

# SWANLEA SCHOOL

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officeadmin@swanlea.co.uk | 31 Brady Street, London E1 5DJ  
swanlea.co.uk | T: 020 7375 3267 F: 020 7375 3567  
Headteacher: | Ms B Landers BA (Hons)

16<sup>th</sup> May 2023

Dear Parents/Carers

I would like to inform you that school will be closed for students from 29<sup>th</sup> May – 2<sup>nd</sup> June for the May Half Term Holiday. School will re-open on Monday 5<sup>th</sup> June 2023 at the usual time.

## Key Dates

Fri 19 <sup>th</sup> May	Y9 Vaccinations If you have not yet completed your online consent – please use the following link <a href="https://london.schoolvaccination.uk/dtp/2022/towerhamlets">https://london.schoolvaccination.uk/dtp/2022/towerhamlets</a>
Wed 24 <sup>th</sup> May	Y8 Parents Evening (4-7pm)
Mon 29 <sup>th</sup> May – Fri 2 <sup>nd</sup> June	Half Term Holiday
Mon 19 <sup>th</sup> June	Y11 NRA (2-5pm)
Wed 21 <sup>st</sup> June	Y9 Parents Evening (4-7pm)
Mon 26 <sup>th</sup> June	Y13 Graduation
Wed 28 <sup>th</sup> June	<b>Potential</b> School Closure for Eid ul Adha
Wed 5 <sup>th</sup> July	Awards Evening (4-6pm) for invited parents/carers only
Thu 6 <sup>th</sup> – Fri 7 <sup>th</sup> July	School closed –Staff INSET Day/ Year 5/6 Day
Mon 10 <sup>th</sup> – Fri 14 <sup>th</sup> July	Arts Week
Fri 21 <sup>st</sup> July	End of Summer Term

**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.

**Outdoor Coats:** May I please ask parents/carers to remind their children that outdoor coats should not be worn in the school buildings.

**Mobile Phones/Earphones:** May I please ask parents/carers to remind their children that mobile phones should not be used at school and earphones must be taken out before entering the building. Phones and earphones will be confiscated if this is not adhered to.

**Cashless School:** Parents should be using either 'ipayimpact' or come to the school reception with a bank/credit card to top-up their child's dinner/tuck account. If you need assistance with this or have any queries, please contact Rosie Gavens by email [rgavens.211@swanlea.co.uk](mailto:rgavens.211@swanlea.co.uk)).



**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 download a certificate and bring it in to school to confirm eligibility.

**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](mailto: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



**Brenda Landers**  
Headteacher