

18 November 2025
KOn/CGn

Dear Parents and Carers

Festive Events and End of Term Arrangements

As we are quickly approaching the festive season, we are writing to you to update you about some of our school events such as our Community Day, and end of term arrangements.

As is often typical at this time of year, there are quite a few exciting and fun events for your child to be involved in beyond the activities shared in this letter (e.g. Concerts and Nativities!) please contact us if you have any questions about a specific activity or event so that we can help both you and your child/ren feel involved and supported during this busy time of year.

Please find enclosed details on:

- Community Day
- Festive Dinner for all children
- End of term arrangements

If you have any questions about the content of this letter, please contact your child's school office.

Kind regards



Katherine Ogden
Senior Principal

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WORK HARD, BE KIND

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KOA Community Day - Thursday 11 December

We are excited to invite students and families of King's Oak Academy to join us in celebrating **Community Day!** This day is a time for us to come together as a diverse school community. While some students may celebrate the Christmas season, others may observe different traditions or holidays, and we want to ensure everyone feels included in this celebration.



On 11 December, students across all year groups are encouraged to wear either a Christmas jumper or their own cultural attire. Throughout the day, students will explore and celebrate various cultures from around the world, and lessons will offer opportunities to learn and share about different customs. We will finish the day with a fun quiz and some exciting prizes!

We look forward to celebrating our school's diversity and making this a memorable day for all. Thank you for your support in creating an inclusive and welcoming community!



Save the Children.

To support the event in as inclusive a way as possible, you can choose whether your child will donate £1.00 towards Save The Children, or donate an item (e.g. non-perishable food, or toiletries) that will go into care packages for families within the King's Oak Academy community.

Festive Lunches – Thursday 11 December

In what has become an annual tradition for King's Oak, we are holding our festive lunch for all children and staff across the all-through within our Community Day event

Lower School:

Children will be sitting in year groups in the Lower School Hall, served by their Class Teachers and Senior Leaders alongside our SMSAs.



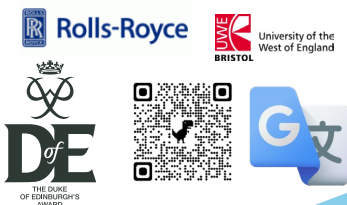
Middle and Upper School:

There will be two sittings for this lunch (one for Middle School and one for Upper School). During the festive lunch, children will be sitting together in their tutor groups, with their Tutors being served by their Heads of Year and Senior Leaders.



Booking and ordering for YR-Y11:

All children across the academy will be invited to pre-book the following festive meal (menu below). We know that some children would prefer to bring in their own packed lunch for this event, which they are welcome to do, please be assured that your child will still be able to sit with their tutor group/class friends and teachers throughout the event.



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LET'S BEGIN THE FEASTIVITIES!

Roast Turkey and Stuffing
Halal Turkey and Stuffing

Or

Roasted Vegetable, Cranberry and
Cheese Puff Pastry Wreath

With

Roasties, Christmas Vegetable
Medley, Sticky Chipolata and Gravy

Rudolph's Nose Cookie

Or

Cinnamon Popcorn
Chocolate Brownie



STREATERIES



Booking, payment and meal selection for all students will be available on Scopay (listed under trips and events) from today until 08:00 on **Monday 1 December**. The cost of the festive lunch is the same price as a standard meal deal (£2.75).

Please be aware that the usual lunchtime menu will not be available for children to purchase during the festive lunch, but our mid-morning break service for students in Y7 to Y11 will continue as normal, and water is freely available.

End of Term Arrangements

To help parents and carers make appropriate arrangements for the final day of term on Friday 19 December 2025, please see below for confirmation of the timings for this shortened school day.

Lower School:

08:25 – 11:30	Lessons and breaktime will take place as normal. End of term celebration activities organised from mid-morning until the end of the school day.
11:30 – 12:30	Lunchtime
12:30 – 12:40	Gates open for children to go home.

Middle and Upper School:

08:30 – 12:00	Lessons and breaktime will take place as normal.
12:00 – 12:20	Lunch in the canteen (Y5/6) and tutor time (Y7- Y11)
12:20 – 12:40	Gates open for children to go home.

Additional information:

Children in Y7 to Y11 will be able to order a packed lunch to take home with them if they would like to have a school meal. A sign-up survey will be sent to families during the penultimate week of term for parents/carers to book a packed lunch that will then be delivered to your child during tutor time on the final day of term.

Teddy Bears After School Care on 19 December:

Cathryn and the Teddy Bears team are offering afterschool childcare, on site at King's Oak Academy on the final day of term from 12:30 until 15:00. Please call 07760237663 or email teddybearschildcare@virginmedia.com if you would like to book this wrap around childcare for this day.

Advice for Parents – Gift giving to staff:

At Christmas, sometimes families, especially in our younger year groups, like to give a small gift to members of staff that have worked closely with their child. This form of gift is always very unexpected but also a kind thing to do. Under the current circumstances and rising costs of living, we would like to advise parents that if your child would like to say thank you and Merry Christmas to our teachers, a homemade card or a verbal 'thank you' or 'happy holiday' from your child would be preferred by our colleagues who are already looking forward to participating in some of the end of term festive activities with your child as a way of celebrating our work together and reaching the end of 2025. Please be aware that unfortunately, staff are not able to accept gifts in the form of vouchers, money or over the value of £40.

Start of Term 3:

All children return to school as normal on Tuesday 6 January 2026.

Festive Lunch – FAQs

How will you know what meal my child has ordered?

You will need to pre-book your child's Christmas lunch meal on Scopay (booking is now open and will close at 08:00 on Monday 1 December) so that we can cater for the correct number of children and meals.

On the day of the Christmas lunch, before your child enters the hall/canteen, they will be given a coloured card (example shared below) from their child's class teacher, who will have a copy of the meals that each child has booked to help make sure that all children receive the correct meal and card so that the staff who are serving the meals can give the correct food to the correct children.

Cooked Options

Roast Turkey and Stuffing	-	Red Card
Roasted Vegetable, Cranberry and Cheese Puff Pastry	-	
Wreath	-	Green Card
Halal Roast Turkey and Stuffing	-	Purple Card

Sandwich / Baguette Options

Cheese Sandwich	-	Yellow Card
Egg Mayo Sandwich	-	Orange Card
Ham Baguette	-	Pink Card
Cheese Baguette	-	Yellow Card
Tuna Baguette	-	Blue Card
Home Packed Lunch	-	No card required

What if I am unable to pay for the meal using Scopay?

Please contact your child's school office so that we can help you with your booking and arrange a system so that you can pay for the meal.

My child receives Free School Meals. What do I need to do?

You will be able to book your child's meal preference under 'trips and events' on Scopay, there will be no payment requested.

My child is in YR, Y1 or Y2 and doesn't normally pay for their meals. What do I need to do?

You will be able to book your child's meal preference under 'trips and events' on Scopay, there will be no payment requested.



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My child prefers to eat at breaktime and does not want a festive lunch or to bring a packed lunch, what will happen for them?

As this is a whole school event, your child will still be able to come to the hall / canteen and sit with their class/tutor group to participate in this event, even if they would prefer not to eat. When the event is over, they will be able to go outside to play with their friends as usual.

Will there be any changes to lessons or routines whilst the Middle/Upper School Festive lunch is taking place?

Yes, to ensure that tutors can join their tutor groups for the event, we will be adjusting the timings of lessons slightly on 11 December. All morning lessons will take place as normal, there will be an extended tutor time where we will be completing festive activities (e.g. Middle School festive hat making) and completing some cultural awareness sessions to help our children understand how the end of the year/festive season is celebrated or recognised by different communities or faiths. All lessons will resume as normal by Period 5 (14:10).

When we get closer to the event, we will share the exact timings with you and your child so that they feel prepared and informed about how the day will run.



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