

25 November 2022  
KON/JWe

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 the Academy Festive Lunch, Christmas Jumper, Cultural Dress Day and end of term arrangements.

As is often typical at this type 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. Christmas Concerts, Nativities and Discos!) please do 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:

- Christmas Jumper and Cultural Dress Day.
- Festive Dinner for all students.
- End of term arrangements for all students.

If you have any questions about the content of this letter, please contact us on 01179 927 127 or alternatively please email – [koa.principal@clf.uk](mailto:koa.principal@clf.uk)

Kind regards



Jess Ware  
**Executive Assistant**

### **Appendix: 1. FAQs – Festive Meal**

#### **WORK HARD, BE KIND**

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## **Christmas Jumper and Cultural Dress Day – 8 December**

Christmas Jumper Day is a time for the community at King's Oak Academy to celebrate Christmas. Some of our students within our academy will not celebrate the festive season, so we want to give all students the opportunity to celebrate their culture in an inclusive manner.

On 8 December, children across the all-through are invited to wear either a Christmas Jumper, or their own cultural dress for the day. To support the day, at the start of each lesson will be learning about different cultures around the world and this will culminate in a quiz and prizes at the end of the day.

To support the event in as inclusive 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 and food banks within the local area. Details about this will be sent to families closer to the date.

## **Festive Lunches**

Following the opening of the new canteen, we are in a unique position whereby we are able to hold our first, family dining style, festive lunch for all children and staff across the all-through academy. In order to be able to cater for all children and staff across 12-year groups (approximately 1000 people), we need to host the event across two dates. These dates are:

### **Lower School - Wednesday 14 December 2022**

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

As parents, you have already received an 'Opt Out. Form' for this event if you would prefer that your child does not have the festive lunch and will be bringing a packed lunch to school.

### **Middle and Upper School: Thursday 8 December 2022**

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**

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 so, please be assured that your child will still be able to sit with their tutor group friends and teachers throughout the event.

Booking, payment and meal selection will be available on Scopay (listed under trips and events) from today until Friday the 2 December 2022. The costs of the festive lunch remains at the same price of a standard meal deal (£2.40).

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

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*\*Cooked meals will be served with the traditional trimmings of roast potatoes, seasonal vegetables, sausages in blankets / Halal sausages, and stuffing with the option of gravy.*

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## **End of Term Arrangements**

To help parents and carers make appropriate arrangements for the final day of term on Friday 16 December 2022, please see below for confirmation of the timings for this shortened school day.

### **Lower School:**

08:40 – 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:**

08:40 – 12:00	Lessons and breaktime will take place as normal.
12:00 – 12:20	Lunch in the canteen (Y5/6) and tutor time (Y7-11)
12:20 – 12:40	Gates open for children to go home

### **Additional information:**

Children in Y7 to 11 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 16 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 till 3:30pm. Please call 07760237663 or email [teddybearschildcare@virginmedia.com](mailto: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 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 2022.

## **Start of Term 3:**

All children return to school as normal on Wednesday January 4, 2023.

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## **Appendix 1.   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 on Friday 2 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 band (example shared below) from 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 meals and wrist bands so that the staff who are serving the meals can give the correct food to the correct children.

Turkey Christmas Dinner	-	Red band
Chicken (Halal) Christmas Dinner	-	Purple band
Vegetarian Christmas Dinner	-	Green band
Ham or Cheese Sandwich	-	Blue Band
Home Packed Lunch	-	No band required

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

Please call the Main Office (01179 927 127) 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 Reception, Year 1 or Year 2 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.

### **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 8 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 (2.10pm).

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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