

# SWANLEA SCHOOL

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Head of School: Mr K Miah BA (Hons) MEd  
Executive Head: Ms B Landers BA (Hons) MA

5<sup>th</sup> February 2024

Dear Parents/Carers

We are writing to inform you that school will be closed for the February half term holiday from **Monday 12<sup>th</sup> – Friday 16<sup>th</sup> February 2024**. School will re-open on **Monday 19<sup>th</sup> February 2024** at the normal time of **8.35am**.

## Key Dates for Next Half Term

6 <sup>th</sup> March 2024	Super Learning Day (SLD) 2
20 <sup>th</sup> March 2024	Y8 Parents Evening (4-7pm)
29 <sup>th</sup> March 2024	BANK HOLIDAY
1 <sup>st</sup> – 12 <sup>th</sup> April 2024	Easter Holiday

**Holidays during Term Time:** Once again, we respectfully request that parents/carers refrain from booking holidays/trips during term time, as these absences have a significant impact on your child's learning. A list of future term dates can be found on our website to assist you with booking holidays/trips within our holiday timescales.

**Street Robberies:** We will be hosting a workshop after half term on street robberies and how to stay safe. Please keep an eye out for the email/text message with the details.

**Donated Uniform Items** - we are still 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](mailto: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](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.

We would also request that parents/carers contact the school first before picking up students during the school day.



**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.

We would like to thank you for all for your support and hope you have an enjoyable break.

Yours faithfully



Kabir Miah  
**Head of School**



Brenda Landers  
**Executive Head**