consultation appointments and annual review meetings.
- Keep their child at home if unwell and notify the school each morning of absence.
- Be respectful to staff, children and other families.

Signed:

Please tear here

### The Vision Statement

To support the development of a truly outstanding, creative and inclusive community at Manor Green Primary School.

- Respect and Value
- Unlock Potential
- Inspire a Love of Learning

### Pupil Charter



We want everyone to learn well and be happy at school so we will:



## Nutritional Standards

Manor Green Primary was awarded Healthy School Status in 2008. The school is committed to maintaining Healthy Eating within School and encouraging a healthy lifestyle generally.

### Aim:

- To provide Healthy Options for both school meals and snacks
- To promote a Healthy Lifestyle through active play & PE activities
- To promote a Healthy Lifestyle through PSHE
- To promote a Healthy Lifestyle through extended school activities

### Responsibilities

#### The school will:

- Provide free milk for all pupils
- Participate in the Free Fruit initiative & offer fruit at snack time
- Encourage all pupils to have school dinners
- Provide taster meals to those pupils with limited experience of taste & texture
- Offer guidance to parents / carers on Healthy Packed Lunches
- Embrace foods from around the world through whole school celebrations
- Provide as far as possible for those with special dietary needs
- Provide a safe environment for those with food allergies ensuring a 'Nut Free School'
- Ensure Curriculum strands offer guidance for pupil to select healthy food options
- Work in partnership with outside agencies to deliver workshops for parent/carers

### Monitoring & Evaluation:

- School will monitor pupil numbers to ensure sufficient free milk & fruit is available for all pupils
- School will provide menus for all pupils and ensure parent/carers are aware of the FSM provision
- School will have regular meetings with catering staff to maintain expectations
- Parent/Carers will be invited to school lunch on occasions, to provide feedback on provision
- Parent survey analysis will provide satisfaction feedback
- Feedback from School Council

Please tear here

## Class Dojo Application

Dear Parent/Carer,

Here at Manor Green Primary we use a home school communication system called Class Dojo.

We will need you to download 'Class Dojo' from Android, IOS or Google Play.

This App will allow teachers to communicate and share images of pupils on their own or in a group photo. This app is not a social media app and only class parents or carers will be able to view the images or posts. Please confirm you will not share any photos or content on any social media platforms by signing below.

Please return this form to the school office.

Kind regards,

Tom Smith

Pupils Name:
Parent / Carer Email address/es:

Signed:	Date:	parent/ carer/ guardian
Print name:		

# Buying & Sizing Guide For Manor Green Primary

**When to Buy: End of July or Early August** This allows your child to grow a bit more – so you will have the right size and will last them the year.

**What to Buy: 1 or 2 Sweatshirts/Cardigans** We advise 2 – so that you have 1 for wear/1 for wash  
**1 PE T-shirt & 1 PE Shorts** Reception class do not need PE Kit just yet.  
**1 Poloshirt** We advise at least one with the school logo, and get the rest plain, but you can have more if you like.

All other items available are optional.

**For Example:** If your child is already wearing a size 4/5, then order the 5/6. Always go up one size, to make it last the whole year.

All orders are processed within 24 hours, **please check your SPAM folder** for our confirmation email.

### Returns:

Returns & Exchanges will be accepted as long as all items are in their original packaging and with tags still attached.

Please email us with the order number and details of what you wish to change, so that we have time to prepare your exchange.

Exchanges takes 24 hours.

### Sizes in Inches

- 4/5 – 24”
- 5/6 – 26”
- 6/7 – 28”
- 7/8 – 30”
- 9/10 – 32”
- 11/12 – 34”
- 13 – 35”
- XS – 36”

Collections can be made once you have received your confirmation email. Please use **RH12 4ST for Sat Nav** – follow pink signs and flags. We are **NOT** at the farm; we are next door to Travis Perkins opposite Kilnwood Vale (in the industrial estate). Please check your **SPAM folder for our confirmation email**. During the school year we deliver free of charge to the school every Friday, please order by 3pm Thursday.

[www.taylormadguniforms.co.uk](http://www.taylormadguniforms.co.uk)

# TAYLOR MADE UNIFORMS

## FOR MANOR GREEN PRIMARY SCHOOL – 2025 PRICE LIST

Item	Price
White or Bottle Green Polo Shirt with logo (Optional) Sizes Available: 4-5 / 5-6 / 6-7 / 7-8 / 9-10 11-12 / 13-14	£10.00 £11.50
White LONG SLEEVE Polo Shirt with logo (Optional) Sizes Available: 4-5 / 5-6 / 6-7 / 7-8 / 9-10 11-12 / 13-14	£11.50 £13.00
Bottle Green Sweatshirt with logo Sizes Available: 4-5 / 5-6 / 6-7 / 7-8 / 9-10 / 11-12 13	£17.00 £18.50
Bottle Green Cardigan with logo Sizes Available: 4-5 / 5-6 / 6-7 / 7-8 / 9-10 / 11-12 XS	£18.00 £19.50
Bottle Green Fleece Jacket with logo (Optional) Sizes Available 4-5 / 5-6 / 7-8 / 9-10 / 11-12	£22.00
Bottle Green PE Shorts Sizes Available: 2-4 / 5-7 / 8-10 11-13 / XS	£7.50 £9.00
White PE T-shirt with logo Sizes Available: 4-5 / 5-6 / 6-7 / 7-8 / 9-10 11-12 / 13-14	£9.75 £11.00
Green Jogging Bottoms (Optional) Sizes Available – these come up big: 3-4 / 5-6 / 6-7 / 7-8 / 9-10 / 11-12 XS	£13.00 £14.50
PE Bag with Logo (Optional)	£10.50
Book Bag with Logo	£13.00
Baseball Hat with logo (Optional)	£9.00
Girls Hair Set - (Green) (Optional) (Hair band, clips & bands)	£7.00
Ski Hat Green (One Size) (Optional)	£7.00
Plimsolls (Optional)	£9.00

### How to Order:

Please order via the website: Collection/Courier or Free Delivery to School in Term Time.  
Once your order is ready – you will receive a confirmation email. Please **check your spam/junk file**, as our emails can sometimes be “spammed”.

Taylor Made Uniforms Limited  
1 Holmbush Potteries Industrial Estate, Faggate, West Sussex.  
(opp Kilnwood Vale, next door to Travis Perkins- **Sat Nav: RH12 4ST**) **DO NOT GO TO THE FARM**  
01293 640 154

Registered No: 7005546 Vat No: 106485224

[www.taylormadeguniforms.co.uk](http://www.taylormadeguniforms.co.uk)

## Key information

### What are our school times?

Children should arrive in time for an 8.50am start. The official school day ends at 2.50pm, but exceptions may be made under certain circumstances should the need apply.

### After school club

We run an After School ‘Enrichment Club’, which operates on a Tuesday afternoon, until 4.10pm, for children from Year 1 and upwards. Club activities include Sport, ICT, Art and Music. The cost is £2.50 per session. To book a place, please ask at the school office.

### Arrivals and departures

Parking is available on site, but we ask parents to be mindful not to block the minibus parking spaces; if they are empty, it means the buses will be returning shortly.

Staff are on hand to help collect your child from the door, Amanda is there to greet the children and say goodbye at the end of the day.

### Transport

For information regarding school transport, please use the contact details below.

Special educational needs assessment team contact details Email: [SENAT.North@westsussex.gov.uk](mailto:SENAT.North@westsussex.gov.uk) Tel: 03302222722 Address: Room 00, Ground Floor East Wing, County Hall, Chichester, PO19 1RF.

If your child has an EHCP, contact the Transport Coordination Group with any queries about transport that has already been agreed. Email: [school.transport@westsussex.gov.uk](mailto:school.transport@westsussex.gov.uk) Tel: 01243 753530.

### Uniform

School uniform is compulsory. We recommend that each pupil is dressed for school in shoes and clothing that are uncomplicated in style, and which will enable children to dress and undress as independently as possible.

In warmer weather polo-shirts, shorts and green gingham dresses may be more appropriate.

As long as children arrive at school smartly dressed in the school colours, we are fairly relaxed on uniform. This is to support children with sensory aversions.

All pupils are expected to wear:

- School sweatshirt, which is bottle green and embroidered with the school logo.
- Black or grey trousers/ joggers/skirt.
- White shirt/blouse.
- Black shoes.

### P.E.

- White or green t-shirt.
- Black or green shorts.
- Plimsolls.

Parents / carers are asked to provide a labelled drawstring P.E. bag.

Uniforms available to purchase from [www.taylormadeguniforms.co.uk](http://www.taylormadeguniforms.co.uk) Tel 01293 640154 or 0800 6340712.

### Labelling of uniform

All items of school uniform should be clearly marked with your child’s name.

### Food in school

We have been awarded a Healthy School Status. The achievement recognises our whole school approach to learning, particularly within the Personal, Social and Health Education sections. As such, we offer a highly nutritious and good value for money lunchtime menu which is planned and cooked freshly on site by our own school cook. We cater as far as possible for all specialist dietary requirements.

We are part of the National Free Fruit Scheme for schools: all pupils are offered fresh fruit and milk at snack time each day and encouraged to taste a variety of healthy foods as part of our commitment to a healthy lifestyle. We are a NUT FREE school.

The cost of a school meal is £2.85 per day. This is payable via our My Child at School App.

### Packed lunches

Children are welcome to bring a packed lunch. We would recommend that your child brings only healthy food. We do not allow fizzy drinks in school.

### Free school meals

For children in Reception, Year 1 and Year 2, the government provides free school meals. For older children, you need to be in receipt of certain benefits. Our office staff are always happy to help and provide information or advice in relation to claiming free school meals and by helping to complete forms if needed.



# Frequently asked questions

Here are our answers to what we find are the most frequently asked questions. If you have any questions that are not answered here, please contact the school office and we will be happy to help.

## Attendance

Regular and punctual attendance is of paramount importance in ensuring that all children have full access to the curriculum. Valuable learning time is lost when children are absent or late. Children should arrive at school on time every day the school is open, unless the reason for the absence is unavoidable. Permitting absence from school without a good reason is an offence by the parent.

### Unauthorised absence

Unauthorised absences are those the school does not consider reasonable and for which 'no leave' has been given. These include:

- Parents keeping children off school unnecessarily.
- Absences which are not properly explained.
- Taking holidays that have not been approved by the school.
- Lateness (arriving after the registers have been taken).

### Registration

The school opens its doors to children at 8.45am and all children are expected to be in school by 9.00am. As soon as children arrive in the classroom, staff engage them in learning activities and the first sessions from 9.00am until 9.20am is an important time when children work on their individual targets and socialise with their peers. Registers close officially at 9.30am.

If a pupil arrives after 9.30am they must be signed in at the school office using the electronic register system to ensure that they are registered and to make sure we know that they are here in case of an emergency. Similarly, if a pupil needs to leave school for an appointment during school hours, they must sign out and in again when they return.

Afternoon registration closes at 1.45pm.

If pupils are absent:

- If a child needs to be absent from school due to illness, the parent/carer should ring or email the school office between 8.30am and 9.00am giving the reason for absence and the expected date of return.
- Parents/carers should also inform the taxi or minibus company that transports the child (if applicable). Messages of absence should not be passed to school by the transport staff.
- For an absence for illness of three days or longer, or more than one absence from illness within any two-week period, the parent/carer must provide a medical certificate from the pupil's doctor or other medical professional certifying that the pupil's absence is due to illness. At the school's discretion, parents/carers of children with complex medical needs may be permitted to certify the reason for the child's absence for known medical conditions themselves.

### Illness

Under normal circumstances, the only reason children should miss school is if they are too ill to attend or have unavoidable medical appointments. If this should happen and a child is away from school due to sickness, parents are requested to contact the school by phone, or to send a message informing the school of the situation. In the case of frequent illnesses or a longer illness, a medical certificate may be requested.

Sometimes children are taken ill at school. In this case, the parent/carer will be informed and the child will need to be collected and taken home.

Children are expected to be able to access all parts of the school day, including playtimes, indoor and outdoor learning and physical education. If children are not well enough to take part in these activities, they must not return to school until well enough to do so.

### Medical appointments

Many pupils at Manor Green have complex physical and medical needs. In many cases this necessitates them travelling to off-site medical appointments. Occasionally, these appointments may be lengthy, frequent and/or at a distance. Wherever possible the school attempts to arrange on-site clinics to reduce possible absence.

### Religious observance

Days of religious observance will be authorised.



### Holidays in term time

Parents are strongly encouraged not to arrange holidays in term time. Parents are advised that they have no legal right to take children out of school for trips or holidays but must apply for the Headteacher's permission by completing a Leave of Absence request form, available from the school office. Such permission will only be given in exceptional and unavoidable circumstances.

Our full policy on absence and attendance can be found on our website under Useful Information/Policies.

## Medication in school

### Administration of Medicine

The school will not administer medication unless the appropriate form is completed and signed. If children are prescribed antibiotics, they need to remain at home for the first 48 hours. This is to ensure that the children are well enough to attend all learning and school activities as well as ensuring that there are no side effects to the medication. After 48 hours the child can return to school. Where possible antibiotics should be given at home unless prescribed as four times a day dose or in exceptional circumstances.

### Internet safety

Access to the internet is a part of school life and can be an important resource in a variety of lessons. We employ a filtering system to try and ensure children cannot access inappropriate on-line material, and usage is monitored during lessons. Children are encouraged to report anything they may see which makes them uncomfortable and are routinely educated about both the advantages and potential dangers of internet websites.

## Jewellery and personal possessions

### Jewellery

Jewellery is not permitted in school. Only small studs are acceptable and they must be removed before P.E.

### Personal possessions

School reserves the right to forbid any personal belongings which could be considered to be unacceptably dangerous or against the interests of pupils.

### Mobile phones

Mobile phones are not allowed in school. Children often bring phones or iPads on the bus but we do not take responsibility for these items or charge them. Children can bring iPads or phones at the discretion of the driver/escort. When in school, either the devices stay on the bus or are locked in the teaching cupboard.

### Charging policy

To cover the cost of certain activities, it is necessary to ask for a contribution from parents and carers. This contribution is entirely voluntary and pupils will not be excluded from the activity if parents and carers are unable or unwilling to pay. However, if insufficient funds are received the trips may not be able to go ahead as planned.

Our full policy on Charging can be found on our website under Useful Information/Policies.

## Helping to support children's learning at home

Home learning is provided on the website in departments and is thematic-linked to the current topic.

## What to do if you have a concern/complaint

If you have any questions or concerns about your child or the school, then it is always important to raise them with the Class Teacher in the first instance.

# Working with parents

## Parental involvement

We believe that children whose parents are involved and interested in their learning do well. We involve parents in their children's learning and encourage them to be active members of the school community.

Parent communication is organised to encourage wide participation and honest conversation. We expect all parents to support their children's educational aspirations and achievements.

## Communication with parents

### News

Our school website has lots of useful information including news updates, term dates and information on our activities.

At Manor Green Primary we value working collaboratively with families. We use Class Dojo, a communication platform for sharing daily updates. We communicate with photos, videos and messages, which enables us to share information and strengthen teacher / family relationships. It is also an instant messaging platform where you can be in real time contact with the class teacher.

### Parent workshops

We offer a supportive environment for parents and carers to come into school to meet. We also provide a variety of workshops including signing and working with challenging behaviour, advertised in our weekly newsletter. The school organises three consultation meetings in the academic year and parents/ carers are expected to attend their child's annual EHCP review. Teachers communicate with families in real time using class dojo.

### At home

Naturally 'parental involvement' is not confined to school. Children are learning all the time and their parents are partners in their education with the school. We encourage parents to take an interest in their child's schoolwork and to support them at home with reading, spelling and times tables.

### The Home School Agreement

We believe it is essential to have strong links between home, school and the community. All children, parents and teachers are asked to sign a Home School Agreement that outlines the intentions of all three parties. A copy is returned home to the parents.

### Contacting parents

In case it is necessary for a child to be sent home because of an accident or illness, it is essential that there is not only a phone number of your place of work but also an alternative contact number. You will appreciate the need to keep this information up to date and it is vital that the school office is notified of a change in circumstances as soon as possible.

### Emergency contact

We ask parents to provide two contact numbers for use in the event of an emergency, such as accident or illness, or if the school has to close unexpectedly. The office or class teacher will call you on the emergency number/s you have provided.

We will also use Class dojo, Facebook, Evidence for Learning and My Child at School app to contact you.



# Policies and term dates

## Policies

### High standards

Policies are vitally important and help us to create standards of quality for learning and safety, as well as expectations and accountability. If you want to know what policies we have, you can contact the school office or visit the school website and click on Our School/School Policies.

### Key policies

Some of our key policies are:

- Attendance.
- Positive Behaviour.
- SEN.
- Safeguarding and Child Protection.

## Term dates

Please refer to the website please



## Partnerships with parents

To support the development of a truly outstanding, creative and inclusive community at Manor Green Primary School we will:

- Learn, enjoy and achieve together

"Every child is unique and will have the opportunity to succeed in their community."

Our core values

- Respect and value.
- Unlock potential
- Inspire a love of learning
- Equality and inclusion for all



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**E-mail Address:** [office@mgprimary.co.uk](mailto:office@mgprimary.co.uk)  
**Website:** [www.mgprimary.co.uk](http://www.mgprimary.co.uk)

