

ALDER COPPICE PRIMARY SCHOOL

Achievement through Commitment

Headteacher: Mr P Mandelstam

20 November 2025

Dear Parents,

Christmas Arrangements

As we approach the Christmas season, I am writing to confirm details of how things will work this year.

Diary of Events

Week 5	
Monday 1 December	10am - Deadline for all parents to indicate via Microsoft Forms whether they want a Christmas Dinner for their child and for payment (£2.50) to be made for those who need to on +Pay.
Thursday 4 December	9.30am Nursery/Reception Nativity – “A Christmas Story” (entry from 9.10am) Details on separate letter to Nursery & Reception parents
Friday 5 December	Afterschool – Christmas Fayre
Week 6	
Tuesday 9 December	9.15am Year 1 Christmas production – “Born in a Barn” (entry from 9am) Details on separate letter to Year 1 parents
Wednesday 10 December	9.20am Year 2 Christmas production - “The Christmas Alphabet” (entry from 9.05am) Details on separate letter to Year 2 parents
Thursday 11 December	Key Stage 2 Carol Services - “The Star has come out for Christmas” at All Saints Church 10am Years 3 and 6 and 1.30pm Years 4 and 5 Details on separate letter to Key Stage 2 parents
Friday 12 December	Christmas Dinner + Christmas jumper day for Reception – Year 6
Week 7	
Monday 15 December	Afternoon – Year 2 and Year 5 Christmas parties
Tuesday 16 December	Afternoon – Year 1 and Year 4 Christmas parties
Wednesday 17 December	Afternoon – Reception and Year 6 Christmas parties
Thursday 18 December	Nursery finishes Afternoon – Year 3 Christmas party

ALDER COPPICE PRIMARY SCHOOL

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

☎: 01384 816610

✉: admin@alder.dudley.sch.uk

Website: www.alder.dudley.sch.uk

<p>Friday 19 December</p>	<p>End of Term <i>Children should be in normal school uniform. Children in Year 1 – 6 are able to bring in non-electronic games from home to play in school with other children.</i></p> <p><i>School finishes:</i></p> <p style="text-align: right;">1.20pm - Reception 1.25pm - Years 2, 5 and 6 1.30pm – Years 1, 3 and 4</p>
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Christmas Dinner

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 a traditional Christmas Lunch, a Vegetarian lunch or if they will be bringing a packed lunch from home. We would like all parents to respond so we know what every child is having.

Parents who wish their child to have a Christmas dinner must book this by **10am Monday 1 December**, to allow the Kitchen to prepare. Please note only the Christmas dinner and the vegetarian option will be available on this day.

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. For parents of children in Years 3 – 6, who are not entitled to benefits related Free School Meals, you will need to pay £2.50 online through +Pay via ParentMail. This will be a separate payment item, so you will need to click on "shop" and then Christmas Lunch.

Christmas Dinner will be on Friday 12 December. On this day children may come to school with a Christmas jumper on, this replaces the School jumper/cardigan and tie. Remaining items of uniform are the same.

Please note that due to the Christmas dinner being on the Friday, the normal Friday Week 2 menu of fish fingers or ham and pineapple pizza will be served on Wednesday 10 December.

Christmas Parties

We will provide all the food for each of the parties. On the day of their party children should come to school in their normal uniform and bring a carrier bag with their party outfit in, which they can change into after lunchtime.

Christmas Productions

We look forward to seeing parents and grandparents at the different events as each year group is able to share their performance with an audience.

Christmas Cards

Following the success of the arrangements we have had for the last 3 years, we will have a "window" for children to bring in Christmas cards to give to children in their own year group. The "window" for children to bring cards in will be from Monday 8 December until Thursday 18 December.

Last Day of Term – Friday 19 December

Children should be in their normal school uniform but children in Y1 – Y6 may bring a non-electronic game into school to play with. Early finish times are included above.

If you need any clarification regarding the Christmas activities, please contact the School office.

The Spring Term begins on Monday 5 January 2026. Please make sure that children bring any medicines and PE kits back with them!

Yours sincerely,

Peter Mandelstam

Peter Mandelstam
Headteacher