



# Stewart Fleming Primary School

## The Pioneer Academy

Witham Road • Anerley • London • SE20 7YB  
Tel 020 8778 1043  
E-mail: admin@stewartfleming.bromley.sch.uk



Friday 30.8.24

Dear Parents and Carers,

I am writing to you to welcome you and your children back to Stewart Fleming Primary School and to share some updates for the new academic year.

### Stewart Fleming Offices

From the beginning of the academic year 24/24 Stewart Fleming Primary School will operate two offices.

#### Main Office

The current office on Felmingham Road will remain the main office and will be manned from 8:00am – 4:00pm daily. Parents and carers of children in KS2 can access this office for any queries, drop off medication, wait to attend trips and wait for Friday Celebration Assemblies here.

#### KS1 and Extended Day Office

The additional office is accessed via Witham road and the slope gate. This is the EYFS / KS1 and Extended Day Office. This will be open from 7:45 – 9:30 am and 3:00 – 6:00pm. Parents and carers of children in EYFS and KS1 can access this office for any queries, drop off medication, wait to attend trips and wait for Friday Celebration Assemblies.

**This office space will continue as the Breakfast Club entrance and will become the After-School Club access and egress point for parents and carers.**

### Access and Egress

#### Morning

The school gates open at 8:45am and children and parents can enter through the two site entrances on Felmingham Road and Witham Road. Parents of children in Year 5 and below should walk their children directly to their allocated school building entrance. **All parents and carers should exit via the main gates on Felmingham Road. The Witham Road Entrance (Slope Gate) is one-way in the mornings only.**

All entrances to the playground are manned by a member of the school staff team and there is always a member of staff in the playground to support parents and carers. Both school offices are also open at these times. All building entrances are also manned.

- Reception, Year 1, Year 3 and Year 4 children can access their classrooms directly via the external door on the playgrounds.
- All Year 2 children access their classrooms via the school door by the sandpit.
- All Year 5 and 6 children and Mercury Class access their classrooms via the Year 5 and 6 Gate (Please see map overleaf for more information)

Parents and carers can use this point of the day to pass quick and simple messages to class teachers but should book in at the office for a meeting should they wish to discuss anything more in depth.

**Any children arriving after 9:00 am will need to go through the main school office to enter the school and sign in at the office.**

#### Afternoon

The school gates open at 3:20pm and parents can enter through the two site entrances on Felmingham Road and Witham Road.

*Education Trust Leader - Mr Lee Mason Ellis*

*Head Teacher - Mrs Rachel Lincoln*

*Deputy Head Teacher - Miss Lydia Coss and Mrs Wilson*

**The Pioneer Academy is committed to safeguarding and promoting the welfare of all our pupils and expect all staff and volunteers to share this commitment.**





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As in the mornings, all entrances to the playground are manned by a member of the school staff team and there is always a member of staff in the playground to support parents and carers. Both school offices are also open at these times.

- Reception, Year 1, Year 3 and Year 4 children are picked up directly from their classroom via the external door on the playgrounds.
- Year 2 (Seacole and Hawking classes) are dismissed directly from the school door next to the Year 1 classrooms and the children in Brunel will be dismissed by the door next to the sandpit (see map for more information)
- Years 5 and 6 and Mercury Class will be dismissed from the playground.

**From this academic year children in Year 6 only will be permitted to walk home from school independently.**

### Late Collection

All teachers will remain on the playground until 3:40pm. After this time, any remaining children will be brought into the school building through the KS1 and Extended Day Office. A member of school staff will then call parents and carers to get an ETA. **Post 3:45pm all children will go to After School Club and will need to be picked up from the KS1 and Extended Day Office and this may incur a charge.** [Map of Access and Egress points](#)



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### Curriculum Meetings and Letters

Curriculum letters will be shared with all parents and carer via email on Monday 2<sup>nd</sup> September. Curriculum Meetings will take place for parents and carers over the first week of autumn term. These meetings are a great opportunity for you to come into school and hear about what your child will be learning over the course of the autumn term. Please find the dates and times of these meetings below:

3.9.24	4.9.24	5.9.24
Y1 curriculum meeting (9:00 – 9:30am) in the school hall.	Y2 curriculum meeting (9:00 – 9:30am) in the school hall.	Y3 curriculum meeting (9:00 – 9:30am) in the school hall.
<b>Report to the KS1 and Extended Day Office</b> and a member of staff will bring you through to the location of the meeting.		<b>Report to the Main Office</b> and a member of staff will bring you through to the location of the meeting.
Y4 online curriculum meeting (4:45 – 5:15pm)	Y5 online curriculum meeting (4:45 – 5:15pm)	Y6 online curriculum meeting (4:45 – 5:15pm)
<b>Zoom link will be shared on Curriculum Letters</b>		

### Parent and Carers Calendar

I will be writing to you all again at the end of the first week back and sharing the parent and carer calendar for all upcoming important dates for your diaries.

Enjoy the final weekend of the summer holiday and I can not wait to welcome all the children back into school on Monday 2<sup>nd</sup> September.

Have a happy and safe weekend.

Rachel Lincoln  
 Headteacher

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