



7th December 2015

Dear Parent/Carer

End of Term Arrangements

As we approach the end of what have been two busy and successful terms, I should like to give you the details of arrangements and events that will be in place.

Calendar of Events

Tuesday 12th December	Christmas Lunch - Lower School
Wednesday 13th December	Christmas Lunch - Upper School
Thursday 14th December	SEN Parent Workshop – 6.00 – 7.00 pm
Friday 15th December	Senior Citizens 'Carols By Candlelight' and Christmas Tea Party: 2.00 pm - Lower School
Wednesday 20th December	Mufti Day 1.35pm – END OF TERM STUDENTS DISMISSED

Tuesday 12th and Wednesday 13th December - Christmas Lunches

Please note there will be no food served at break on this day but students may purchase a drink if required.

- Only Christmas lunch (main course and dessert with vegetarian alternative) will be served at lunchtime – there will be no other choices.
- The cost of Christmas lunch will be £2.10, which is the usual cost of a meal. (Those entitled to a free meal should obtain a Christmas lunch ticket from the Canteen in advance.
- Tickets will be sold in advance at break or lunchtime until the end of Monday 11th December from the Dining Room. **Students MUST have a ticket for this event.**
- Students not having a Christmas Lunch at **Lower School** will need to bring a packed lunch on this day and will eat them in allocated lunch rooms. Students at Upper School not participating will also eat their packed lunch in an allocated room. (We regret there will not be space for packed lunches to be eaten in the dining room on either site during the Christmas lunch.)

Wednesday 20th December - Last Day of Term

Ark Helenswood Academy will close to students at 1.35 pm. The Lower School Library will be staffed until 3.05pm. If you require your daughter to remain in school until that time please inform the academy.

'Mufti Day' - £ 1.00 voluntary donation for the nominated academy charity: Place2Be. Students should attend the academy wearing normal home clothes (no fancy dress please). Please ensure that the donation is paid into the academy in advance of the last day of term. Students who do not wish to pay a donation should attend in normal school uniform. We thank Barclays Bank, who have agreed to match fund any monies raised for Place2Be.



Principal: Tracy Dohel

Lunch and Break time

As there is no lunch service for students on Wednesday 20th December there will be an extended break time with normal break food available for purchase. Those students who are in receipt of free school meals may collect a packed lunch from the dining rooms at break time.

We look forward to seeing the students back in school on the first day of the new term:

Wednesday 3rd January 2018 – 8.45am - Please ensure that your daughter arrives at school by 8.40 am ready for an 8.45 am start to lessons.

Staff Changes:

We will be waving farewell to three members of staff at the end of this term and wish them well for the future:

- Mr Mawby
- Mrs Collins
- Mrs Claydon

Student Absence

Could I remind all parents in time for the new term that student absences must only be reported to the Absence line (01424 757986). This is the correct telephone number for both sites and can be found in your daughter's planner. If you are unable to get through to Mrs Isden, please leave a message giving your daughter's name, year group and the reason for her absence.

Parent warning

I must also draw your attention to the enclosed letter from Mr Clarke outlining some disturbing items appearing on Snapchat. Please do heed the advice he gives to safeguard your child.

If you are stuck for presents for your daughters this year please could we ask that they return to school with all stationery equipment replenished. We have a number of students who arrive at school each day without the basics of a pen, pencil and ruler.

May we take this opportunity to wish all students, parents and carers a peaceful and happy winter break and a successful 2018!

Yours faithfully



Ms T Dohel
Principal