

19th December 2023

Dear Parents/Carers

**Last day of term arrangements**

The timings for the last day of term (Thursday 21st December) are as follows:

P1 and 2 Normal timetable  
10.40- 11.20 Extended Break  
11.20 to 11.45 Form Time  
11.45 Dismissal

669 School buses are due to depart at 12 noon.

Students will be able to use the canteen at break time, instead of lunch and FSM allowances can be spent.

A reminder that students should be returning to school in full uniform, including tie and blazer. There should be no jewellery, nail varnish, false nails or lashes. They must be removed in advance of our return without exception. All students will be checked upon their arrival on the 8th January and sanctions placed for those who do not meet uniform requirements.

May I take this opportunity to wish you a restful break.

Yours sincerely



Alex O'Donnell  
**Executive Headteacher**

**[www.cleevepark-tkat.org](http://www.cleevepark-tkat.org)**

Cleeve Park School, Bexley Lane  
Sidcup, Kent  
DA14 4JN

Tel: 020 8302 6418  
Fax: 020 8308 1571  
Email: [enquiries@cleevepark-tkat.org](mailto:enquiries@cleevepark-tkat.org)

Headteacher: Mrs Alex O'Donnell  
Company Registration Number: 7348231

