

La Fontaine Academy  
Nightingale Lane  
Bromley BR1 2SQ  
Tel: 020 8353 4160

Email: [office@lafontaineacademy.org](mailto:office@lafontaineacademy.org)  
Website: [www.lafontaineacademy.org](http://www.lafontaineacademy.org)  
Twitter: @FontaineAcademy | @thesteptrust  
Headteacher: Dr Sebastien Chapleau

Dear parents/carers,

A warm welcome to La Fontaine Academy! We are extremely pleased to welcome you to our growing community and we hope that you will find the next few years as exciting as we have found our first five years.

Our first five years have been exciting and our children have made tremendous progress with their work. Our parents/carers have been very much involved and have enabled us to create a real sense of togetherness, something I'm sure you will be able to experience very soon.

You need to complete **Admission Forms** (available at [www.lafontaineacademy.org/cohort2019](http://www.lafontaineacademy.org/cohort2019)). You need to email/post/bring the forms to us by **Friday 7<sup>th</sup> June**. If emailing the forms, send them to the following address: [admissions@lafontaineacademy.org](mailto:admissions@lafontaineacademy.org). If posting the forms, send them to La Fontaine Academy (Admissions Team), Nightingale Lane, Bromley BR1 2SQ.

Also by **Friday 7<sup>th</sup> June**, we need to receive a **copy** of our child's birth certificate and a **copy** of a utility bill. We also need to see a **copy** of a Council Tax letter (the documents need to be from the last 3 months). You need to email/post/bring the forms to us.

### **INDUCTION HALF-DAY AND UNIFORM**

Prior to opening, there will be an Induction Half-Day for children to come and meet their teachers and spend some time in their new classrooms. This will take place on **Tuesday 18<sup>th</sup> June, from 09:30-11:30**. We expect all children to attend.

Members of our Parents and Teachers Association (PTA) will be available on the day to assist new families with uniform enquiries and orders. For logistical reasons this will be the only opportunity for your child to try on sample uniform. Feel free to come and speak to them between 08:45-09:30.

- If you wish to receive your uniform items at school (free of charge), you will need to order them (via our school website: [www.lafontaineacademy.org/uniform](http://www.lafontaineacademy.org/uniform)) by **Monday 24<sup>th</sup> June**, at the very latest.
  - Parents/carers will need to come to the school to collect their uniforms on between **Monday 15<sup>th</sup> and Friday 19<sup>th</sup> July, between 08:00-16:00**.
- If you wish to receive your uniform items at home (there will be a fee), you will need to order them (via our school website: [www.lafontaineacademy.org/uniform](http://www.lafontaineacademy.org/uniform)) by Friday 9<sup>th</sup> August, at the very latest.

At 09:30, all parents and children will meet in the hall, and children will be invited to go to our Reception classrooms at 09:45.

From 10:00-10:45, there will be a Questions and Answers session in the hall with Dr Sebastien Chapleau, our Headteacher.

Our Uniform Policy is available on our website at [www.lafontaineacademy.org/cohort2019](http://www.lafontaineacademy.org/cohort2019). Please, read it carefully, as we expect children to wear the correct school uniform every day.

**MAKE SURE ALL ITEMS OF CLOTHING ARE CLEARLY AND PERMANENTLY LABELLED WITH YOUR CHILD'S FULL NAME.**

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## **INDUCTION QUESTIONNAIRE**

Please, complete the Induction Questionnaire and bring it with you on Tuesday 18<sup>th</sup> June.

## **CLUBS**

New clubs timetables will be emailed out on **Monday 8<sup>th</sup> July**. You will be able to book from then. Book early, as places can go quickly!

Clubs will commence week beginning Monday 9<sup>th</sup> September.

Energy Kidz (breakfast and afterschool childcare) will begin on Thursday 5<sup>th</sup> September. Parents/carers will be able to book places via the Energy Kidz portal (<https://bookings.energy-kidz.co.uk/Account/Login>).

## **BEGINNING OF THE SCHOOL YEAR: WEDNESDAY 4<sup>TH</sup> SEPTEMBER**

- Our school year will begin on **Wednesday 4<sup>th</sup> September, at 08:25**. Our school gates will be open from 08:00. Parents/carers are expected to stay with the children until they go into class at 08:25.
- Children need to come in wearing their full Autumn and Spring Terms school uniform, as detailed in our Uniform Policy (available at [www.lafontaineacademy.org/cohort2019](http://www.lafontaineacademy.org/cohort2019)).
- Children need to bring their school bag (make sure their full name is clearly written).
- Children need to bring a pair of wellington boots (clearly labelled with their full name) which needs to stay in school. Children will sometimes wear wellington boots when going into our garden area or to the park.
- A morning snack and lunch will be provided to all children. No pack lunches allowed.
- Children should have spare undergarments, socks/tights in case of emergencies.

## **PUPIL PREMIUM / FREE SCHOOL MEALS – HELP US SUPPORT YOUR CHILD**

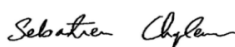
All children from Reception to Year 2 are automatically entitled to free school dinners.

In addition to this universal benefit, some families might be entitled to receive Pupil Premium funding (extra funding given to schools to support children with their learning). Please, have a look at the Pupil Premium link available at [www.lafontaineacademy.org/cohort2019](http://www.lafontaineacademy.org/cohort2019).

Be aware that we ask **all** families to try and complete the Pupil Premium / Free School Meals application.

If you qualify, the school will receive about £1,300 to support your child with their learning (e.g. resources, after-school activities, small group support, etc.).

I look forward to seeing you all soon.



Dr Sebastien Chapleau, Headteacher

## SUMMARY

**STEP 1:** Please complete Admission Forms (available at [www.lafontaineacademy.org/cohort2019](http://www.lafontaineacademy.org/cohort2019)). You need to email/post/bring the forms to us by **Friday 7<sup>th</sup> June**. If emailing the forms, send them to the following address: [admissions@lafontaineacademy.org](mailto:admissions@lafontaineacademy.org). If posting the forms, send them to La Fontaine Academy (Admissions Team), Nightingale Lane, Bromley BR1 2SQ.

Also by **Friday 7<sup>th</sup> June**, we need to receive a **copy** of our child's birth certificate and a **copy** of a utility bill. We also need to receive a **copy** of a Council Tax letter (the documents need to be from the last 3 months). You need to email/post/bring the forms to us. If emailing, use your 'child's name + key enrolment documents' in the subject of the email (e.g. 'Alex Smith + Key Enrolment Documents').

**STEP 2:** Check our uniform on Tuesday 18<sup>th</sup> June, from 08:45-09:30

**STEP 3:** Come to the Induction Half-day on **Tuesday 18<sup>th</sup> June, from 09:30-11:30**. Bring your child's birth certificate, a copy of a utility bill & council tax letter (the documents need to be from the last 3 months), your fully-completed Admission Forms (available at [www.lafontaineacademy.org/cohort2019](http://www.lafontaineacademy.org/cohort2019)). Bring the **Induction Questionnaire** with you.

**STEP 4:** All families to complete the Free School Meal (Pupil Premium) application available directly on the Bromley Council website at [www.bromley.gov.uk/info/4/free\\_school\\_meals/62/free\\_school\\_meals](http://www.bromley.gov.uk/info/4/free_school_meals/62/free_school_meals). Link also available at [www.lafontaineacademy.org/cohort2019](http://www.lafontaineacademy.org/cohort2019). Please, do this by **Friday 7<sup>th</sup> June**.

**STEP 5:** If you wish to receive your uniform items at school (free of charge), you will need to order them (via our school website: [www.lafontaineacademy.org/uniform](http://www.lafontaineacademy.org/uniform)) by **Monday 24<sup>th</sup> June**, at the very latest. Come and collect your uniform items between **Monday 15<sup>th</sup> and Friday 19<sup>th</sup> July** (08:00-16:00). If you wish to receive your uniform items at home (there will be a fee), you will need to order them (via our school website: [www.lafontaineacademy.org/uniform](http://www.lafontaineacademy.org/uniform)) by Friday 9<sup>th</sup> August, at the very latest.

**STEP 6:** If you wish to use our Wrap-Around Care Provision, book early! New clubs timetables will be emailed out on **Monday 8<sup>th</sup> July**. You will be able to book from then. Book early, as places can go quickly! Energy Kidz (breakfast and afterschool childcare) will begin on Thursday 5<sup>th</sup> September. Parents/carers will be able to book places via the Energy Kidz portal (<https://bookings.energy-kidz.co.uk/Account/Login>).

**STEP 7:** Become familiar with our Reception Booklets (*Starting Reception at La Fontaine* and *Getting Ready for Reception at La Fontaine*), as well as our Home-School Agreement, our Attendance Policy, some information about School Milk, some information about Parent Mail (our payment system), and some other useful information. All this is also available at [www.lafontaineacademy.org/cohort2019](http://www.lafontaineacademy.org/cohort2019).

**STEP 8:** Come to school with your child on **Wednesday 4<sup>th</sup> September**. Arrive between **08:00-08:20**, ready to line up for 08:25.