Brooklands Close, Bury St Edmunds, IP33 3JX
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Email: admin@westgatecp.co.uk
Headteacher: Mrs Rhonda Kidd

Thursday 12th November 2026

Dear Parent/Carer,

Christmas at Westgate - 2026

December is fast approaching and we are pleased to give you some further information about what we have planned to mark Christmas. We look forward to welcoming you into school to help us celebrate during these last few weeks of term.

Friday 27th November - Non Uniform Day for Christmas Fair

On Friday 27th November, we invite all children (and staff) to wear non-uniform for the day and ask that you send in an item for the tombola. We ask that everyone brings in something sweet and chocolatey such as chocolate bars of all sizes, biscuits, selection packs, boxes of chocolates or chocolate figures etc.

Friday 4th December – Christmas Fair (3.30pm - 5pm)

We look forward to welcoming you to the Fair on Friday 4th December from 3.30pm. In addition to the tombola, there is a raffle, Santa's Grotto, face painting..... and lots more! Detailed information about the Fair will be sent out near the time.

Slots for Santa's Grotto have been on sale, payable via the Arbor School Shop. Slots are available from 3.30pm and will cost £3 per child. You will be able to sign up for your chosen time in Arbor. Santa's Grotto is for children in primary school (up to Year 6) and **younger** siblings. When booking, please book using the account of one of your children and then buy multiple tickets, one for each child in the family. Also, please add in the age of each child that you wish to book for in the notes field. e.g. age 2, 5 and 8 years old.



Children in After School Club will be given the opportunity to attend the Christmas Fair with Miss Clifton and Mrs Green. Please send any spending money for this into school in a named envelope.

Christmas Jumper Day – Thursday 10th December



It is Christmas Jumper Day on Thursday 10th December and children are welcome to come into school in non-uniform, wearing a Christmas t-shirt/jumper – or something Christmassy. We are not limiting Christmas Jumper Day to Thursday 10th December. During the **last week of term**, we ask that children still wear their school uniform but are more than welcome to wear their Christmas jumper/cardigan/t-shirt instead of their school jumper/shirt.

Christmas Dinner - Thursday 10th December



Christmas Dinner is on Thursday 10th December. Please use the link below to complete the google form, which also gives information about the menus. **Even if your child is not having a Christmas Dinner**, please complete the Google Form to let us know.

https://forms.gle/nZcVUfjabYF9DGHE6

EYFS Christmas Performance – Tuesday 15th December (9.30am)

We look forward to seeing our Reception children in their first ever school production. This year, the performance will be 'Say Hello to Little Joe'. Tickets for the performance will cost £2. Due to fire regulation restrictions, we can only admit a limited number of parents/carers to the performance so each child is limited to 3 tickets. There will be an option to request an additional ticket, should any be available once the main booking period has been completed. Additional tickets will be on a first come, first served basis.



Tickets will go on sale on Friday 20th November via The Arbor School Shop and will close on Thursday 10th December. Please note, there will be no paper tickets.

We ask that you come into School via the school Office, where you will be checked off a list before going to the hall.

KS1 (Years 1 and 2) Christmas Performances – Tuesday 15th December (2.15pm) and Wednesday 16th December (9.30am)

This year, our Year 1 and 2 Christmas performance will be 'Prickly Hay'. There will be 2 performances:

- **Tuesday 15th December (2.15pm)**
- **Wednesday 16th December (9.30am)**

Due to fire regulation restrictions, we can only admit a limited number of parents/carers to each performance so each child has been allocated 2 tickets. You can choose to have those tickets at the same performance or one in each performance.

Tickets for the performance will cost £2 each. **Tickets will go on sale on Friday 20th November via The Arbor School Shop and will close on Thursday 10th December.** Please note, there will be no paper tickets.

Please ensure that you purchase tickets for the correct day as there will be 2 school shop items: **one for Tuesday 15th and one for Wednesday 16th.** You can choose to have those tickets at the same performance or one in each performance.

On the day, we ask that you come into school via the School Office, where you will be checked off a list before going to the hall.

Please note that all money raised through ticket sales will help pay for the rental of the stage and for the performance licences for each play.

KS2 (Years 3 - 6) Christmas Carols – Thursday 17th December (2.45pm)



We invite you to come and join in with the KS2 Christmas Carols on Thursday 17th December, which will take place on the main playground – so please wrap up. The carols will begin at 2.45pm but you are invited to arrive in school from 2.15pm via the School Office. Hot drinks and mince pies will be on sale (cash and change please!) to take onto the playground - thank you to the PTA for their support in this. There will be no charge to attend the Carol Singing and you are warmly invited to join in with the carols – the words will be available for those of you who wish to sing along.

Last day of term - Toy Day

Children are invited to bring a toy or game into school to play/share on the last day. Please do not send anything electrical – no tablets, phones or consoles. Please send toys/games in a named bag. Do not send in anything of value as we cannot guarantee that it will not get lost or broken.

In the morning, the children and staff will walk down to St Peter's Church for a Christmas Service. Nearer the time, we are likely to ask for volunteers to walk to and from the church with us.

There is lots of information here – and if you have got all the way through in one go, well done! If you have any questions about any of the information in this letter, please contact the School Office.

Please bear with the Office Team if there are any hiccups in the run up to Christmas. I am sure you agree that the entire Office Team (Mrs Edrupt, Mrs Ward, Mrs Marrable and Mrs Drugan) do a wonderful job in the School Office throughout the year. However, as you can see from this letter, there is a lot expected of them in the run up to Christmas, all in addition to the day-to-day things that they already do, and anything else that may also crop up.

Thank you for your patience and understanding.

Kind regards

Mrs Kidd (Headteacher)

