

St. Augustine's Catholic Primary School



School Prospectus 2023– 2024

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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***

Our Mission Statement

In the words of St. Augustine

**"God provides the wind
but we must raise the sail"**

The mission statement of Aspire London
in the words of St. Oscar Romero

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



The School

Here 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 instil in our children the importance of community so they are respectful and appreciative of those around them. Our Parish Priest, Father Uduak Abara, 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.

At St. Augustine's we have 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, 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 fulfil 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 to 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 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 schools within Aspire London. The Bishop appoints Foundation Governors who act to protect the distinctive nature of our Catholic schools. 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

Mrs T Nelson - Chair
Ms G Quintyn-Williams – Vice Chair
Mr O Folkes
Ms J Fernandes
Father Uduak
Dr McCaig
Mrs E Galvelo

Staff Governor

Mrs B Thomas

Co-opted Governors

Ms S Mole
H Santhokhy

Parent Governors

Mrs A Cresswell
Ms E Britton

LA Governor

Mrs V Grapt

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 8.55am - 12 noon

Afternoon session 1.00 pm -3.15pm

Key Stage 2:

Morning session 8.55am - 12.30pm

Afternoon session 1.30pm - 3.15pm



The school gates are opened at 8.45am and pupils may go directly to their classrooms from this time. Pupils are not allowed on school premises before this time. Registers are taken at 8:55am and any child arriving after this must go through the School Office.

It is important that children are collected promptly at 3:15pm. They can become very anxious when they are not met and this is unsettling for them. 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, Mathematics, RE, Science, Computing, PE, History, Geography, Music, Art, Design Technology, Personal, Social, Health and Economic Education (PSHE) and Relationships and Sex Education. Links are made between different learning areas in order to reinforce pupils' learning.

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. 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. From September 2023 all children will receive free school meals. Nursery children are able to have a hot meal at lunchtime at an additional cost of £2.60 per day.

School Snacks

Our school is part of the Fruit in School scheme. This means that children in KS1 will be offered a piece of fruit daily. Children in KS2 are encouraged to bring their own fruit to eat at breaktime.

All children should have a named water bottle in school. Reception children are provided with a refillable water bottle when they join St. Augustine's.

Special Educational Needs

We have a Special Educational Needs and Disabilities Coordinator (SENDCO) in School, Mrs Ana Tomsa, 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.

Grey trousers, skirt or pinafore, pale blue shirt and school tie.

Navy blue, black or grey tights or socks

Summer: Light blue gingham dress or tailored grey shorts with pale blue shirt and tie. Navy blue, black grey or white tights or 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. Hair which is shoulder length or longer must be tied back and hair accessories must be small, simple and pale blue or navy blue in colour.

Jewellery 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. Please make sure your child wears a helmet and rides safely to and from school.



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. A care plan will need to be completed in accordance with medical advice from your doctor or nurse and the school. 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 2023-2024

Executive Headteacher
Head of School
Assistant Headteacher

Miss Collins
Mrs Duffus
Miss Scheuermann

Teaching Staff

EYFS Practitioner
SENDCO
Music Teacher

Mrs Caballero
Mrs Power
Miss Bailey
Miss Walker
Mrs Owen
Mrs Thomas
Miss Scheuermann
Mrs Weatherhead
Mrs Bryant
Mrs Igharben
Ms Songu-Mbriwa
Mrs Tomsa
Mrs Ley

Support Staff

Nursery Nurse
Higher Level Teaching Assistant
Teaching Assistant
Teaching Assistant
Teaching Assistant
Teaching Assistant
Teaching Assistant
Teaching Assistant

Mrs Young
Mrs Andrews
Miss Cooper
Mrs Zefi
Mrs Stevens
Mrs Coutinho
Mrs Baker
Miss Stevens

IT Support/Office Administrator

Mrs Lemard

School Business Manager

Mrs Santarossa

Office Administrator
Midday Meal Supervisor

Ms Allen
Mrs Baker
Mrs Bagnall

Premises Officer
School Cleaners

Mr Ballabani
Miss Fitzpatrick
Miss Nolan

Catering Staff

Ms Rose
Ms Thompson
Ms Chemp