POTTEN END C of E PRIMARY SCHOOL

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Head Teacher
Mrs Denise Kennedy

04 November 2026

Dear Parents and Carers

CHRISTMAS THEMED EVENTS AND ARRANGEMENTS 2026

We would like to share the Christmas themed events and activities that are taking place in school.

FRIDAY 6 NOVEMBER

FOS Tombola Donations for the Christmas Fair

Friends of School will be on hand to take your donations at drop off. FOS are asking for the following: EYFS/KS1 – Children's items, Sweets, Chocolate, Games & Toys. KS2 – Adult treats, Bottles & Alcohol.

FRIDAY 20 NOVEMBER

FOS Hamper Donations for the Christmas Fair

Children may come to school wearing **a festive accessory with their full school uniform** in exchange for a Christmas hamper donation.

FRIDAY 20 NOVEMBER – 04 DECEMBER

FOS Raffle tickets go on sale

FRIDAY 27 – MONDAY 10 NOVEMBER

FOS Christmas Auction

THURSDAY 3 DECEMBER

Years 4 & 6 Christmas Performance at The Holy Trinity Church – 9.15am

Parents/Carers invited for tea & coffee in the Church rooms before the performance from 8.45am.

FRIDAY 4 DECEMBER

Years 3 & 5 Christmas Performance at The Holy Trinity Church – 9.15am

Parents/Carers invited for tea & coffee in the Church rooms before the performance from 8.45am.

MONDAY 7 DECEMBER

Christingle Service at Holy Trinity Church – 2.45pm

Year 4 Parents/Carers invited.

WEDNESDAY 9 DECEMBER

Christmas Lunch/Christmas Jumper Day (Save the Children charity)

Children may come to school wearing **a Christmassy jumper or something festive with their full school uniform in exchange for a donation to the charity**.

All children are welcome to have a school provided **Christmas Lunch** which must be ordered in advance. Everyone in school will receive a cracker at lunchtime kindly donated by FOS. Please note, there will be no White (jacket potato) option for lunch. If your child is in Year 3-6 and not entitled to FSM, the cost of the meal is £3.55.

PLEASE COMPLETE AND RETURN THE TEAR-OFF SLIP OVERLEAF INDICATING YOUR CHILD'S MEAL PREFERENCE

THURSDAY 10 DECEMBER

Dick Whittington Pantomime in the School Hall at 1.30pm – Whole School.

FRIDAY 11 DECEMBER

Christmas Cake Bake Off

Christmas Fair – 3.15pm

TUESDAY 15 DECEMBER

Christmas Production – Reception (families A-M only) and **Year 1 (two adults per family welcome) – 2.00pm**

WEDNESDAY 16 DECEMBER

Christmas Production – Reception (families O-Z only) and **Year 2 (two adults per family welcome) – 2.00pm**

THURSDAY 17 DECEMBER

Christmas Parties

Children may come to school in party clothes of their choice. All classes will have their Christmas parties in the afternoon. Please ensure that children wear sensible footwear and warm clothes for outdoor play.

FRIDAY 18 DECEMBER

School finishes at 1.30pm.

Yours sincerely

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DENISE KENNEDY
Head Teacher

Christmas Lunch
Wednesday 9 December



All children are welcome to have a school provided Christmas Lunch on Wednesday 9 December **which must be ordered in advance**. Please complete and return the form below to the school office by **Friday 27 November** indicating your child's preference. If your child is in Year 3, 4, 5 or 6 and is not eligible for free school meals, please pay £3.55 via Arbor.

Traditional Christmas lunch: - sliced roast turkey breast, chipolata sausage, sage and onion stuffing, roast potatoes, seasonal vegetables, gravy, followed by Christmas Dessert

Vegetarian Christmas lunch: - roast Quorn fillet (v) – vegetarian sausage, sage and onion stuffing, roast potatoes, seasonal vegetables, gravy, followed by Christmas Dessert

If your child has any special dietary (food allergy) requirements, Citrus must be advised in advance, via their online form.

Kind regards.

School Office

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CHRISTMAS LUNCH – WEDNESDAY 9 DECEMBER 2026

My child: _____ **Year:** _____

YEARS R-2 ONLY

☐ My child would like a Christmas Lunch

☐ Traditional Christmas Lunch ☐ Roast Quorn Fillet (v)

☐ My child does not require a Christmas Lunch



YEARS 3-6 ONLY

☐ My child would like a Christmas Lunch

☐ Traditional Christmas Lunch ☐ Roast Quorn Fillet (v)

☐ **I have paid £3.55 via Arbor** ☐ **My child is currently entitled to benefit related free school meals**

☐ My child does not require a Christmas Lunch

PLEASE COMPLETE AND RETURN TO THE SCHOOL OFFICE BY FRIDAY 27 NOVEMBER 2026