

Birchgrove Primary School,
Heol Nant Bran,
Birchgrove,
SWANSEA SA7 9LS



Ysgol Gynradd Gellifedw,
Heol Nant Bran,
Gellifedw,
ABERTAWE SA7 9LS

Headteacher: Mr. M. O'Brien
Deputy Headteacher: Mrs M Hockin

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Monday 8th September 2025

Dear Parent/Guardian,

Welcome back to a new and exciting school year! I hope you all had an enjoyable summer holiday. Your children have come back full of enthusiasm, look fantastic in their uniforms and they have settled quickly into their new classrooms.

SCHOOL TIMES & ENTRANCES

Please note the timings and entrances below. If your child is late, please accompany them to the entrance gate/main office. This procedure minimises disruption to the children who have already started lessons and their teachers and in case of a fire, enables us to know accurately how many people are in the building.

Monday - Thursday			
Year Group	Entrance	Drop off	Collection
Nursery AM	Heol Dulais (Bus Stop)	9am	11:10am
Nursery PM	Heol Dulais (Bus Stop)	1pm	3:10pm
Reception	Heol Dulais (Bus Stop)	8:45-8:55am	3:20pm
Year 1	Main entrance – Y1 Gate	8:45-8:55am	3:20pm
Year 2	Heol Dulais (Upper Gate)	8:45-8:55am	3:20pm
Year 3	Heol Dulais (Upper Gate)	8:35-8:45am	3:30pm
Year 4, 5 & 6	Main entrance	8:35-8:45am	3:30pm

Friday			
Year Group	Entrance	Drop off	Collection
Nursery AM	Heol Dulais (Bus Stop)	9am	11:10am
Nursery PM	Heol Dulais (Bus Stop)	1pm	3:10pm
Reception	Heol Dulais (Bus Stop)	8:45-8:55am	12:50pm
Year 1	Main entrance – Y1 Gate	8:45-8:55am	12:50pm
Year 2	Heol Dulais (Upper Gate)	8:45-8:55am	12:50pm
Year 3	Heol Dulais (Upper Gate)	8:35-8:45am	1pm
Year 4, 5 & 6	Main entrance	8:35-8:45am	1pm

Miss Llewelyn along with our Education Welfare Officer, will continue to monitor pupils' attendance closely, in order to avoid Fixed Penalty Notices being issued. Please note that if your child is absent for any reason, this must be reported through to the absence line by 8:30am and



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please continue to keep the school informed if your child will be off for more than one day. If you are planning a holiday, please ensure you have completed a Holiday Request Form online (these can be found on our website or on Class Dojo).

MEET THE TEACHER MEETINGS

You will have an opportunity to meet your child's teachers and discuss any matters regarding your child's education on **Thursday 18th September**. During this meeting, you will be given information about what to expect this year, key routines and updates and you will see your child's classroom and learning environment.

There will be two meeting slots (**3:45pm-4:30pm** or **4:30pm-5:15pm**). Please let your child's teacher know which slot you intend to attend. The same information will be given in each meeting.

Please arrive at your child's entrance/exit gate at the time above. However, parents/carers of Reception and Year 1 children should arrive via the main office door.

BROMCOM

Like all schools in Swansea, we will shortly be replacing our school system with Bromcom, that manages all pupil related data (emergency contact details, attendance, medical information, school meals etc). More information about what parents' need to do to access this system will be sent out over the coming weeks. In the meantime, please let us know if you have updated your emergency contact details, addresses, allergy information etc via Class Dojo.

Yours sincerely,

Mr. M. O'Brien
Headteacher

DATES FOR YOUR DIARY

Please note that these dates are subject to change. However, we will endeavour to inform you of any changes, as soon as possible.

Date		Event
18 th Sept	3:45-4:30pm or 4:30-5:15pm	'Meet The Teacher' Meetings
27 th -31 st Oct		HALF TERM
19 th Dec-5 th Jan		CHRISTMAS HOLIDAYS
16 th -20 th Feb		HALF TERM
27 th Mar-13 th Apr		EASTER HOLIDAYS
25 th -29 th May		HALF TERM
20 th July		END OF YEAR



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