

SWANLEA SCHOOL

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

6th December 2024

Dear Parents/Carers

We are writing to inform you that school will finish for the Christmas holidays on **Thursday 19th December 2024 for students in our sixth form (KS5)**. Sixth form students will finish at their normal time.

School will re-open on **Monday 6th January 2025 at 8.35am**.

Food Bank Appeal - we are collecting non-perishable food (i.e. **tinned food / pasta /rice/ personal care items**) for the Good Shepherd Mission. If you are able to make a donation, items can be brought to Swanlea School up to midday on **Monday 16th December 2024**. 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

6 th January 2025	First Day of Term
29 th January 2025	Y10 Parents Evening (4-7pm)
5 th February 2025	Y12 Parents Evening (4-6pm)
17 th -21 st February 2025	Half Term Holiday

Reminder - Attendance - Every day at school counts for your child's future: We would like to remind you that we comply with the local authority's instructions and **do not grant permission for holiday leave during term time**. Therefore, 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. Remember, every day counts for your child's education, and there are only 190 days when your child should be at school, with 175 days for everything else. A list of future term dates can be found on our website to assist you with booking holidays/trips within our holiday timescales.

Reminder - Dress code for Sixth Form Students:

- Blouse, shirt with collar, or tailored top (t-shirts, tops with logos and polo shirts are not permitted)
- Skirt, tailored trousers, or dress (jeans, leggings, and track suit bottoms are not permitted)
- Formal black or brown shoes (trainers, stiletto heels or canvas pumps are not permitted)
- Smart jacket (denim jackets are not permitted)
- Smart jumper or cardigan (logos are not permitted)
- Hoodies are not permitted
- Jubbas / thobhs are not permitted apart from during prayers
- Skull caps for religious purposes only (baseball caps or other hats are not permitted)
- Baseball caps or other hats are not permitted
- Only school-issued badges/stickers may be worn on school uniform/clothes and equipment



Free School Meals (FSM): If you are in receipt of benefits or on a low income, please complete a FSM eligibility form. FSM funding is also linked to additional funding called 'pupil premium', which enables the school to receive additional funding to improve the educational provision and resources for your child. If your child is registered as FSM, it will also entitle them to the schools bursary payment. Therefore, if you haven't already applied for FSM and you are in receipt of benefits or on a low income or if your circumstances change in the future, you **MUST** register your child for FSM. You can do this easily, by emailing the school officeadmin@swanlea.co.uk and a form will be sent to you to complete, and the school will do the rest.

Donated Uniform Items - we are still collecting donated uniform to pass on to families in need. If you have any old uniform items which are still in good condition, we would be happy to receive the items (Please hand them in to the school office).

Childhood Illnesses: We would kindly remind you that if your child has an infectious diseases ie, **chicken pox, measles, shingles, or mumps**, please notify the school immediately and **DO NOT** send your child to school. If any of these conditions apply to your child, you must follow GP guidance and ensure your child stays at home to avoid further infection.

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: We 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 us or the Senior Leadership Team, please contact our 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 wish you a Merry Christmas and a very happy and peaceful new year.

Yours faithfully



Kabir Miah
Head of School



Brenda Landers
Executive Head