

SWANLEA SCHOOL

Respect | **Aspire** | Achieve

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Headteacher: | Ms B Landers BA (Hons) MA

24th March 2023

Dear Parents and Carers

I would like to remind parents that school will be closed for students as follows:

Friday 31 st	Staff inset
Monday 3 rd April – Friday 14 th April	Easter Holidays

Students will return to school on **Monday 17th April, at 8.35am.**

Below is a list of some important dates for the next half term:

Friday 21 st April	School Closed for Eid
Monday 1 st May	Bank Holiday
Wednesday 3 rd May	Y7 Parents Evening (4-7pm)
Monday 8 th May	Bank Holiday
Friday 12 th & 19 th May	Y9 DTP/MEN-ACWY Vaccinations
Monday 15 th May	Public Exams Begin
Wednesday 24 th May	Year 8 Parents Evening (4-7pm)
Monday 29 th May – Friday 2 nd June	Half term Holiday

Attendance/Punctuality: Thank you for your continued support. Please continue to ensure that your child leaves home in enough time to arrive at school for 8.35am (taking into account that there may be travel delays). **Please do not book holidays during term time or medical/dental appointments during the school day.** Every lesson lost hinders your child's progress and also sends a very negative message to your child regarding the importance of school attendance.

Cashless School: Parents should use 'ipayimpact' to top-up their child's dinner/tuck account or come to the school reception and pay by card. If you need assistance with ipayimpact, please contact Rosie Gavens by email rgavens.211@swanlea.co.uk or phone 0207 375 3267 x 208, who will be happy to assist you with this.

Free School Meals (FSM): Parents can now check if their child is eligible for FSM by logging onto the following website - <http://pps.lgfl.org.uk/>. If your child is eligible, you can email confirmation to officeadmin@swanlea.co.uk. However, this MUST be followed up by applying to the benefits office to formalise the FSM entitlement.

Allergies/Medical Conditions: A reminder that if your child develops any allergies (particularly food allergies) or medical conditions, you must inform the school office immediately.

Parents Contact Details: Again – it is vital that you keep the school office fully informed and up to date with any changes to contact details, ie home address and contact telephone numbers.

Appointments: I ask that parents/carers do not come to school without an appointment. If you have any concerns about your child, please contact your child's Head of Year in the first instance, either by email to officeadmin@swanlea.co.uk or by telephone 0207 375 3267. However, if there are issues that you would like to discuss with myself or the Senior Leadership Team, please contact my PA, Ms Azmin (ext 207), to arrange a suitable time.

Durward Street/Brady Street: We request that you **do not** drop-off/collect your child by car from Durward Street or Brady Street (immediately in front of the school) at the beginning and end of the school day. Instead, we request that you drop-off/collect your child further along Brady Street or from one of the side roads. Durward Street and Brady Street get very congested at these times and present a Health & Safety risk due to the high volume of traffic near the school.

Thank you for your continuing co-operation and support. Together we can ensure that your child receives an outstanding education where they are challenged and supported to realise their potential.

I hope you have an enjoyable half term.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Brenda Landers', written in a cursive style.

Brenda Landers
Headteacher