



Swindon Academy

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Ref: AC

4th January 2010

Dear Parent / Carer

Keeping Our Children Safe

Happy New Year!

This letter contains details about how our school site will work this term now that the building is complete.

It is a long letter for which I apologise but I hope you find it useful.

We very much want you to feel welcome at the school, however we must at all times ensure that our students are kept safe. I ask that you read through the following information and support us in enforcing it. Thank you.

For parents/carers of children in the Nursery, Mrs Marder will have already discussed with you which way to come to the Nursery. The following information is for parents/carers of children in Reception to Year 6.

In the Mornings

1. The school site will be open from 8.45am until 9.15am. Coffee and tea will be available at the Heddington Hall end (please do not allow your children to have a hot drink);
2. For parents/carers of children in Reception / Years 1 / 2 / 5 and 6 please bring your children directly to their classroom from the outside play space. All of these rooms can be entered from the playground from January. Please come into these areas through the playground entrances in either Heddington Road or Alton Close;
3. For parents/carers of children in Years 3 and 4 please come into school through the Heddington Hall entrance and say goodbye to them in the tea and coffee area. Only the children should go upstairs to their classroom.
4. If you are attending one of our workshops please take a seat in the tea and coffee area until the tutor arrives.

During the Day

5. If you need to come into school during the day please do so via the main entrance. Please report to reception and you will then be collected from this area.

Breakfast Club

6. Students attending Breakfast Club should come to the Heddington Hall entrance at 7.45am. They will be collected from there.

Principal: Ms J Shadick BA MA

Swindon Academy

Beech Avenue

Swindon

SN2 1JR

t 01793 426900

f 01793 426901

e admin@swindon-academy.org

w www.swindon-academy.org

Inspired to Achieve

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School Events / Assemblies

7. Please note on the invitation which entrance to come to. You will also need to bring the invitation with you.

In the Afternoons

8. School will be open from 2.50pm until 3.15pm. If you arrive before or after this time please come to the main reception area. Similarly if you need to collect your son/daughter from an after school club.

Again tea and coffee will be available in the Heddington Hall end. Please collect your son / daughter from the same point that you dropped them off at in the morning. The Year 3 and 4 class teachers will come downstairs with the children.

Generally

9. Please note that dogs are not allowed onto the school site at any time. This includes being tied to a school gate.
10. You are welcome to use the drop off point in the car park but please do not park there for any longer than 5 minutes. If you need to stay longer you are welcome to use the visitors parking.
11. Our school website has recently been updated. The website address is www.swindon-academy.org On the website there are details of some of our important curriculum policies on Sex Education, Religious Education and Inclusion. Other policies include our Equal Opportunities Policy, our Racial Equality Policy, our Anti-Bullying Policy and our Complaints Procedure. If you would like to have a hard copy of these please do not hesitate to contact our reception on 01793 426900 who will arrange for them to be sent to you.
12. Please can I also remind you that we need to have up to date emergency contact details and medical information.

Thank you for taking time to read this important letter.

Best wishes

Ms J Shadick
Principal