

2nd September 2024

Dear Families,

I hope that this letter finds you well and that you had a restful summer break with your family. I'm sure you like me were deeply affected by the unrest that took place over the summer across the UK. I want to reassure you that your child's safety is our main priority. I have today spoken to our staff about the unrest and the impact that this will have had on all of our community. I will be addressing all of our school community during assemblies when students return and focusing on our school values and ensuring that every single student knows how special and important they are as a member of our school community. In relation to safety please note that following works over the summer there is now enhanced security at the Clifton Gardens gate. The gate will be open and supervised from 7.30am every day.

We are very much looking forward to welcoming the most important members of the Swakeleys community back into school later this week – a reminder of those arrangements including other useful information about the start of term can be seen below:

Year 7: A very warm welcome to the new families joining our school community as their child begins at Swakeleys in Year 7. After taster day in July all of the staff commented on what a lovely group of students they are. Year 7 start with us on **Wednesday 4th September**. [Please click here to see the information from Ms Allan](#) regarding the arrangements for Wednesday.

Years 8-13: All other year groups start back on Thursday 5th September at the normal time of 8.30am.

Your child's pastoral development is so important and I am delighted to confirm the following leaders supporting each year group this year:

Year Group	Year Learning Coordinator	Leadership Group Link
7	Miss Helena Allan	Mrs Charlotte Dennis (Assistant Headteacher)
8	Miss Katie Currell	Mrs Gilly Hare (Deputy Head)
9	Mrs Lindsay Finnerty & Mr Tyson Gray	Mr Lawrence Hepner (Interim Deputy Head)
10	Mrs Ros Khan	Mrs Pat Laguillo (Assistant Head)
11	Ms Shaki Mejloumian	Mrs Claire Devereux (Deputy Head)
12 & 13	Mr Rob Hayden (Assistant Head)	Miss Olivia Wall (Deputy Head)

I am very much looking forward to meeting you in person over the coming weeks at the parental engagement evenings. A reminder of the dates and times can be seen below:

Year 7: Wednesday 25th September 6–7.30pm

Year 10: Thursday 7th November 6–7pm

Year 8: Tuesday 8th October 6–7pm

Sixth form: Thursday 19th September 6-7pm

Year 9: Thursday 7th November 6–7pm

Each of these sessions will be carefully planned with the relevant year group in mind and give you an opportunity to meet your child's form tutor, year learning coordinator and other key staff. I will be sharing with you the foci for our school development plan and you are able to spend time in the school

environment where your daughter comes every day. It really is important that you do have input into the school and that we work in partnership with you. At Year 10 graduation in June parents were provided with useful information required to support their child in making a successful start to Year 11 – [you can access the key dates sheet by clicking here](#)

In order to ensure the safety of all of our school community please can I ask that all parents driving onto the school site are mindful of other road users, road markings (including double yellow lines) and pedestrians. Can I politely request where possible that you make alternative arrangements to drop and pick up your child away from the school site in order to avoid congestion. [Please click here to see the park and stride map suggesting alternative areas where you could drop and pick up your child.](#)

We know how important it is to start the year off positively so can I ask for your support in ensuring that your child is in the correct school uniform. We understand that the holidays bring opportunities for pupils to wear items of clothing and jewellery which are not permitted in school. I would be grateful if you could read our uniform policy carefully to ensure a positive start to term is achieved.

<https://swakeleys.hillingdon.sch.uk/about-us/school-uniform/>

At Swakeleys we know our role involves supporting the social development of our students. To this end a gentle reminder that mobile phones should not be seen or heard in the school building during the school day because we want students to be interacting with each other. We have all manner of games from Jenga to Uno and table tennis tables as well as a range of lunchtime clubs so that students can have a good time at lunchtime. On the topic of mobile phones it is always worth keeping an eye on what your child is up to online and in particular to be aware of some dangerous online challenges that circulate. The following link is a useful starting point for parents to explore further the world of social media:

<https://www.thinkuknow.co.uk/>

Attendance to school is so important and I am optimistic that we can retain our high levels of attendance over the coming Year – last year we were in the top 25% of all schools for attendance. Staff will be making phonecalls home to some students over the coming days to welcome them back into school. Regarding attendance Hillingdon Council have requested that we share some information with you regarding attendance. [This information can be found by clicking here.](#)

I wanted to make you aware that it is our open evening for prospective students and their families on **Thursday 12th September** and a reminder that lessons will end at **2.15pm (2.05pm for Year 7)** on that day so we can get the school ready for the evening. If you have a daughter in Year 6 then we look forward to seeing you and a gentle reminder that siblings of students at Swakeleys still need to complete the supplementary assessment form and sit the NVR test on Saturday 5th October. It would be fantastic if you could encourage friends of yours with Year 6 daughters know that they are very welcome to attend our open evening! Many of our students will be asked to help on the evening so thank you for your support. School will start at the slightly later time of **9.40am** on **Friday 13th September** to give us time to be ready to greet the students. Please could students ensure that they are in school **for 9.30am** ready for tutor time at 9.40am.

Some advance warning that Wednesday 9th October is an INSET day and Friday 18th October is the form tutor 1:1 day where children come into school for an appointment with their form tutor. Year 7 parents are also invited on this day so we can get to know you on an individual basis.

I look forward to working with you again this year to support your child and ensure that they are safe, happy and making fantastic progress - both socially and academically.

Yours faithfully,



Kelda Stevenson
Headteacher
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