

Dear Parent/Carer,

Firstly, we would like to apologise, as some of you have not been getting email communication from us. We are working to get this fixed as soon as possible, but in the meantime have summarised the key messages in this letter. We are aware that it is quite long, but it covers several emails sent out in the last 2 weeks, as well as some new messages. It would be really helpful if you could double check in reception that your email address is correct if you haven’t been receiving emails from us. A copy of this letter is on the main school website, so that you can follow any links.

**ParentMail and paying for food at the Swan**

We are using ParentMail to manage any payments that parents need to make to us. You should already have received an email asking you to register for ParentMail. If you have not received the email or are having difficulties registering please let us know in the office. We will not be using ParentMail to send out emails or other communications as these will come from the 'My Child at School' app.

* **Paying for school lunches:** Once you are logged onto ParentMail, you need to go to 'Accounts' then select 'Lunches' to top up money for your childs’ school lunch. Lunches are £2.60 per day. You can top up as much as you want, whenever you want, but we would like parents to keep their account in credit. Please can you make sure you have topped up your child's lunch account. If your child is eligible for free school meals, then you will not have to pay for lunches. If you think your child might be eligible, please contact the school office.
* **Paying for Breakfast and Breaktime items**: All children can have free porridge at breakfast time. We also sell other breakfast items, and we sell healthy snacks at breaktime. To allow your child to buy these items, you need to put money on their account by going to 'Accounts' then 'Dinner Top-Up'. If you would like your child to be able to buy other breakfast items or breaktime snacks next week, please can you top up this account in advance. If you have any problems with any of the above, please contact us in the school office and we will do our best to help. Students who do not have money in this account will not be able to purchase items at break or before school.

**My Child At School (MCAS) app**

We are aware that some parents have not yet received their log-in details for our parent portal, My Child At School, so we are resending the information. My Child At School is where you will find detailed, up-to-date, information about your child's education. This includes their timetable, attendance, and conduct. You can also send and receive messages using the portal. It is vital that all parents log-into the portal as paper copies of important information will not be sent home. Please use the link to access the MCAS site. If you do not have your log-in details yet, please contact the office.

<https://www.mychildatschool.com/MCAS/MCSParentLogin>

Please contact the school office if you have any issues logging in.

**New Parent Event**

We are delighted to invite you to our **Year 7 Welcome Evening on Tuesday the 24th September from 5-6pm.** It will be a great occasion to support the transition from primary school, and also meet our staff. Please select one of our two Headteacher talks and then book an appointment with one of your child's from tutors. This is a 5 minute appointment to meet the tutor, or cotutor, raise any concerns and find out how your child has settled in. In between these appointments you will have some free time to speak with members of staff and ask any questions you may have.

Please follow the link below to book into your talk and appointment. **You should only book one appointment, either with the tutor or cotutor.**

<https://docs.google.com/forms/d/e/1FAIpQLSeGgVd8p7tpZKPp6N6eoaBgW9G7Lp89qiZ9LgUp3Seiqw7-KQ/viewform?usp=sf_link>

We look forward to seeing all of you in the 24th.

**PSA**

We value the partnership between home and school and our Parent Staff Association (PSA) is an important way that we can strengthen this partnership. The PSA will be a network of Swan School parents, and its role is to act as a link between families and the school, to support families with the transition to becoming secondary school parents, as well as exploring ways that parents/carers can support and get involved in the life of the school.

If you would like to get involved, you are invited to join us at our **first meeting of our PSA on Monday 30th September at 7.30pm**. The meeting will be held on the ground floor of our school building. I look forward to seeing many of you then.

**School Calendar**

Across the year there are days that are early finishes, or students are not in school. Please check the school calendar on the website for a summary of these.

<https://theswanschool.org.uk/calendar/>

Please note the upcoming dates:

* 8th October: 3:50 finish for Open Evening
* 17th October: 12:30 finish for Progress Check Evening
* 24th October: Break up for Half term

**Parental Request Forms**

If you visit the school website there are various online forms which can be completed,including for the following:

* Requesting for a planned absence
* Application to miss the extended school day
* Application for Bursary support

Please complete the online forms, rather than calling into the office, particularly for planned student absence.

**SLT Surgery**

Our first SLT surgery will run on the 19th September from 9:30 until 10:15. No need for an appointment, just come to reception and we will be happy to answer any questions you have.

**House Naming Process**

We are delighted to introduce the ‘House Names’ unveiling process that will take place this term. It is something we are all extremely excited about and the students during form time are going to be researching into our 8 candidates over the coming weeks before voting to whittle it down to our final 4.

We want to involve all parents in the process and later in the term we will share a voting form with you, so that you can register a vote.

Our 8 candidates are listed below with our selection criteria.

Selection Criteria:

* All candidates should be inspirational people with a link to Oxford
* The list should represent a balanced section of society and different groups
* All candidates should model our school values of: Ambition, Integrity, Dedication and Kindness

Our shortlist:

### Stephen Hawking

1. Malala Yousafzai
2. Roger Bannister
3. Emily Wilding-Davison
4. Ivy Williams, first female barrister in the UK
5. T E Lawrence, Lawrence of Arabia
6. Sir Tim Berners-Lee, inventor of the World Wide Web
7. Benazir Bhutto, former Prime Minister of Pakistan

We encourage you to discuss these candidates with your children over this term before the final vote.

If you have any questions please do not hesitate to get in contact.

Kind Regards,

The Swan School



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