

# St. Augustine's Catholic Primary School and Nursery



Part of



not to have more but to be more  
saint oscar romero

## School Prospectus 2021– 2022

***I would like to warmly welcome you to our lovely School. St Augustine's is a Catholic School and our faith is at the heart of all we do. All staff work in partnership with parents and carers to ensure that our children are happy, well behaved, motivated and academically fulfil their true potential. We are constantly striving to raise standards and are not complacent about our successes. St Augustine's is more than just a school, it is a family and a community, where children are cherished and nurtured and high expectations are held and met by all.***

***Miss Mary Collins  
Executive Headteacher***

**It gives me great pleasure to welcome you to St. Augustine's, where we work in collaboration with families to ensure that all children are able to reach their full potential. Each and every child and their family are encouraged to become part of the St. Augustine's family and to participate in our busy School life.**

**Our children are Ready, Responsible and Respectful, creating a wonderful learning environment for all. We work hard and have fun whilst achieving great outcomes!**

**We operate an open-door policy at all times, you will always receive a warm welcome and can see me at any time, to share ideas, thought and concerns.**

**I look forward to you joining our School community.**

***Mrs Denise Duffus  
Head of School***

### **School Mission Statement:**

*"Every member of the school is unique in the sight of God.*

*Our community is based on living the Gospel Values and leading our children towards a lasting belief in the Catholic Faith.*

*We provide the highest quality education to enable children to reach their full potential and be thoughtful, compassionate and effective citizens."*

### **Aspire London Mission Statement:**

*"Aspire not to have more but to be more"*

*St. Oscar Romero*

## **The School**

At St. Augustine's Catholic Primary School children are loved and taught to become responsible, successful and happy. They learn to work independently and as part of a team to share and respect each other's needs. They are nurtured throughout their years here with the Gospel values of love, faith, justice, peace and hope. We aim to instill in our children the importance of community so they are respectful and appreciative of those around them. Our Parish Priest, Father Sam Ofia, is a much welcomed visitor to the School and the pupils regularly attend Mass in Church.

The School was established in 1928 to provide an education for the children of Catholic families in the local area. We now have provision for children from three to eleven years of age; Nursery to Year Six. As a one form entry school there are places for 210 children in the main school and we also offer both 15 hours and 30 hours in Nursery.

St. Augustine's offers an open and friendly atmosphere within the School and parents are encouraged to become active in the life of the School through being a member of the PSA – Parent Staff Association, a volunteer helper or just a familiar face to greet each day.

We are part of Aspire London, a federation with Holy Cross Catholic Primary School in Catford. Our Governing body oversees both Schools and works tirelessly to ensure all our children receive the very best education possible. The Executive Headteacher works on a strategic level across both Schools and there is a Head of School in each School to focus on the daily organisation.



## **Parents and Carers**

We are very proud of the relationship we have with the parents and carers in our School. We are a strong group and benefit from mutual respect, trust and understanding. The good of the children is at the centre of every decision we make and all the work we do. We like to work together with parents and carers to ensure that children fulfill their true potential.

We encourage parents and carers to come and see staff if they have any concerns or worries about their child or if there is something we should know about; a change in family circumstance, news that may impact on the child. We have an open door policy and parents are welcome to come and see teachers before or after School and either speak then or arrange a convenient appointment.

Each term the teachers formally report to parents on the progress of children. This is during Parents' Evening in the Autumn Term, Academic Review Day in the Spring Term and a written report in the Summer Term. During the year all children will take part in class assemblies, Masses and concerts which parents are invited to and encouraged to attend.

There are several ways in which parents and carers can support their child:

- Sharing books and listening to your child read.
- Supporting any homework set by the class teacher.
- Talking to your child about general things helps to improve communication and vocabulary.
- Accompanying children on class outings.

If you have any time to spare and would like to help us in any way we would be delighted to welcome you into the School.

## **The Governing Body**

Our Governing Body consists of a number of volunteers who are tasked with overseeing both our Federation Schools. The Bishop appoints Foundation Governors who act to protect the distinctive nature of this Catholic school. The Local Authority and staff have representatives and other governors are elected by parents. The Executive Headteacher and Heads of Schools report to the governing body regularly. The Governors help to appoint staff, decide on policies for the Schools, deal with admissions and appeals as well as a multitude of other important functions. The Governors work closely with the Executive Headteacher and Head of School offering support and advice.

Miss M Collins – Executive Headteacher  
Mrs D Duffus – Head of School (Observer)

**Foundation Governors**

Tara Nelson - Chair of Governors  
Guillaume Noirtin - Vice Chair  
Gwen Quintyn-Williams  
Hilary Santhoky  
Ossie Folkes  
Sam Duncan  
Nick O'Shea  
Jacinta Fernandes

**Staff Governor**

Belinda Thomas

**Co-opted Governors**

Maddie Byrne – currently Celine Honoré due to maternity leave

**Parent Governors**

Shane Sutherland  
Alison Cresswell

**LA Governor**

Vacancy



## **Nursery**

Our School has a wonderful Nursery that offers part time (15 hour) places in either morning or afternoon sessions as well as full time (30 hour) places to those who qualify for this provision. The School Office is happy to assist parents and carers with any enquiries.

Morning session 9am - midday  
Afternoon session 12:00 – 3pm  
30 hour session 9am – 3pm

Please note that children who attend our Nursery do not automatically gain a place in our School, the usual application process must be undertaken. The School is very happy to assist you with this.

## **The School Day**

### **Key Stage 1:**

Morning session 9am - 12 noon  
Afternoon session 1.00 pm -3.15pm

### **Key Stage 2:**

Morning session 9am - 12.30pm  
Afternoon session 1.30pm - 3.15pm



The School gate is opened at 8:45am and pupils are greeted by members of staff. Children then go straight to their classroom to begin their day. All children must be in School by 8:55am, children arriving after this time will be marked as late.

The School day finishes at 3:15pm and it is important that children are collected promptly. They can become very anxious when they are not met and this is unsettling for them. Staff also have a range of meetings and duties to attend to. The School understands that sometimes emergencies and unexpected delays do occur. In these circumstances, parents or carers should telephone the school immediately to keep us and your child informed.

## **Curriculum**

There are three stages to primary education; Early Years Foundation Stage, Key Stage One and Key Stage Two.

The curriculum for the 3–5 year olds is known as the Early Years Foundation Stage. This curriculum is divided into seven areas. The three prime areas are: Personal, Social and Emotional Development, Communication and Language and Physical Development and there are four specific areas: Literacy, Mathematics, Understanding the World and Expressive Arts and Design. It forms the basis of all activities in the Nursery and Reception Classes where pupils learn through structured play activities.

The National Curriculum is taught in Years 1-6. Key Stage 1 covers Years 1 and 2, Key Stage 2 covers Years 3, 4, 5 and 6. Subjects taught include English, RE, Mathematics, Science, Computing, PE, History, Geography, Music, Art, Design Technology and Personal, Social, Health and Economic Education (PSHE). Links are made between different learning areas in order to reinforce pupils' learning.

Aspire London has drivers for our curriculum which personalise the learning for our children. Our curriculum drivers are:

### **Significant People**

#### **Aspire London will:**

- Develop pupils' knowledge and understanding of the world and people, past and present, who shape it
- Provide identifiable role models to raise ambition and aspiration

### **Community**

#### **Aspire London will:**

- Immerse the children in the historically rich and diverse nature of London
- Give pupils an understanding of the positive impact of migration and a cultural appreciation of our community

### **Equality & Justice**

#### **Aspire London will:**

- Empower pupils to be advocates who address issues of prejudice and discrimination
- Ensure pupils value fairness and resolve differences through positive discussion

### **Environmental Responsibility**

#### **Aspire London will:**

- Educate children of the need to protect God's planet from environmental damage
- Create eco- friendly citizens who are aware of the impact of their individual actions and those of the wider world.

We offer pupils a creative curriculum which interests and inspires them. Pupils and staff are challenged to achieve their potential, intellectually, socially and spiritually. We provide a broad, balanced and relevant curriculum that meets the needs of each individual child. We encourage children to work independently, to develop skills and establish concepts in order to enhance learning. We build upon the children's own experiences so that they grow in confidence, self-esteem and respect for others.



## **Homework**

At the beginning of the year, teachers will provide parents with information about class routines, homework and topics. The most important way that parents can assist in their children's learning is by ensuring you listen to your child read on a regular basis. As well as this, we encourage you to support your children with times tables, spellings and other work that may be sent home.



## **Charging Policy**

Parents will be asked to make voluntary contributions to fund additional activities, including day and residential trips. No child will be excluded from an activity because of an inability to pay. It may be necessary however, to cancel an event if insufficient funds are received.

## **After School Clubs and Activities**

The School runs a number of after school clubs. These vary from year to year and can include: football, netball, arts & crafts, computing, cooking and construction.

## **Newsletters**

A weekly newsletter is sent to every family on a Friday via email. It gives details of forthcoming events, general reminders and any news relevant to the school community. Other letters relevant to specific classes are also emailed home. Please do ensure we have up to date contact details for you.

Other information made available to parents includes Governing Body documents, and information about whole school and curriculum policies. Parents' copies of School Policies are available from our website or via the school office.

## **Child Protection and Safeguarding**

The welfare of the pupils is our priority. Staff will report any concerns about pupils, parents, visitors, volunteers or other staff members to the Head of School or Executive Headteacher.

The school is committed to keeping all children safe. Children are encouraged to speak out about any behaviour which upsets or worries them. If children make reports that concern us, either of school issues or those outside of school, we will listen, record what is heard and report to our Designated Safeguarding Lead (DSL). In cases where it is deemed necessary we will involve outside agencies such as social care.

### **Equal Opportunities**

We are opposed to any form of discrimination on the grounds of ethnicity, gender, religion or ability. We expect high standards of work and behaviour and aim to support each child to reach their full potential. We practise reconciliation, never revenge, when learning how to deal with relationships in school.

All staff have a duty to promote disability equality, to promote good race relations and to ensure that no one is treated in a disrespectful manner because of their physical capacity, ethnic background, language or beliefs.

### **School Dinners**

We are a healthy School. Delicious School lunches are provided by our dedicated team of chefs and kitchen staff at a cost of £2.50 per day payable through Parent Pay. Children may bring a packed lunch from home. All children drink water with their lunch and School lunches also offer milk. We have a policy of no nuts due to allergies. Currently all children in Reception and Key Stage 1 receive free school meals but if you believe your child may be entitled to free school meals according to the government set criteria please enquire at the School Office as there are further benefits for this group of people.



### **School Snacks**

**Foundation Stage and Key Stage 1** - Our school is part of the Fruit in School scheme. This means that these children will be offered a piece of fruit daily, usually in the morning.

**Key Stage 2** -If your child becomes hungry mid morning, you may send them to school with a piece of **fresh fruit** only. Key Stage 2 children are encouraged to bring in **water** in a plastic bottle. There is also water in the classrooms which is drinking water.

## **Special Educational Needs**

We have a Special Educational Needs and Disabilities Coordinator (SENDCO) in School who works with children who have special educational needs. She works in collaboration with parents, class teachers, higher level teaching assistants and SEND Teaching Assistants. Our SENDCO links with other schools and a range of outside agencies who offer support and advice.

All children receiving support are included in the class Provision Maps, their progress and impact of support tracked and reviewed termly by teachers and SENDCO. In some cases a statutory assessment may be requested. An Education Health and Care Plan (EHCP) may or may not be issued by the LA. Not all SEND pupils go on to full assessment; some need short-term support.



## **Behaviour**

Our Behaviour Policy is simple, children are expected to be **Ready, Respectful and Responsible** at all times. This language is frequently used in School to ensure high standards of behaviour. There is a strong emphasis on self discipline and respect for all members of the School community. Children learn that School is a place where they live alongside many other people and this means sharing equipment, books and teachers' attention. Children are expected to always do their best. We teach children to be kind and thoughtful and not to hurt or abuse other children by word or action. Expectations of behaviour are high and these are met. Our behaviour management system 'It's Good To Be Green' works across the School and provides clear guidelines for children.

## **School Uniform**

All pupils from Reception to Y6 wear a navy V-neck jumper or cardigan. Children should wear sensible, warm and plain coloured coats.

### **Winter uniform:**

Grey trousers, skirt or pinafore, pale blue shirt and school tie  
Navy blue v-neck jumper or cardigan  
Navy blue or grey tights or socks

### **Summer uniform:**

Grey tailored shorts or trousers, pale blue shirt and school tie  
Light blue gingham dress  
Navy blue v-neck jumper or cardigan  
Navy blue, grey or white socks

### **Nursery (optional)**

Navy blue track suit and pale blue polo shirt  
Navy blue shorts and pale blue T shirt for the summer

School ties may be bought from the School Office for £4 each. Footwear must be black or navy, strong and sensible in style, no boots allowed. Trainers should only be



worn for games or during lunchtime in the playground. Open toed sandals must not be worn in School. Coats can be any colour but denim jackets or tracksuit tops are not suitable. All clothing must be marked with the child's name so that lost clothing may be traced and returned quickly. Hairstyle is to be conventional in style, length and colour. Hair which is shoulder length or longer must be tied back and hair accessories must be small, simple and red or navy blue in colour.

Jewellery, including earrings, is not permitted though watches may be worn. Children who walk to School without an adult are allowed to bring a mobile phone to School, these must be handed in to the School Office at the start of the day.

For PE all children are expected to wear a plain white T-shirt, plain navy shorts and plain navy tracksuit bottoms for outdoor games in the winter. All children need plimsolls or trainers for outdoor games. These should be kept in a drawstring bag in School.



In warm weather children may wear a cap and a pair of sun glasses. Sun cream must be applied before coming to School during hot weather.

### **Parents Parking**

Parking is very limited at either end of Dunfield Road. Please keep the zig-zag area free to allow children a safe passage into school. Please take special care not to obstruct the school gates. We encourage parents and children to walk to School whenever possible. Children who choose to cycle or scoot to School can store their bikes and scooters in the special racks in the playground

### **Complaints Procedure**

We like to hear the views of our parents and any concerns you have will always be dealt with promptly by the staff. Usually it is possible to sort out problems by informal means but, if the issue is more difficult to resolve, you may see the Head of School or Executive Headteacher. If there is still no solution, you should write a formal letter of complaint to the Chair of Governors who will arrange to investigate the matter. Copies of the Complaints Procedure and all school policies are available from the main office and on the school website.

### **Parent and Staff Association (PSA)**

We have a very active and enthusiastic PSA. All parents automatically become a member of the PSA as their child starts at St. Augustine's. We encourage you all to support the wide range of events which are organised. These all raise money to support projects within School and they also help us to maintain the strong community spirit we so enjoy here.

### **Medical**

If children have slight accidents in School, they are treated by a trained first aider. If an accident appears to be serious parents will be notified should hospital treatment be necessary. Parents may be notified by phone if a child has a bump to the head. All accidents are recorded in the accident book.

If your child becomes unwell we will let you know and ask you to come to School if necessary. It is therefore very important that the School has a telephone number where parents or carers may be contacted during school hours. If this changes we must be notified immediately.

Only medicine prescribed by a doctor will be given at school. Parents must complete a medical permission form, available in the school office. The medicine must be delivered by an adult to the school office with the following written information:

- child's name, name and address of GP
- name of medicine, reason for medication, dosage

If your child has a serious health problem, please make sure that the school has full details. Asthma sufferers should ensure a clearly labelled pump is in school.

### **Attendance**

We are proud of our excellent attendance record at St. Augustine's. It shows children want to come to School and parents trust that the staff will care for the children and contact them if it is deemed necessary. Children are expected to be in School every day except on an occasion when poor health prevents this. If your child is absent from school please telephone us by 9:30am. If your child has an appointment during the day a known adult will need to collect them and sign them out at the office. Holidays are not allowed during term time. A child will only be allowed time off from school in exceptional circumstances. Research shows a direct link between good attendance and school achievement.



## St. Augustine's School Staff September 2021-2022

Executive Head	Miss Collins
Head of School	Mrs Duffus
Assistant Headteacher	Miss Scheuermann

### Teaching Staff

Nursery Teacher	Mrs Owen & Mrs Caballero
Reception	Mrs Power
Year 1	Mrs Barnett
Year 2	Mrs Thomas
Year 3	Mrs Spencer & Mrs Bryant
Year 4	Ms Sheahan
Year 5 (Asst. Head)	Miss Scheuermann
Year 6	Mrs Weatherhead
SENDCO	Mrs Bayouni
Music Teacher	Ms Ley
Sports Specialist	Mrs Stoneham

### Support Staff

Nursery Nurse	Mrs Young
T/A(SEN)	Miss Cooper
T/A(SEN)	Mrs Zefi
	Mrs Stevens
	Mrs Coutinho
	Mrs Baker
	Mrs Andrews
	Mrs Brady
IT Support	Mrs Lemard

School Business Manager	Mrs Santarossa
Admin Assistant	Mrs Carcavella
Admin Assistant	Mrs Allen

<b>Lunchtime Supervisor</b>	Mrs Bagnall
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Premises Officer	Mr Ballabani
School Cleaners	Miss Fitzpatrick
Catering Staff	Caterlink Staff