

YEAR 7 INDUCTION DAY: Thursday 3RD SEPTEMBER

Dear Parent/Carer,

It was brilliant to have your daughter in Swakeleys for taster day and for so many parents to join us in the afternoon. We are so looking forward to welcoming your daughter to secondary school in September and to working with you to support your daughter in the coming years.

Information for you and your daughter:

Locks & lockers for September: We will be providing a lock for your daughter free of charge. These will be given to your daughter in September. The locker is a secure place for your daughter to leave her equipment during the day, including a mobile phone if you choose for her to have one.

Information regarding Induction Day Thursday 3rd September:

We are looking forward to welcoming your daughter to Swakeleys School for Girls in September. Induction Day for year 7 is Thursday 3rd September. Induction Day **begins between 8.30 and 9am** and **finishes between 1.45 and 2.05pm**. We have a staggered start and finish time like the taster day to reduce traffic and register year 7 efficiently. The induction day is a shorter day to ease them in after the summer holidays.

On induction day your daughter should arrive in full school uniform. Lanyards with ID cards, Link Books and timetables will be given on this day. The day includes activities which will support your daughter in getting to know the school and other members of their form and their form tutor.

Please:

- Arrive at the **Clifton Gardens** entrance at your allocated time in order to ensure a smooth start to the day:

Form:	Arrival Time:
AF, DS & EB	8.30 – 8.40 am
FN, JA & MC	8.40 – 8.50 am
MY & RP	8.50 – 9.00 am

Form:	Exit Time:
AF, DS & EB	1.45 pm
FN, JA & MC	1.55 pm
MY & RP	2.05 pm

- Staff will be waiting at the turning circle to meet your daughter and direct her to the hall. We ask that parents drop their daughters off here.
- Wear **full Swakeleys school uniform**.
- **Lunch will be provided for students on 3rd and 4th September or you can choose to bring a packed lunch. Parent Pay can then be set up by Monday 7th September. Please do pack a snack for break time.**
- Bring a **school bag containing a pencil case**.
- PE kit is **NOT needed** on Induction Day.

If you are collecting your daughter we would appreciate that you do so **promptly** from the **drop off turning circle**. The Highfield gate will **not** be open on induction Day, however from Friday 4th September it will be in use every day. We do encourage students to make their own way to and from school. Please be aware that Clifton Gardens and the front of the school can get very congested at school drop off and pick up times.

From Friday 4th September all year 7 students must arrive to school by 8.30am and the day finishes at 3.10pm. Please be aware that the school day ends at 3.10pm every day apart from a Tuesday when the school day ends at 2.05pm.

I hope that you and your family have an enjoyable and restful summer break.

Kind regards,



Miss Allan
Year 7 Learning Co-ordinator