

SWANLEA SCHOOL

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Headteacher: | Ms B Landers BA (Hons) MA

6th December 2022

Dear Parents/Carers

I am writing to inform you that school will finish for the Christmas holidays on **Friday 16th December 2022**. The finishing times for each year group are as follows:

11.15am - Years 7/8/9

11.30am - Years 10/11/KS5

School will re-open on **Tuesday 3rd January 2023** at the normal time of **8.35am**.

Food Bank Appeal - we are collecting non-perishable food (i.e., **tinned food or pasta/rice**) or personal care items for the Good Shepherd Mission. If you are able to make a donation, please note that items can be brought to Swanlea School up to midday on **Thursday 15th December 2022**. The collection point is in the school's mall by the main entrance. **PLEASE DO NOT FEEL UNDER ANY PRESSURE TO PROVIDE ANY DONATIONS**, but if you are able to, we will ensure that they reach the Food Bank and support our local community in the wonderful work they do. Once again, we would like to thank you in advance for your support for this worthy cause.

Key Dates for Next Half Term

3 rd January 2023	First Day of Term
1 st February 2023	Y10 Parents Evening (4-7pm)
13 th Feb – 17 th Feb	Half Term Holiday

Donated Uniform Items - we have started collecting donated uniform to pass on to families in need. If your child has grown out of any uniform items which are still in good condition, we would be happy to receive the items (Please hand them in to the school office). Furthermore, if you are a family in need and struggling to buy uniform, please email officeadmin@swanlea.co.uk and we will try to assist you if we have any items that meet your needs.

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. Durward Street and Brady Street get very congested at these times and are presenting a Health & Safety issue due to the high volume of traffic near the school.

I would like to thank you for all of your support and wish you a Merry Christmas and a very happy and peaceful new year.

Yours faithfully

A handwritten signature in cursive script, appearing to read "B Landers".

Brenda Landers
Headteacher