

SWANLEA SCHOOL

Respect | **Aspire** | Achieve

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

25th March 2024

Dear Parents and Carers

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

Friday 29 th March	Bank Holiday
Monday 1 st April – Friday 12 th April	Easter Holidays

Students will return to school on **Monday 15th April, at 8.35am.**

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

Wednesday 17 th April	Year 8 Parents Evening (4-7pm)
Wednesday 1 st May	Year 7 Parents Evening (4-7pm)
Monday 6 th May	Bank Holiday
Friday 12 th & 19 th May	Y9 DTP/MEN-ACWY Vaccinations
Monday 20 th May	Public Exams Begin
Monday 27 th May – Friday 31 st May	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).

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.

Catch-up Sessions: Further to requests from parents/carers to support lost learning due to absence and extended leave, we will be introducing compulsory catch-up sessions for students who take term time leave for holidays and those who are persistently absent. For each day of lost learning, your child will stay in school (commencing on the day they return to school) from 3.15pm – 4.15pm, to catch up on work missed. Students who have a P7 lesson will attend from 4.15pm-4.45pm. All pupils are welcome to attend these sessions, but they will be compulsory for the groups indicated. Parents/carers of children who must attend, will be sent a text/email on the day of each catch-up session.

Parent Governor: I am delighted to announce that Ms Emily Wright has been appointed as Parent Governor for the Weavers Federation. Ms Wright was the only applicant, and therefore duly elected. Ms Wright has a wealth of experience and knowledge as her professional background is in education. We look forward to working with Ms Wright supporting the school and Governors in ensuring that Swanlea and its students continue to excel.

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.

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.

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.

We would like to thank you for all for your support and hope you have an enjoyable break and wish all our families Eid Mubarak.

Yours faithfully



Kabir Miah
Head of School



Brenda Landers
Executive Head