

Little Heath School

Little Heath Road Tilehurst Reading Berkshire RG31 5TY
Telephone 0118 942 7337
www.LittleHeath.org.uk
office@littleheath.org.uk

Headteacher
D J Ramsden, BA, NPQH

December 2025

Dear Parents/Carers

I am writing to confirm arrangements for the end of term.

LAST DAY OF TERM

School will close for the end of term at **1:00pm on Friday 19 December**.

The restaurant will operate the normal break time service but there will be no opportunity to purchase food after break time. Students entitled to Free School Meals may make use of their allocation at breaktime.

School buses will operate as normal on the morning of the last day of term.

Please note, however, that there are no school buses operating at the end of school on 19 December so anyone travelling via a school bus will need to make alternative arrangements.

There is no facility for any student to be supervised at school after 1pm so all students will need to leave the school site after dismissal at 1pm. Please ensure that you have made suitable arrangements for your son/daughter if they do take the school bus.

School reopens for staff and students on Monday 5 January 2026.

CONTACT WITH SCHOOL OVER THE CHRISTMAS HOLIDAY

Staff will not be checking their emails after 1pm on 19 December until we return on 5 January so please do not expect any response from staff over the Christmas holiday. The "office" email at Reception and the "smile@littleheath.org.uk" email will also **not** be monitored for the duration of the Christmas break.

As we have done over previous holidays, we wanted one point of call for emergency contact or safeguarding matters that you feel you need to pass on during the Christmas break. Please note that this email is for emergency or Safeguarding matters **ONLY** and should not be used for "routine queries".

This email is: **concerns@littleheath.org.uk**

This email is an information email only. If you have an immediate or significant concern about a child over the holiday period, you should please contact Children's Services directly on the following telephone numbers:

- West Berkshire residents 01635 503090 child@westberks.gov.uk
- Reading residents 0118 937 3641 cspoa@brighterfuturesforchildren.org

For emergencies contact 999 if someone is at immediate risk of harm.

To report a crime (non-emergency) 101 or [Contact us | Police.uk \(www.police.uk\)](https://www.police.uk).

Our "Concerns" email will be monitored on the following days over the Christmas holiday:

- Monday 22 and Tuesday 23 December until 3pm each day
- Wednesday 24 December until 12 noon
- Monday 29 and Tuesday 30 December until 3pm each day
- Wednesday 31 December until 12noon
- Friday 2 January until 12noon

Please note that the "concerns" email will not be monitored over weekends or over the Christmas period or on the New Year Bank Holiday.

From Monday 5 January 2025 onwards, please contact school in the normal way.

May I take this opportunity, on behalf of the school, to thank you for your continued support and to wish you and your families a very Merry Christmas.

Yours sincerely,

Mr D J Ramsden
Headteacher