

ALDER COPPICE PRIMARY SCHOOL

Achievement through Commitment

Headteacher: Mr P Mandelstam

27 January 2026

Dear Parents/Guardians/Carers,

FRIDAY 6 FEBRUARY 2026

I am writing to you regarding the arrangements for Friday 6 February, which is the day of Mr Haycock's funeral.

With the agreement of the Chair and Vice Chair of Governors we have made the following amendments to the day, to allow all the staff who wish to attend Dave's funeral and pay their respects to do so.

Apart from Nursery, which will close for the morning, the School will be open for Reception – Year 6 all day at the normal times. In order for the Kitchen Staff to attend we will have a different menu (see over page) for the day.

We are also planning a commemorative event to both remember and celebrate Dave's time with us, and as we prepare for this, we have decided to combine the additional activity day arrangements from Friday 13 February with the non-uniform Comic Relief Day on Friday 20 March, so 13 February will now be a normal day in school.

In Summary:

There will be no Nursery session on Friday 6 February.

Reception – Year 6 will have a full day at school, starting and finishing at the usual times.

There will be some changes for some year groups to staffing and the timetable of lessons for part of the day.

Breaks and lunch times will still take place but will be at slightly different times.

There will be a different menu for school dinners for the day.

If you have any questions about the day, please contact Mrs Barwell in the School office.

Thank you and we appreciate your understanding.

Yours sincerely,

Peter Mandelstam

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Headteacher

ALDER COPPICE PRIMARY SCHOOL

Northway ~ Sedgley ~ Dudley ~ West Midlands ~ DY3 3PS

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School Dinner - Change of Menu - Friday 6 February 2026

- Sandwich (Tuna, Ham or Cheese)
- Sausage roll
- Crisps
- A piece of fruit
- Cookie

As usual, your child may bring in a drink from home although water will be available.

If you choose to have a sandwich on this day the children will be asked beforehand their preferred sandwich filling.

Please note that this will be the only school dinner option available on this day.

Reception, Years 1 and 2

Due to the menu change on Friday 6 February please can **all parents** click on the link which is part of the email being sent out with the ParentMail version of this letter, indicating whether you want your child to have the menu choice above or whether they will be bringing a packed lunch from home.

We would like all parents to respond so we know what every child is having – thank you.

If your child is in Reception, Year 1 or Year 2 they are entitled to a free lunch as this is part of the government's universal free school meals programme, therefore there is no charge, but we still need you to complete the Form.

Please could you complete the Form by **9am Friday 30 January**.

Years 3, 4, 5 and 6

If you would like your child to have the above menu choice on Friday 6 February, please book and pay for your child's lunch as normal on +Pay, unless you are entitled to benefit related free school meals, in which case you just need to book the lunch.

If you have already booked a lunch on this day and no longer require a lunch, please email admin@alder.dudley.sch.uk and we will arrange a refund.

Please book your child's lunch by **9am Friday 30 January**.

On Friday 30 January the teachers will go through the menu options with the children, so the Kitchen know what to prepare.

Any parents who do not select the lunch option by the deadline will either need to provide their child with a packed lunch from home, or their child will be given a spare lunch, but this will be whatever option is available, we cannot guarantee there will be a choice of sandwich fillings if you miss the deadline.

Thank you.