

# SWANLEA SCHOOL

Respect | **Aspire** | Achieve

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Head of School: Mr P Gardner BA (Hons)  
Executive Head: Mr K Miah BA (Hons) MEd

6<sup>th</sup> February 2026

Dear Parents / Carers,

We are writing to inform you that school will be closed for the February half term holiday from **Monday 16<sup>th</sup> – Friday 20<sup>th</sup> February 2026**. School will re-open on **Monday 23<sup>rd</sup> February 2026** at the normal time of **8.35am**.

**Ramadan at Swanlea School:** We are proud of our diverse community at Swanlea School and recognise that many of our families will shortly be observing the fast during the holy month of Ramadan.

We recognise that this a spiritually rewarding time for our young people, but it is also one that is physically challenging at times due to the demands of fasting.

During the month of Ramadan, it is essential that all students continue to **attend school as normal every day, on time, ready to learn, so that they can continue to achieve. One of the many aspects of Ramadan is teaching discipline and this extends to both attendance and punctuality.**

We would like to thank our parents and carers for supporting us in maintaining excellent daily attendance. In this build up to exams for all year groups, especially GCSE & A-Levels, every lesson counts for our students.

In the case of a very small number of students we would like to remind families that fasting should not be a reason for non-attendance to school, instead students should be encouraged to remain focused and continue to work hard during Ramadan.

At Swanlea we have made a number of adjustments to support our young people that are choosing to fast including:

- Additional prayer spaces for male and female students
- Congregational prayers for male and female students
- Increased ablution capacity
- Quiet spaces where students may go if they do not wish to go to the playground
- PE lessons adjusted to accommodate students that are fasting
- Support from our well-being hub for students who feel unwell during the day
- Period 7 for KS4 & 5 pupils will finish at 4:15, enabling pupils plenty of time to return home for Iftar

We will continue to work in partnership with parents, carers and our young people to help them achieve and are grateful for your support in ensuring that all students continue to attend school regularly.

## Key Dates for Next Half Term:

5 <sup>th</sup> March 2026	Careers Fair
19 <sup>th</sup> / 20 <sup>th</sup> March 2026	Eid?? (potential school closure)
26 <sup>th</sup> March	Y9 vaccinations
27 <sup>th</sup> March	Staff Inset Day – School Closed for Students
30 <sup>th</sup> March – 10 <sup>th</sup> April 2025	Easter Holidays



**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.

**Punctuality to School:** We would like to remind parents that students should arrive to school no later than **8.35am** for a prompt start to lessons at 8.40am. Our student gates close exactly at 8.35am and any student arriving after this time will be issued with a same day late detention. We thank you for your continued support with this

**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 jewelry 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](mailto: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](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, i.e. 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 Learning Co-Ordinator (LCO) 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 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, particularly on the double yellow lines directly opposite the school gates. 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



Mr P Gardner  
**Head of School**



Mr K Miah  
**Executive Head**