

Dear Parent/Carer

End of Term Arrangements

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

Calendar of Events

Friday 11th December	Senior Citizens 'Carols By Candlelight' and Christmas Tea Party: 2.00 pm - Lower School
Tuesday 15th December	Joint Winter Concert at Ark William Parker at 6.00 pm
Tuesday 15th December	Christmas Lunch - Upper School
Wednesday 16th December	Christmas Lunch - Lower School
Wednesday 16th December	Y11 Parent/Carer Consultation Evening – Upper School
Friday 18th December	Tutor Period – Break time: Normal timetable Periods 3 and 4: Tutor time & Festive entertainment 1.00pm – END OF TERM SCHOOL DISMISSED

Tuesday 15th and Wednesday 16th 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 **XXX**, which is the usual cost of a meal. (Those entitled to a free meal should obtain a Christmas lunch ticket from the LS or US Office in advance of Monday 14th December).
- Tickets will be sold in advance at break or lunchtime from Monday 23rd November until Monday 14th December from the Dining Room. **Students MUST have a ticket for this event.**
- **Students who have received a free reward lunch must exchange their letter from Mrs Monk for a dinner ticket. It will not be possible to exchange the letter on Xmas lunch days as we will not know whether you require a meat or vegetarian lunch.**
- Students not having a Christmas Lunch at **Lower School** will need to bring a packed lunch on this day and will eat them in the Drama Studio. Students at Upper School not participating will eat packed lunch in their rooms as usual. (We regret there will not be space for packed lunches to be eaten in the dining room on either site)

Friday 18th December - Last Day of Term

Ark Helenswood Academy will close at 1.00pm, in line with Ark William Parker Academy.

The following buses have been confirmed to attend Ark Helenswood Academy:

- Bus No. 28 at 13.30
- Bus No. 26 at 13.10 and 13.30
- Bus No. 26A at 13.20 and 13.40
- Bus No. 100 at 13.53

'Mufti Day' - £ 1.00 voluntary donation for the nominated academy charity: Place2Be. This is the nominated charity for this year. Students should attend the academy wearing Christmas jumpers, or Movie Star Fancy Dress (the theme of the day is a day at the movies...) Please ensure this donation is paid into the academy between Monday 14th and Thursday 17th December in advance of the last day of term. Students who do not wish to pay a donation should attend in normal school uniform.

Lunch

There will be no lunch service for students on Friday 18th December. 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:

Tuesday 5th January 2016 – 8.45am - Please ensure that your daughter arrives at school at 8.40am ready for an 8.45am start to lessons.

Staff Changes:

We will be waving farewell to two members of staff at the end of this term:

- Mrs Fox – part-time Science Teacher. Mrs Fox will be leaving us after many years of valued service. We wish her well.
- Miss Silvano – MFL teacher. Miss Silvano will be leaving us after completion of the maternity leave cover in Spanish. We wish her well in her next role.

We will of course therefore be welcoming back:

- Mrs Hardy – Instructional Lead Coach and Spanish teacher.
- Miss Wilson – Science Teacher. Miss Wilson is returning following a short period of time at Hailsham Community College.

We look forward to seeing both members of the team back again!

If you are stuck for presents for your daughters this year please could we ask that they return to school with all stationary equipment replenished. We have a number of students who arrive at school each day without the basics of a pen, pencil and ruler. In addition we would like to remind all families that they are required to bring a coat to school in the school regulation colours of blue or black. Coats are stored in lockers throughout the day, but must be worn for the journey to and from school.

May we take this opportunity to wish all students, parents and carers a peaceful and happy winter break and a successful 2016!

Yours faithfully

Lucy Monk
Principal