



# St Augustine's

## PRIORY

### General Information

#### Nursery & Preps

2015 - 2016

#### Contact Us

St Augustine's Priory  
Hillcrest Road  
Ealing  
W5 2JL

Tel: 020 8997 2022

Fax: 020 8810 6501

[www.saintaugustinespriory.org.uk](http://www.saintaugustinespriory.org.uk)

@saintaugustinesp

# Contents

1.	<a href="#">Getting Started</a> .....	3
2.	<a href="#">General Information</a> .....	4
3.	<a href="#">Keeping your Daughter Safe and Healthy</a> .....	8
4.	<a href="#">School Uniform: Preps</a> .....	9
5.	<a href="#">School Policies</a> .....	12
6.	<a href="#">Links with Parents and the Community</a> .....	13

## 1. Getting Started

The Michaelmas Term starts on:

**Thursday 3<sup>rd</sup> September 2015**

Please note that we operate a staggered start system for Prep I pupils and for Nursery Joiners. You will be advised of this by letter.

### **Our School Day**

Prep I:

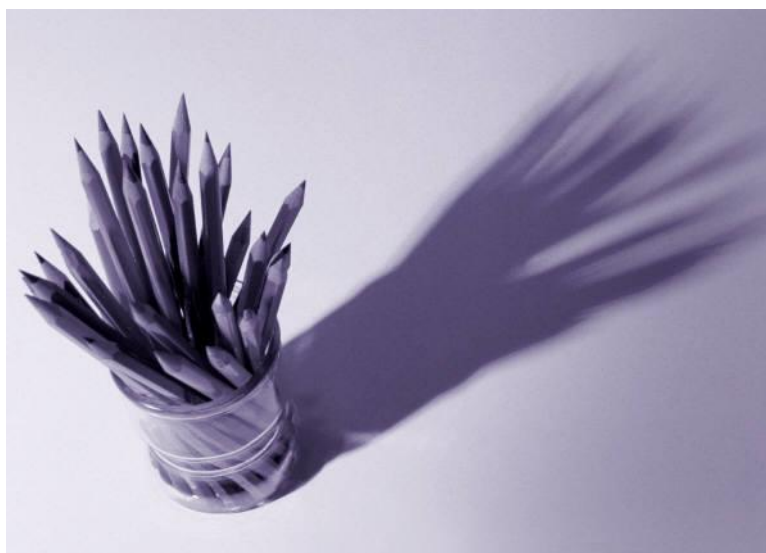
8.45am School begins

3.30pm School finishes

Nursery:

8.30am School begins

3.45pm School finishes



## 2. General Information

### Absences

All absences should be notified to the School before 8.45 am on the morning of the absence (either by telephone 020 8997 2022, or email [attendance@saintaugustinespriory.org](mailto:attendance@saintaugustinespriory.org)). If your child is absent for more than one day please contact the School on each morning of absence.



If the school does not receive communication, parents of absent pupils will be contacted by text or telephone. Please respond as soon as possible to confirm the absence. Immediately upon a pupil's return to school, an explanation for the absence should be sent to [attendance@saintaugustinespriory.org](mailto:attendance@saintaugustinespriory.org) (unless already provided by email). Form Teachers can be copied into this email.

### Activities

A wide range of extra-curricular activities are on offer at St Augustine's Priory, the details of which are available on the website. Regular communications are also sent to parents via internal letters and on the School Calendar on the website, and regular updates provided by the PE department for sporting activities.

### After School Club

St Augustine's After School Club is a privately owned business, registered in the name of Mrs Florencia Casaccio which operates on the School premises. It is subject to Ofsted inspection (Ofsted, Piccadilly Gate, Store Street, Manchester, M1 2WD – Phone 0300 123 1231 - [enquires@ofsted.gov.uk](mailto:enquires@ofsted.gov.uk)). Children from Nursery upwards may attend After School Club.

The After School Club runs Term Time 3.30pm–6.00pm.

Please telephone Mrs Florencia Casaccio on 020 8810 1913 or 07956 621644 or email [afterschoolclub@saintaugustinespriory.org](mailto:afterschoolclub@saintaugustinespriory.org).

Please note that there are separate medical and first aid arrangements for the After School Club.

### Arrival

If you wish to leave your daughter a little earlier, the School is open from 8.30am and the Teaching Staff will supervise your daughter in the classroom. Late arrival in the morning is disruptive to the class and best avoided. Please bring your daughter to the classroom and hand over her care to the Teaching Staff personally. To encourage independence please say your goodbyes before your daughter enters the classroom and encourage your daughter to hang up her coat and organise herself.

### Bookbag



- A School Book bag is available for purchase via our uniform provider, Schoolblazer. Please name it as soon as you receive the bag, she does not require another bag. Nursery children do not require book bags.
- Books or objects of interest, which enhance the curriculum, are welcome. A pencil case is not required in the Prep classes.

**No responsibility can be accepted for pupils' possessions lost or damaged on the School premises.**

## Breakfast Club

Breakfast Club is open every morning from 8.00am offering croissants, cereals, juices, hot chocolate, milk and fruit. Breakfast will be charged directly to your account. The children are supervised until 8.30am when they are taken to their classroom. Children from Nursery upward may attend Breakfast Club.



## Breaks

There is a break in the morning. Please provide fruit and a small bottle of water. No sweets, fizzy drinks or chocolate for break or packed lunch please. Children who are attending Nursery for a full day will need two snacks. Drinking water from the fountain is always available. **Nuts and seeds are part of a healthy diet for those without a nut allergy. But because some pupils have life threatening nut allergies, please do not let your daughter bring nuts or seeds to School.** Please ensure that grapes are cut in half as these are a common choking hazard.

## Cloakrooms

In the Nursery & Preps the toilets are adjacent to the classrooms. Your daughter has permission to go to the toilet whenever she needs to.

## Collection

- Please inform the Form Teacher of the daily arrangements for picking your daughter up from School. If you are a working parent please introduce the person who has responsibility for collecting your daughter to the Form Teacher and make sure the School has their name and contact details.
- Pupils must be collected by an adult and not, for example, an older sibling in the school.
- Please inform the Form Teacher of any change in the arrangements for collecting your daughter. There is a notebook in the entrance to the classroom for this purpose.
- Never take another child home without informing the Form Teacher.
- Telephone the School if you are delayed and the admin staff will inform the Form Teacher.
- Please ensure prompt collection, the girls do become very anxious if parents are late.

## Communication and News

The School communicates regularly with parents using email. Please ensure email addresses are accurate. News items are published regularly on the Priory Post section of our website.

Our app (downloadable from itunes or google play store) features Priory Post News and our twitter feed (@staugustinesp) as well as calendar items. Please join us on LinkedIn and Facebook too.

Junior and Senior girls use our intranet VLE for resources.

## Delivery of forgotten items

If on occasion your daughter has forgotten something (ballet bag, lunch), please bring it to the School office door and the staff there will do their best to deliver it to the classroom. However we ask that only **very** essential are bought in if forgotten.

## Independence

Please encourage your daughter to be as independent as possible so that she can dress herself and manage her toilet hygiene.

## Forward Dates

Please be advised that the online calendar is the most up to date calendar of events. A printed copy is also distributed termly.



- **Please note that on the last day of each term and on School Feast Day, School finishes at 12 noon.**
- The School Calendar will inform you about future dates. Please check it carefully for relevant parents' meetings and School outings.
- **Please ensure that family holidays fall within School holidays and that non-urgent dental and similar appointments are outside School hours.**
- If dental or doctor appointments need to be made in term time an explanatory letter must be given to the Form Teacher.
- Any other absence from School requires written permission, in advance of the absence, from the Headteacher via her Personal Assistant, Mrs Donovan.

## House Points

Upon joining St Augustine's Priory, each student is allocated a House:

- St George
- St Michael
- St Raphael
- St Gabriel

Students can earn "House Points" for their individual House – these are usually awarded for either Academic endeavour or a 'Community' point for anything else that serves the wider aims of the school. The winning House is announced weekly and the House that gains the most points over the course of each half term is awarded a prize. The "House Points" will also be monitored on an individual basis and be rewarded appropriately.

## Music Lessons

Lessons in the following instruments are available to children in Prep III.

- Flute, Violin, Cello and Piano

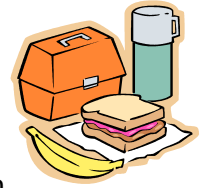
Please note there is a charge for these individual lessons and as the lessons take place during the School day and the times rotate, your daughter will miss part of a class lesson to attend her instrumental lesson. If you wish your daughter to learn more than one instrument, please discuss beforehand with the Class Music Teacher and Form Teacher.



## Packed Lunches

The school provides hot lunches however pupils may bring in packed lunches if they prefer.

- Packed lunches require a named lunch box.
- Please cut sandwiches into quarters and fruit and vegetables into bite sized pieces and ensure children can open containers and packets e.g. a small tear in a cereal bar wrapper.
- Please provide an ice pack in the lunch box to keep food cool as we do not have the facilities to store them in a fridge.
- Please provide sandwiches with a healthy filling, fruit, and milk based desserts such as yoghurt or fromage frais.
- Please limit crisps, processed foods, sweet drinks and sweet products such as cakes and biscuits.
- Any uneaten food is sent home in the lunch box so that parents know exactly what their daughter has eaten.



**Nuts and seeds are part of a healthy diet for those without a nut allergy but because of pupils with life threatening nut allergies; please do not let your daughter bring nuts or seeds to School.**

## Parking

Parking nearest to the School is restricted 9.00am–10.00am and 3.00pm–4.00pm. At the west end of Hillcrest Road, outside the park, there is a yellow line which only restricts parking between 11.00am–12.00noon.



There is a zebra crossing outside the School, please use it if you need to cross the road to promote good practice with your daughter. Please do not park on the zigzag lines outside the School. Parking too close to the School gates puts lives at risk. Please do not use the entrance to the staff car park as a turning point. Please do not park in the Staff car park or the Visitors car park. Please ensure that you use the pedestrian gates to come in and out of school, **NEVER** use the vehicle access. Please ensure that you are holding your children's hands as you cross over driveways.

There is a large covered bicycle shed where girls may lock up their bicycles or scooters. The shed is situated outside the Junior and Senior cloakrooms on the east side of the building. Your daughter can access the bicycle shed through the cloister to the right of the Clock House.

## Social Networking Sites

It is important to remember that it is against the law for children under the age of 13 to create a Facebook account, or for others to create accounts on their behalf. We strongly encourage you to make your daughter aware of the dangers of providing any personal information about themselves, or their friends, to a third party, if they have accounts on other social networking sites.

## Useful Telephone Numbers

School Telephone: 020 8997 2022 (to report absences)  
The Bursar: 020 8991 7501 (issues relating to School fees)  
The School Health Practitioner: 020 8991 7516 (any health issues)

## What year is my daughter in?

St Augustine's Priory is one School divided by name only into four sections.

<b>EYFS</b>	<b>Age Range</b>	<b>Equivalent Year Group</b>
Nursery (Boys and Girls)	3-4 years	Foundation Stage I
Prep I	4-5 years	Reception or Foundation Stage II
<b>Prep Department</b>	<b>Age Range</b>	<b>Equivalent Year Group</b>
Prep II	5-6 years	Year 1
Prep III	6-7 years	Year 2
<b>Junior Department</b>	<b>Age Range</b>	<b>Equivalent Year Group</b>
Lower I	7-8 years	Year 3
Upper I	8-9 years	Year 4
Lower II	9-10 years	Year 5
Upper II	10-11 years	Year 6
<b>Senior Department</b>	<b>Age Range</b>	<b>Equivalent Year Group</b>
Form III, Lower IV, Upper IV, Lower V, Upper V, Lower VI, Upper VI	11-18 years	Year 7 to Year 13



### 3. Keeping your Daughter Safe and Healthy

#### Crutches

Girls must not be brought in to school on crutches without prior consultation with the School Health Practitioner so that appropriate assessments and adjustments can be made.

#### Getting to School

We like to encourage as many of our girls, who are able to do so, to walk to School. If walking is not a favourable option, the School does have good public transport options. If parents do bring their daughters to School by car we would be grateful if they could drive and park with the utmost care and consideration in the vicinity of the School, being aware that we do have some very small children here. The section relating to parking should be kept in mind.

#### Long Term Medical Needs

If your daughter has any long term medical needs, e.g. allergy with risk of anaphylaxis, diabetes, epilepsy etc., please make an appointment to see the School Health Practitioner. An individual School Care Plan will be jointly drawn up. Copies of this plan will be sent to you, your General Practitioner (GP) and Specialist Hospital.

#### Medication

Medication should only be brought to the School if absolutely necessary. It must be handed in to the School office in the **original container as dispensed by a pharmacist** and include the prescriber's instructions for administration and be accompanied by a completed Medication Consent Form available from the School Office.

Girls are not allowed to carry their own medication - with the exception of inhalers for asthma or an EpiPen for allergic emergencies (anaphylaxis) when they are mature enough to do so.

## 4. School Uniform: Preps

### Schoolblazer

St Augustine's Priory school uniform can be purchased through our supplier, Schoolblazer via their website [www.schoolblazer.com](http://www.schoolblazer.com). Uniform details are available on the Useful Links page of our website.

### Earrings

Small plain stud earrings may be worn by those girls with pierced ears but **MUST** be removed for P.E. **Therefore, if girls are to have their ears pierced please ensure this is done at the beginning of the summer holidays to allow time for ears to heal so earrings can be removed when necessary.**

- No jewellery, nail polish or make-up etc. may be worn in School by pupils unless in the Sixth Form.
- Long hair must be tied back; any hair accessories worn must be in uniform colours.

### Lost Property

All named items of uniform will be returned to their owners. If unnamed items of uniform are not claimed they will be sold via the Parents' Fundraising Committee Second Hand Uniform Shop.

**Responsibility cannot be accepted for pupils' possessions lost or damaged on the School premises.**

### Second-Hand Uniform Shop

The St Augustine's Priory Parents' Fundraising Committee run a Second-Hand Uniform Shop, with the purpose of raising funds for the School. The shop generally stocks most of the items on the uniform list. The goods vary in quality from excellent to good and are priced accordingly. Prices are set at very reasonable rates.

Uniform items can be donated to the School for resale (100% profit goes to the Parents' Fundraising Committee funds), or they can be sold on behalf of the Parent/Guardian providing they are fully labelled (labels can be obtained from the Parents' Committee) whereby 75% of the sale of each item goes to the Parent and 25% goes to the Parents' Fundraising Committee funds.

## 5. School Policies

School Policies and the work of the School are laid out in the Parents' Handbook and are available to all parents upon request, from the School. The procedure for requesting a copy of any documentation is to write to the Headteacher, who will then arrange a suitable time to view the document in School or post a copy out to you.

The policies are also listed on the School Website ([www.saintaugustinespriory.org.uk](http://www.saintaugustinespriory.org.uk)).

**If you have any problems accessing any downloads on the website, please telephone the School Office on 020 8997 2022.**

Whole-School Policies	Early Years Foundations Stage (EYFS) Policies
<a href="#">A1 Policy-Admissions, misbehaviour and exclusions</a>	<a href="#">A6 / E1 Policy-Safeguarding Policy</a>
<a href="#">A2 Policy-Pupils with Statements and EAL</a>	<a href="#">E1 Policy-EYFS Missing Child Policy</a>
<a href="#">A3 Policy-Curriculum</a>	<a href="#">E1 Policy-EYFS Outings Policy</a>
<a href="#">A4 Policy-Behaviour and Sanctions</a>	<a href="#">E1 Policy-EYFS Personal Care Policy</a>
<a href="#">A5 Policy-PSHE</a>	<a href="#">E1 Policy-EYFS Uncollected Child Policy</a>
<a href="#">A6 Policy-Safeguarding</a>	<a href="#">E2 Policy-Sample EYFS On-site Risk Assessment</a>
<a href="#">A7 Policy-First Aid</a>	<a href="#">E3 Policy-Sample EYFS Risk Assessment for offsite visits</a>
<a href="#">A8 Policy-Anti-bullying</a>	<a href="#">E4 / A7 Policy-First Aid</a>
<a href="#">A9 Policy-Health and Safety</a>	<a href="#">E6 Policy-Arrangements for the supervision of EYFS pupils- Reception</a>
<a href="#">A10 Policy-Offsite Visits</a>	<a href="#">E6 Policy-Arrangements for the supervision of EYFS pupils- Nursery</a>
<a href="#">A11 Policy-Fire Risk Assessment - Fire procedures</a>	<a href="#">E7 / A14 Policy-Handling of Complaints</a>
<a href="#">A12 Policy-Supervision of Pupils</a>	<a href="#">E8 Policy-CRA</a>
<a href="#">A13 CRA</a>	<a href="#">E9 Policy-EYFS Staff</a>
<a href="#">A14 Policy-Handling of Complaints</a>	<a href="#">E10 Policy-EYFS Behaviour Policy</a>
<a href="#">A15 Policy-Disability</a>	<a href="#">E10 Policy-EYFS Policy</a>
<a href="#">A15 Policy-Accessibility Development Plan 2012 2015</a>	
<a href="#">A16 Policy-ICT Acceptable Use</a>	
<a href="#">Recruitment Policy</a>	

### Complaints

Parents or Guardians who have a concern or complaint about the School should initially refer to Policy A14 Policy Handling of Complaints (listed above) which is available on the School website. If you would like a printed copy of this policy please contact the School office.

If you believe your concern or complaint has not been satisfactorily dealt with under the terms of this policy you may contact the Independent Schools Inspectorate, CAP House, 9-12 Long Lane, London, EC1A 9HA. Their telephone number is 020 7600 0100.

The EYFS is also registered with OFSTED. You can contact them at OFSTED, Piccadilly House, Store St, Manchester, M1 2WB

## 6. Links with Parents and the Community

### Headteacher

Mrs S Raffray, MA

### The Governing Body of the School

<b>Governor</b>	<b>Area of Expertise</b>	<b>Committee in addition to General Purpose.</b>
Mrs Juliet Austin, BA	Education	Academic
Mrs Frances Baker	Property	Finance and Capital Development
Deacon Anthony Clark, BA, BD	Religious Life & Education	Safeguarding
Mrs Sarah Collis	Finance	Finance & Capital Development
Mrs Sharon Daly, FCA, Bursar		School Bursar and Clerk to the Governors
Professor Anne Hemingway, BSc, MBBS, FRCR, FRCP	Medicine	EYFS Governor
Mrs Sue Kirby, BA	Education	As Chair ex officio member of all committees
Ms Jo Moore	Marketing & Business	Finance & Capital Projects, Marketing & Development.
Mrs Caroline Phillips, LLB	Law	Health & Safety, Nominations and Succession.
Mr Colin Tipping	Finance	Finance and Capital Development.

### Correspondence and Contact Details

Use the School address for all written correspondence.

St Augustine's Priory Hillcrest Road Ealing W5 2JL	<b>Tel:</b> 020 8997 2022	<b>Website:</b> <a href="http://www.saintaugustinespriory.org.uk">www.saintaugustinespriory.org.uk</a> <b>Company Number:</b> 4482913 <b>Registered Charity Number:</b> 1097781
---	---------------------------	---