

Principal: Mark Woodhouse

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11th December 2018

Dear Parents/Carers

Re: End of term Events and Arrangements

As we rapidly approach the end of term I wanted to bring your attention to events that are happening in the academy over the next couple of weeks and confirm arrangements for the end of term.

Academy Christmas Show and Panto: As has been advertised the Academy Christmas Show will be taking place on Thursday 13th December. Tickets for this sold out a couple of weeks ago but we do have a reserve list so please contact the academy if you would like to be considered for a ticket should one become available between now and Thursday.

Academy Christmas Lunch: The Academy Christmas Lunch will be taking place on Thursday 20th December. Should you wish for your son/daughter to have a Christmas lunch on this day please can you make payments via School Money. The lunch costs £3.10 and tickets must be purchased by Thursday 13th December to give time for our kitchen staff to prepare. The Christmas lunch will be the only meal being served at lunch on this day, if students wish to buy other food they will need to do so at break time.

Food Bank Donations: As you are aware our Christmas Charity Drive this year is the Mid Norfolk Foodbank who are a registered Charity based in Norfolk. They provide emergency food and support to local people who are in crisis and are referred to them by frontline care professionals including doctors, social workers and schools. Our donations will be delivered to the Swaffham Centre for use by families in need in our local town. We would be grateful for donations of non-perishable food to be sent into school and collected in tutor groups by Friday 14th December.

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Determined to be...
'the best that we can be'

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Last Day of Term Arrangements: As you will be aware the last day of term is Friday 21st December. We have made the decision to close the academy at 12.40pm on this day. We are conscious that it is likely to be a busy travelling day and this will allow those families who are looking to get away at Christmas, the opportunity to leave a little earlier. Buses have been arranged for this time, so for those students who travel by school transport they will still be able to catch their buses etc. We plan to extend break time on this day so students will have sufficient time to buy and eat their food on the day.

Finally, the spring term starts on **Monday 7th January 2019**. Thank you for all your support this term and I would like to take this opportunity to wish you and your families a lovely Christmas and New Year!

Kind regards.

Yours faithfully

A handwritten signature in black ink, appearing to read 'M Woodhouse', with a small horizontal line at the end.

**Mark Woodhouse
Principal**