

3 December 2025

Dear Parent/Carer

We know that Christmas can be a financially challenging time of year for families in our academy community.

As part of our ongoing commitment to demonstrate our academy values, our Student Leadership Team will be overseeing Christmas gift donations this year and helping to distribute them to families in need.

**If you are in need this Christmas:**

We would like families to come forward and request help by emailing their gift request to [charity@thesuttonacademy.org.uk](mailto:charity@thesuttonacademy.org.uk) by **Monday 8 December**. All requests will be anonymised before being fulfilled.

Families can request a gift by detailing their name, the age of the child and their preference of item. Example: 15 years old- girls' toiletries or 11 years old- colouring and reading.

**If you are able to support this Christmas:**

Please email [charity@thesuttonacademy.org.uk](mailto:charity@thesuttonacademy.org.uk) to register your support by **Monday 8 December**. Once we have collated a list of items, we will respond to your email with a gift request and details of how to drop your gift with us. The deadline for donations will be **Monday 15 December**.

Yours faithfully

*C Sidhu*

Mrs C Sidhu  
Associate Assistant Principal