

SWANLEA SCHOOL

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officeadmin@swanlea.co.uk | 31 Brady Street, London E1 5DJ
swanlea.co.uk | T: 020 7375 3267 F: 020 7375 3567
Head of School: Mr K Miah BA (Hons) MEd
Executive Head: Ms B Landers BA (Hons) MA

1st December 2025

Dear Parents/Carers

We are writing to remind parents/carers that school will be closing early on **Wednesday 10th December 2025 at 1.10pm** for ALL students.

The end of term finishing times for students will be as follows:

Year Group	Finish Date	Finish Time
KS5 - 6 th Form Students	Thursday 18 th December 2025	Normal finish time
KS3 – Y7/8/9	Friday 19 th December 2025	11.15am
KS4 – Y10/11	Friday 19 th December 2025	11.30am

The last day of term (19th December) will be a 'cultural dress day' organised by the student council. Students are invited to wear their cultural dress and donate £1 to our school charities, MacMillan Cancer Care and the Air Ambulance.

School will re-open on **Monday 5th January 2026 at the later time of 11.10am for all students.**

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 15th December 2025** 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

5 th January 2026	First Day of Term – later start of 11.10am
28 th January 2026	Y10 Parents Evening (4-7pm)
4 th February 2026	Y12 Parents Evening (4-6pm)
16 th -20 th February 2026	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 - School Uniform Code: Please ensure that your child attends school in the correct uniform. If your child is not in the correct uniform and does not have a note from parents/carers to explain the reason why, **they may receive a school sanction and / or be sent home to change.** If there is no-one at home, the item will be confiscated. The current uniform requirements for all key stages at Swanlea, can be found on our website. However, we would like to remind you of the following points:

- No student is allowed to wear make up
- Acrylic nails and coloured nail varnish is not allowed. False eyelashes are also not permitted
- Eyebrows/haircuts- should not have a special designs, patterns, or shaved lines. Eyebrows should not be shaved (In line with the Equality Act 2010)
- No student is allowed to wear jewellery except one pair of plain gold or silver stud earrings (no hoops or nose studs). Any nose studs that cannot be removed will need to be covered by a plain 'band aid style' plaster from home
- Any garment worn under the shirt should be plain white and not visible/protrude beyond the shirt
- School coats - all outdoor coats must have a waterproof element: no denim, no leather, no hooded top, no sports top and no fur (unless it's on the hood). Any hooded garments must not be worn either inside the building or in the playground. Body warmers are not allowed. Coats worn, that are not school uniform will be confiscated and can be collected from the Pastoral Supervisors office at the end of the day
- Winter hats (wooly), scarves and gloves can be worn in the playground but must be removed before entering the building
- Shirts should be tucked in at all times
- Non-prescription contact lenses are not allowed (students will be asked to remove them & dispose of them)
- Baseball caps are not allowed
- 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. 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 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.

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