Swanshurst School

August 2026

Dear Parents/Carers,

We hope you and your families have enjoyed a relaxing and enjoyable summer break. As we approach the end of the holidays, we are writing to share important information about the start of the new school year and key procedures to ensure a smooth return for all our pupils.

Key Dates for Your Calendar

Tuesday 1st & Wednesday 2nd September 2026: School Closed (Staff Training)

Thursday 3rd September 2026: All pupils Return to School
Year 7: 8:40am arrival to Upper Hall
Year 12: 8:40am arrival to CDS
Years 8, 9, 10, 11, 13: 10:40am arrival straight to form rooms

Wednesday 9th September 2026: Open Evening (6pm–8pm)
Thursday 17th & Friday 18th September 2026: Open Mornings (9am–10:15am)

Uniform Expectations

We ask all parents/carers to ensure that pupils are fully prepared for the new term with the correct uniform and essential equipment. For full details of our uniform policy, including permitted items in particular the new footwear policy and presentation standards, please refer to our website: https://www.swanshurst.org/school-uniform/1110.html

Arriving in the correct uniform helps set high expectations for learning and behaviour from the outset.

After consultation in the summer term, the decision has also been made for pupils to wear P.E. kit on their PE day. Further information regarding this will be shared on the first day back in September.

Mobile Phone Policy

Pupils must not use mobile phones during school hours. Phones should be switched off and stored securely in bags. Misuse of mobile phones will result in:

- Confiscation of the device
- Collection by parents/carers from the school office
- Further disciplinary action, including detention or exclusion, in line with our Behaviour Policy

Senior members of staff will also be situated on gates on arrival at school to ensure phones are switched off and out of sight before pupils enter the school site.

A reminder that the letter with full details regarding both uniform, phones and equipment expectations can be found here on our website - https://www.swanshurst.org/letters/2089.html

We appreciate your support in reinforcing these expectations at home.

School Meals and SCOPAY Payments

We would like to remind families who are no longer eligible for Free School Meals due to recent changes in the eligibility criteria to ensure that their child's school meals account has sufficient funds available.

Swanshurst School is part of West Midlands Academy Trust, a charitable company limited by guarantee, registered in England & Wales (Number 15869744). Registered Office: c/o Kings Norton Girls' School, Selly Oak Road, Bournville, Birmingham, B30 1HW.

Please check and top up your account before term starts to avoid any disruption to meal provision.
A reminder that we are a **cashless school** and all payments must be made online via the SCOPAY website: www.scopay.com/login. If you have forgotten your password, this can be reset directly through the website.
If you require a new SCOPAY login for a different email or have not yet received your account details, please contact the Finance Team by email at **finance@wmatrust.co.uk**, who will be happy to assist.
We appreciate your cooperation in helping us maintain a secure and efficient payment system.
To apply for Free School Meals please visit https://www.cloudforedu.org.uk/ofsm/sims

Year 7 & 8 Independent Learning

Students in Year 7 & 8 will move to a fixed timetable for fortnightly independent learning, ensuring that homework is spread across 2 weeks. Students in Year 8 will be given their timetable in the first week of term. Students in Year 7 will receive theirs in week 3 – there will be no independent learning for Year 7 for the first 2 weeks of term, other than reading for pleasure. Students will be taken to the library during their first week. Timetables can also be accessed here: https://www.swanshurst.org/independent-learning/2081.html

There are no changes to independent learning for Years 9-13.

Arrival and Drop-Off Procedures

To ensure a safe and orderly start to the day:
Please remind your child to arrive promptly at their designated time and entrance.
Encourage pupils to bring all required equipment for learning.
If you are dropping off your child, please follow local parking guidelines and avoid blocking entrances.

Next Steps for Parents/Carers

- Please check uniform and equipment requirements before the first day
- Log in to SCOPAY to ensure your account is active for meal and trip payments
- Remind your child of the mobile phone policy
- Attendance is crucial – regular attendance helps your child achieve better outcomes, maintain friendships, and develop important skills Strategies for improving attendance, so please support us in ensuring your child attends every day

New attendance communication system: Information regarding attendance and punctuality, including detentions for lateness, will now be sent from Studybugs to your email. Further information regarding this will be shared in September

If you haven't already done so, please do look at our Summer Newsletter from July containing all the latest Swanshurst news: https://comms.swanshurst.org/yvfiai

We look forward to welcoming all our pupils back to school on **Thursday 3rd September 2026**.

If you have any questions, please do not hesitate to contact us.

Yours sincerely,

Mrs S. Fletcher
Associate Headteacher

Mrs L. Else
Associate Headteacher

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