

KOn/JWe  
13 November 2023




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 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. Christmas 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:

-  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 your child's school office.

Kind regards

*J. Ware*

Jess Ware  
Executive Assistant

Appendix: **1. FAQs – Festive Meal**

## Christmas Jumper and Cultural Dress Day - Thursday 07 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.



**Save the Children®**

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.

On 7 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.

## Festive Lunches – Thursday 07 December

Following last year's success, we would like to hold another festive lunch for all children and staff across the all-through academy.

### Lower School:

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



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

Booking, payment and meal selection for all students will be available on Scopay (listed under trips and events) from today until 08:00 am on **Monday 27 November**. The cost of the festive lunch is the same price of a standard meal deal (£2.40).

*Please be aware that the usual lunchtime menu will not be available for children in to purchase during the festive lunch, but our mid-morning break service for students in Year 7 to Year 11 will continue as normal, and water is freely available.*





*\*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.*



WORK HARD, BE KIND

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## **End of Term Arrangements**

To help parents and carers make appropriate arrangements for the final day of term on Friday 15 December 2023, 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 (Year 7- Year 11)
12:20 – 12:40	Gates open for children to go home.

### **Additional information:**

Children in Year 7 to Year 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 15 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 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 2023.

## **Start of Term 3:**

All children return to school as normal on Wednesday January 3, 2023.



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## **Appendix 1. FAQs**

### **How will you know what meal your 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 8am on Monday 27 November) 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 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 cards so that the staff who are serving the meals can give the correct food to the correct children.

	<b>Chicken Christmas Dinner</b>	-	<b>Red Card</b>
	<b>Halal Roast Christmas</b>	-	<b>Purple Card</b>
	<b>Vegetarian Christmas Dinner</b>	-	<b>Green Card</b>
	<b>Ham or Cheese Sandwich</b>	-	<b>Blue Card</b>
	<b>Home Packed Lunch</b>	-	<b>No card required</b>

### **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 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 07 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.