



4th November 2025

Dear Parents/Carers,

Re: Christmas lunch- 1-5 December 2025

This year's Christmas lunch will be taking place over five days and will be split into the following groups:

- Monday 1st December – Year 11
- Tuesday 2nd December – Year 10
- Wednesday 3rd December – Year 9
- Thursday 4th December – Year 8
- Friday 5th December – Year 7

Every effort has been made to provide a high-quality meal which will appeal to everyone, and we have managed to keep the price at a respectable £4. **Students who are free school meals will be entitled to the lunch but will still need to sign up via Arbor.**

For those students who are not having a Christmas meal there will be sandwiches available at break. At lunch time there will be a further selection of sandwiches, jacket potatoes and soup.

If your son/daughter would like to join us for the Christmas meal, then please endeavour to make payment via Arbor. Details for signing up are below.

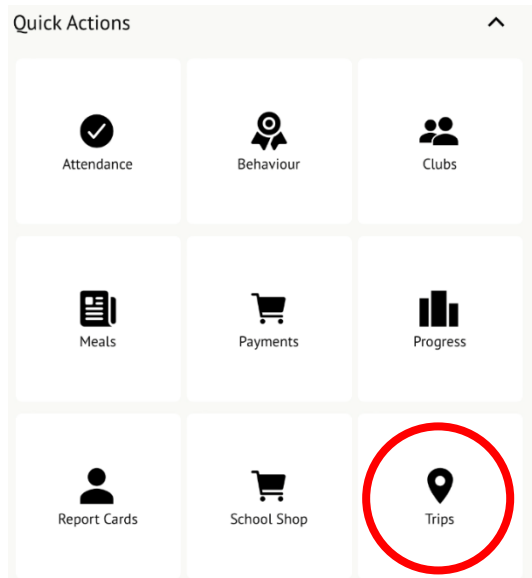
Please make payment and meal selections by Monday 24th November.

Yours faithfully,

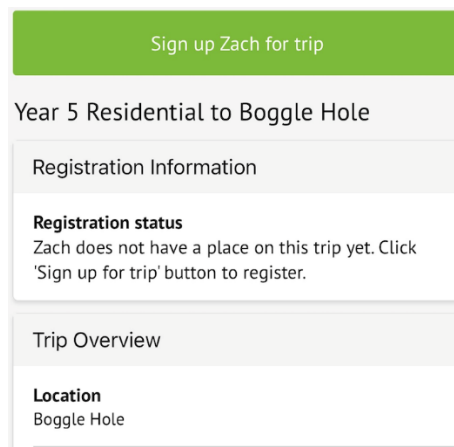
Natalie Christie
Principal of Passmores Academy

On the Parent App

Click the menu icon at the bottom left of your screen. Select *Trips*.



Select either ***Christmas lunch (turkey option)*** or ***Christmas lunch (vegetarian option)*** to reach the **Trip Overview**. Click the green button to sign up and pay if required.



Add the payment to your basket to pay.

Once you click Pay, add in your card details.

When payment is complete you will see confirmation that the transaction has been successful.

Once confirmed, this will appear on the *Upcoming trips* page.

On the Parent Portal [Passmores Academy](#)

Click on the Trips field within the Activities section.

Activities	
Zach Allen: Clubs	▶
Zach Allen: Trips	▶

Select either ***Christmas lunch (turkey option)*** or ***Christmas lunch (vegetarian option)*** to reach the **Trip Overview**. Click the green button to sign up and pay if required.

You can then pay now or add the payment to your basket to pay later.

Once you click Pay, add in your card details.

When payment is complete you will see confirmation that the transaction has been successful.

Once confirmed, this will appear on the *Upcoming trips* page.