



9 December 2016

«Parental\_addressee»  
«HouseName»  
«Apartment»  
«HouseNumber» «Street»  
«District»  
«Town»  
«County»  
«Postcode»

Dear «Parental\_Salutation»

## **Christmas 2016 – Thursday 15<sup>th</sup> December**

On Thursday 15<sup>th</sup> December the Kingsway Academy Christmas Lunch is taking place. As part of our Christmas activities we hope to raise money for a worthwhile local cause by asking all pupils to participate by wearing a Christmas accessory (e.g. socks, bobbles, tie, and badge) and making a £0.20 donation on this day **Thursday 15<sup>th</sup> December**.

All monies received will be donated to St Chad's Church to support their Christmas food hamper activities in supporting families in difficulty over the Christmas period. In addition the food hampers that have been well supported by you will be collected at the end of the week. Staff will also be participating. I hope that you will be supportive in making this day a positive and charitable one.

Please note that festive earrings will not be permitted.

I would also like to remind you that term ends on **Thursday 22<sup>nd</sup> December at 3.10pm**.

Should there be any issues or queries please do not hesitate to contact me.

Yours sincerely

**Shelagh Potter**  
**Principal**