

SWANLEA SCHOOL

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

21st May 2025

Dear Parents/Carers

We are delighted to announce the successful appointment of Mr P Gardner to the role of Swanlea Head of School. Mr Gardner will take over from Mr K Miah who was recently appointed to Executive Headteacher of the Weavers Federation. Both colleagues will take up their new roles on 1st January 2026 and will ensure that your child continues to receive an outstanding education where they are challenged and supported to realise their potential, whilst leading Swanlea and the Weavers Federation into a new and exciting future.

May Half Term Holiday: The school will be closed for students from 26th – 30th May for the May Half Term Holiday. School will re-open on Monday 2nd June, at the usual time.

Key Dates:

Friday 20 th June	Y8 HPV vaccinations
Friday 27 th June	Y8 HPV vaccinations
Friday 6 th June	School Closed for Eid ul Adha (Y11/Y13 students sitting public exams on this day MUST attend school)
Wednesday 18 th June	Y9 Parents Evening (4-7pm)
Wednesday 25 th June	Y13 Graduation
Thursday 26 th June	New Year 12 Induction Day New Year 7 Intake Parents Evening
Monday 30 th June	Y11 NRA
Wednesday 2 nd July	Awards Evening (4-6pm) for invited parents/carers only
Friday 4 th July	School closed –Year 5/6 Day
Monday 7 th – Fri 11 th July	Arts Week 8 th July – KS3 Sports Day
Friday 18 th 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).

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.

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

PE Kit: A reminder that students should only wear their PE kit to school on the days that they have PE. Please see the below chart to see which days your child has PE.

	Mon W1	Tue W1	Wed W1	Thu W1	Fri W1	Mon W2	Tue W2	Wed W2	Thu W2	Fri W2
Y7				7 B half		7 G half	7 B half		7G	
Y8	8 B half	8 G half			8 B half				8G	
Y9		9 B half		9 G half			9 B half			9G
Y10	10 G half	10 B half				10 G half		10 B half		
Y11				11 G half	11 B half	11 B half	11 G half			
Y12			12 E half					12 E half		
Y13			13 E half					13 E half		

Lost Property: We have a large number of lost property items and would request that students check for any items belonging to them before the end of this academic year. Any items remaining at the end of July, will be laundered and added to our second-hand stock for families who are struggling to buy school uniform items.

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.

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.

We thank you for your continuing co-operation and support and hope you have an enjoyable half term break.

Yours faithfully



Kabir Miah
Head of School



Brenda Landers
Executive Head