

Regis Manor Primary School

A MEMBER OF SWALE ACADEMIES TRUST

Executive Headteacher: Mrs K Mirams
Head of School: Mr M Perry
Deputy Headteacher: Miss C Beevis
Deputy Headteacher: Mrs K Low
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MP/KNC – Office Opening Hours

6 October 2017

Dear Parents/Carers

Following a restructure in the office, with effect from the 30 October 2017, the school office hours will be as follows:

Monday to Friday

8.00am to 4.00pm

The reception entrance will still be open to visitors before and after these times but no office staff will be available.

Please note that the information box in the reception area is available to parents/carers to drop off information.

Kind regards

Mr M Perry
Head of School



WORKING TOGETHER TO SUCCEED