

Our Ref: SMO/NLO – OSA ‘Christmas Events’

15 November 2023

Dear Parent/Carer

Looking Ahead: Christmas Events and End of Term.

Although there are many weeks of learning left between now and the Christmas holidays, there are a few events and opportunities that require advance notice and planning.

On Thursday 14th December we will have our Christmas Dinner, Christmas jumper day and, in the evening, the Christmas Concert. More details about the concert will be available nearer the time. The Christmas jumper day is an opportunity to raise money for the Year Group charities and students will need to make a minimum donation of £1 to wear a Christmas jumper as an addition or alternative to their blazer.

The autumn term ends on Wednesday 20th December. On this day there will be an adjusted timetable with an earlier lunchtime and school will finish at 1:30pm. We are hoping that the school buses will be able to collect the students at the earlier time and will let you know as soon as we receive confirmation of the arrangements.

If the early finish creates any childcare issues for parents/carers, please let us know and we can make arrangements for your child to be supervised in school until 3:10pm. Please be aware that unfortunately, the school buses are unlikely to be available at 3.10pm.

At lunchtime on 14th December, students and staff have the option of enjoying a delicious, hot, two-course Christmas lunch (both vegetarian and meat options are available – see overleaf for details) in the dining area. This will be the main lunchtime meal option on the day although there will be a reduced offer of other meals such as pasta, pizza and panini also being served. Sandwiches and baguettes will still be available at both break and lunchtime (subject to availability).

The cost of the Christmas lunch is £2.50, and **MUST BE ORDERED AND PAID FOR ONLINE BY BREAK-TIME ON FRIDAY 24th NOVEMBER to ensure there is enough turkey to go round!** This cost does not cover the purchase of a drink (or any other items) and it would be helpful if students could purchase drinks or other snacks separately, if required, at break-time to reduce the pressures on the catering staff over the busy lunch period.

It is easy to make a payment online provided you have already registered to access our Cashless Catering/Online e-payments system. Simply log onto <https://www.ipayimpact.co.uk> with your Username and Password. From the Home Page, click on Accounts and select your child's name, followed by the Details/Pay button to the right of the Fund Name 'Christmas Dinner 2023 - students'. Finally, go to the basket and make your payment. Please indicate that you have made the online payment on the attached slip.

Students who are entitled to Free School Meals may choose to use their daily allowance to purchase a Christmas lunch but must still do so in advance by completing the reply slip overleaf; they cannot use their allowance to purchase one 'on the day'. Where these reservations are made, the day's allowance will be automatically allocated and funds for any other food or drink purchases will need to come from top ups to their cashless catering account, by parent(s)/carer(s). Water is always available for students to help themselves. Limited options will still be available for the free school meal cost.

To enable the catering team to plan and purchase sufficient supplies, a decision on the Christmas lunch cannot be made on the day – a meal must be pre-booked (using the form overleaf) by **break-time on Friday 24th November**. On Thursday 14 December, students will be given a ticket to hand in at the canteen till. The list of students with their food option order will be available to tutors earlier that week to remind their tutees of their order.

We hope that this day will provide all our staff and students with Christmas cheer in preparation for the Christmas concert that same evening (details to follow) and hope that when we end the term on Wednesday 20th December that you all will then enjoy a restful and healthy Christmas break, until students return to the Academy, in the New Year, on Thursday 4 January 2023.

Yours truly



Mrs S Morris
Principal

(See overleaf for Christmas lunch order form)

Ormiston Sudbury Academy
Christmas Lunch and Christmas Jumper Fundraising Day – Thursday 14 December 2023

Student's Full Name: _____

Year and Tutor Group: _____

I would like to order my child a Christmas lunch **on Thursday 14 December 2023**. I have ticked below their menu choice, ie Meat OR Vegetarian option and one dessert option. I note that the Christmas lunch must be pre-paid online by **break-time on Friday 24th November 2023**.

TICK ONE MAIN MENU OPTION:

- Roast Turkey option served with sausage, roast potatoes, seasonal vegetables, Yorkshire puddings and gravy.
- Creamy Mushroom Vol Au Vent, sage and onion stuffing (V) option served with roast potatoes, seasonal vegetables, Yorkshire puddings and gravy.

TICK ONE DESSERT OPTION:

- Chocolate ice cream yule log
- Mince pie (*CAUTION: mince pies may contain nuts)

- I have made an online payment of £2.50 for my child's Christmas lunch.

(please state the first 6 digits of the reference number): _____

- My child is entitled to Free School Meals and wishes to use his/her entitlement for the day to pay for a Christmas lunch.

Please tick the relevant box.

Signed: _____

Date: _____

Name of Parent/Carer: _____ BLOCK CAPITALS PLEASE

Please return completed slip and place in the postbox outside the Academy Office by **break-time on**

Friday 24th November 2023. Thank you.