



# St Augustine's

## PRIORY

Getting Started Booklet

**Seniors**

**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)

@staugustinesp

## Section 1: 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.
- Permission for foreseeable absences should be made well in advance to the Headteacher, via the Form Teacher. Holidays in term time are strongly discouraged and should be taken only in exceptional circumstances and then only with the Headteacher's prior approval.
- As far as possible dental/medical appointments should be arranged out of school time. If a pupil has to leave for an appointment, prior notice must be given and the pupil must sign in/out at Reception.

### Acceptable Use (AUP) and E-Safety Policy

Our AUP is an extension to the School Rules. St Augustine's Priory provides a computing network that allows a range of devices to be used. These devices include networked computers to support pupils' academic work. It includes guidelines for the safe and responsible use of the network and the Internet and identifies those activities that constitute an abuse of our ICT facilities. The aim of the policy is to ensure safe, consistent and acceptable use in ICT and provides guidelines for staff, pupils and parents as to what constitutes acceptable use of School ICT resources. This policy can be found on the School website ([A16 Policy-ICT Acceptable Use](#)). Access to the school network is not permitted until the AUP has been signed.

### Arrival

Students arriving before 8.30am are usually involved in a range of extra curricular activities. If your daughter wishes to arrive a little earlier, the School is open from 8.00am. The school bell rings for a warning at 8.40am and then again for the beginning of registration which takes place in form rooms at 8.45am. Your daughter should be here in good time to ensure she is ready for her morning lessons. Late arrival in the morning is disruptive to the class and should be avoided except in the most exceptional cases. A late book is provided for signing in in this event. Regular lateness will not be tolerated by form teachers, leading to warnings and potentially Friday detentions

## After School Club

The After School Club is available to Form III and Lower IV students.

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

## Breakfast Club

A supervised Breakfast Club is available for pupils from Form III to Upper VI. Parents drop pupils off at the Refectories via the playground from 8am. Teaching assistants accompany children to their classroom at 8.30am. Breakfast choices include: cereal, toast, porridge, eggs, croissants, fresh fruit, fruit juice and hot chocolate. Per session fee is chargeable to school account.

## Breaks

There is a short break in the morning and a longer one at lunchtime. Please encourage your daughter to bring a 250ml bottle of water to drink throughout the day. Drinking water from the fountain is always available. **Nuts and seeds are part of a healthy diet for those without a nut allergy. Due to some pupils having life threatening allergies, please do not let your daughter bring nuts or seeds to School.**

## 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.

## 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.

- 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.**
- **Non-urgent dental and similar appointments should be booked outside of School hours.** If dental or doctor appointments need to be made in term time then an explanatory letter must be given to the Form Teacher in **advance** of the date of the appointment.



- When attending an appointment in school hours, the student must leave via the Main School Office and the Parent/Guardian should sign the student out with a member of staff present.
- Any other absence from School requires written permission, **in advance**, from the Headteacher via her Personal Assistant. See also Absences.

## 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.

## Lockers and Cloakroom

Your daughter is assigned a locker and a padlock key at the beginning of term. She needs to ensure the locker is kept tidy and organised to help her function efficiently in school. Your daughter will also be allocated an area in a designated cloakroom. Here she will be able to store her PE kit and coat and so on.

## Lost Property

Any property found left in or around the school, and which is clearly marked with a sewn-in name tag, will be given to its rightful owner. Should any unnamed items be left at the end of each half term, these will be passed to the Parents' Fundraising Committee to be recycled for resale in the Second-hand Uniform Shop. Unnamed items will be kept in Lost Property until claimed or for half a term. Items left longer than this will be given to charity, sold via the used uniform sale or disposed of as appropriate.

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

## 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.

### **Disability Access**

There is a disabled parking bay in the small car park adjacent to the Prep playground. We have various disability access ramps/lifts within our school grounds. For further information please see our Disability Access Policy and Plan. Should you require any help with access to the School please contact the School in advance of your visit.

### **Cyclists**

There is a large covered bicycle shed where girls may lock up their bicycles. 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.

### **Pastoral Care**

The care of pupils is central to the work that we do at St. Augustine's - when pupils feel happy, supported and safe, they succeed.

Every pupil joining St Augustine's becomes part of a form. The Form Teacher's role is to take care of the pupil's development and Form Teachers are, in turn, supported by more senior staff in line with the school's management structure.

If you have a concern about your daughter in relation to an academic subject, in the first instance, speak to her subject teacher.

The school also provides a trained counsellor that runs drop in sessions on a Monday.

### **Rewards**

We try to recognise 'that of God' in our pupils. This leads to an atmosphere of celebration of our pupils achievements from the formal awarding of cups at the end of term to the well-deserved praise for a job well done or a helping hand. We strive for the best we can be, and confident, happy pupils.

1. "House points"
2. Headteacher's Commendations
3. Certificates of Achievement
4. Department postcards home
5. Earning 'casual days' where pupils from the winning house can come to school in their own clothes
6. Earning vouchers (based on the number of house points accrued).

### **Sanctions**

It should be understood that, as one of the main purposes of any sanction is to correct behaviour, pupils are expected to learn from their mistakes (and from any sanctions imposed), and not to repeat them. Persistent misbehaviour, even of a kind that may, initially, and as a one-off, be relatively low level, can quickly become serious, if only as a mark of disobedience, and a pupil can in consequence quickly escalate through the graduated sanctions.

1. Verbal warning and notice to improve.
2. Minus mark and / or cause for concern slip (passed on to Form Tutor) and possible call home.
3. Detention.
4. If pattern of cause for concern slips and/or detentions identified then referral to SFT and call home.
5. Meeting with parents. For information on serious sanctions, such as suspension and/or exclusion, please see our Promoting Good Behaviour, Discipline and Sanctions Policy available on the St Augustine's website.

## School Bags

School backpacks are available from our online provider, Schoolblazer.

One small pencil case is sufficient, which should contain the following items:

- Fountain pen
- Washable blue ink cartridges
- A sensible amount of coloured pencils
- 2 writing pencils
- 1 rubber
- 1 pencil sharpener
- 1 pair of paper scissors – blades should not have pointed tips or be longer than 4 inches
- 1 glue stick
- 1 30cm ruler marked with centimetres and millimetres
- A small hole punch
- A4 ring binder with subject dividers
- No ink erasers, felt tip pens or Tippex please.

Please ensure your daughter does not bring any superfluous electronic equipment, such as iPods/MP3 players, iPads, etc. unless instructed to do so by her teacher.

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

## Time Management & Homework

Our great strength is that we keep reminding ourselves of what every Parent/Guardian knows: children (and for that matter, adults) achieve their best when they are happy. Pressurising students reaps short term dividends, equally a range and balance of activities is important, especially after a busy time at school. Please ensure that the students have time to complete homework and that they have time in the evening to relax by reading and talking with their family. Too many after school activities can sometimes have a negative impact.

We aim to offer a broad and balanced range of academic subjects at St Augustine's. **The school operates a two-week timetable.** All pupils will be issued with their timetable on induction or on the first day of term. In

the School calendar, each week is designated either **Week One** or **Week Two** and pupils will follow a different timetable in each of these weeks.

- The class timetable and homework timetable are entered in the homework diary.

Lesson Times for the Seniors are as shown below:

<b>Time</b>	<b>Activity</b>
8.45	Registration / Assembly Monday and Friday
8.55	Lesson 1
9.50	Lesson 2/ Mass or PSHE on Wednesday
10.40	Break
11	Lesson 3
11.55	Lesson 4
12.45	Lunch
1.55	Lesson 5
2.50	Lesson 6
3.40	End of School

## 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

## 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)

## 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 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.**

## Section 2: Achievement Hand-in-Hand with Enjoyment

Getting Started: Seniors 2015-2016

We aim to ensure that all our students enjoy their time at St Augustine's. We do understand that growing up is not always easy and the path is not always smooth, but our approach is to offer care and support on a very individualised level that will allow your daughter to blossom at the School. At St Augustine's your daughter should have the best possible opportunity to achieve her potential both academically and personally. St Augustine wrote 'Seek not to understand that you may believe, but believe that you may understand.' This underlies both our faith and our teaching.

St Augustine's aims to be a School full of fun and life, where every pupil can express her individuality and be respected as an individual. We aim to make learning both purposeful and a pleasure.

Students here have the opportunity to take a big part in the running and development of the School both formally through the Student Council, a student group which meets regularly to gather feedback and suggestions from the students, but also informally, because we are always open to constructive suggestions: some of our best ideas come from the students.

We hope the inclusive nature of the way we run our School contributes to the sense of family, belonging and mutual support that is at the heart of St Augustine's.

## The Curriculum

The School has a broad and balanced academic and pastoral curriculum, which as well as covering academic subjects, seeks to be responsive to each individual's gifts and talents and supportive of each individual's special needs. Our curriculum is carefully planned and every department in the School has a written programme of study that is the basis for the teaching of each subject. This means that we are able to teach high quality lessons and achieve all-important academic continuity and progress year on year.

## Assessment

We track your daughter's progress closely by making regular assessments of her work: this may be by marking and/or verbal feedback, or by more formal tests or examinations. The purpose of these assessments is to enable us to have a clear idea of where your daughter's strengths and weaknesses lie and so have a basis to build on her talents and support her in the areas where she may have difficulties. To set our students' performance in a wider context we periodically use Granada Learning's Cognitive Ability Test (CAT) programmes

## Independent Learners

Here at St Augustine's, we promote independent learning, and a love for it, in our work with the students. It is vital that as your daughter progresses through the school, on to higher education and employment that she develops the skills necessary for the challenges that lie ahead. It is also important that your daughter keeps up with current affairs and all the developments in the world around her, so that she can develop an informed, reasoned view and learn to articulate her opinions.

As parents, you can encourage your daughter to manage her own time, organise her work and think for herself by facilitating the following:

- Provide a quiet place for your daughter to work without phones, televisions or social networking opportunities.
- Set up a consistent routine for checking homework diaries, checking the timetable for each day's lessons, packing school bags accordingly with all necessary books and equipment.
- Encourage your daughter to set a fixed amount of time aside for study each evening and at the

weekend, including some time for extension work such as further reading and extra research.

- Read a broadsheet newspaper at least once a week.
- Read plenty of novels or non-fiction books. Recommended reading lists will be provided or ask teachers for further recommendations.
- Watch the news and informative documentaries regularly.
- Listen to Radio 4 programmes such as Woman’s Hour, Inside Health, In Our Time and Poetry Please.
- Help your daughter to immerse herself in the culture London has to offer by visiting museums, galleries or the theatre.
- Discuss national and world events at the dinner table.

## Learning Charter

<b>Teachers will:</b>	<b>During every class all members of the community will:</b>	<b>Pupils will:</b>
Expect the best from their students	Have High Expectations	Expect the best from themselves
Plan a lesson appropriate to all students in the class	Be Prepared	Ensure all required homework is completed
Prepare and bring necessary resources		Bring the necessary equipment to class
Be on time, dress professionally and prepare the classroom		Arrive to class on time, in the correct uniform and lined up sensibly
Speak politely and be welcoming to everyone	Be Respectful and Responsible	Speak politely and be polite to everyone
Listen to other people’s opinions when appropriate		Listen to other people’s opinions and share their own opinions where appropriate
Praise and reward good work and good behaviour		Keep to the rules set by the teacher
Create and share clear rules and expectations and enforce the rules of the school		Respect their learning environment including equipment, displays and placing litter in the bins provided.
Share and use lesson objectives and outcomes	Focus on Learning	Do their best to meet the learning outcome
Use a variety of learning activities to ensure all students are able to learn		Engage in all activities enthusiastically and to the best of their abilities
Persevere in helping students understand difficult topics		Persevere until they understand
Assess student progress and inform them when necessary		Ask questions politely and maturely when they do not understand

## Section 3: Communicating with the School

We are keen to ensure that there is always meaningful and effective dialogue between the School and parents.

### **Emails**

Parents are encouraged to email teachers with any queries. Parents should be mindful that the work of teachers is not desk-based and so responses may take some time to reach you. If you require an urgent response or are contacting the School in an emergency, please telephone the Reception.

### **Telephone Calls**

You are welcome to telephone the main school telephone number at any time with any query you may have. We will undertake to deal with or redirect your call or take a message to ensure as rapid as possible a response to your request or concern. If you wish to speak to your daughter's Form Teacher, please leave a message on 020 8997 2022. The message will be passed to the Form Teacher who will then contact you to discuss the issue either by telephone or arrange a meeting with you.

### **In Person**

You are most welcome to speak to us in person. Please telephone the main school switchboard (020 8997 2022) to arrange an appropriate time.

### **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.

## **Section 4: Keeping Your Child Safe and Healthy**

## Safety

It is one of our principal aims to provide a safe environment for your daughter's education, and to this end our premises and procedures have been carefully risk assessed. We also complete risk assessments for all off-site visits and activities. Please ensure you read the previous section titled 'Absences' and adhere to these procedures as they will ensure the safety of your daughter.

## Mobile Phones

We recognise the usefulness of mobile phones in maintaining communication and thus assisting safety; bearing this in mind, in order to maintain a reasonable level of control, the use of a mobile phone in School requires a permit, obtainable from the main school office. This means that the number is registered and kept on file by the School, although it would only be used as a means of contact in an emergency. All mobile phones are collected in each morning and kept in a safe place. They are returned each afternoon when the class is dismissed. The phone may only be used before or after School hours and off School premises. Not abiding by these rules will result in the mobile phone being confiscated.

## 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 work in partnership with the school by making 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.

See also our E-Safety Policy and Acceptable Use Policy.

## Health

We take our duty of care for your daughter's wellbeing very seriously. The School aims to promote life-long health by keeping a close eye out for any conditions that may require medical attention and informing parents promptly, and also by encouraging students to be physically active and to eat healthily.

The following points should be kept in mind:

- Getting to School – As far as possible we would like to encourage as many of our students who are able to do so to make their own way to School. Whilst this may not be possible in all cases the School does have good public transport options. Where parents do bring their daughters to School by car we would be grateful if you 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.
- Eating healthily – We would aim to encourage all students to eat healthily and the School does provide healthy and nutritionally balanced meals. Parents whose daughters bring in food from home should refer to the information in this booklet about lunches.
- The School has a School Health Practitioner on site, who will be happy to speak to you privately about matters relating to your daughter's health, although in most cases a letter to the Form Teacher is best. Please see the section below on medical guidelines.

## Section 5: Medical Guidelines Pupil Information

Please do not send students who are unwell to School, it is simply not fair on them. Keep them at home and

inform the School by 8.45am on the morning of absence. Once they are better students should return with a written note to the Form Teacher explaining the absence.

Students must not come to School if they pose a risk of infection to others. In particular students must be kept away from School for 48 hours from the last episode of diarrhoea and/or vomiting.

### Pupil Information

Prior to admission parents are required to complete the Pupil Information Form detailing contact information and any medical needs your daughter may have. **Please ensure this is completed and received by the school in good time before the beginning of term so that any relevant information may be circulated to the teaching staff.**

The School will carry out an audit periodically – at which time you will be contacted.

### Medication

Medication should only be brought to the School if absolutely necessary. It must be handed in to the main 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. These forms are available from the main school office.

Please ask the prescribing person to prescribe the medicine in dose frequencies which enable it to be taken outside of School hours. For example, medicines which need to be taken 3 times per day could be taken in the morning, after School and at bedtime.

Parents are responsible for supplying information about medicines their child needs to take at School, and for letting the School know of any changes to the prescription or the additional care needed.

Students 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.

### 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.

### 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.

## Code of Conduct

### At St Augustine's Priory we believe:

- All students have the right to learn and achieve
- All teachers have the right to teach
- Everybody has the right to feel safe and respected

#### **Five Rules for Effective Learning:**

- Attend every lesson and arrive on time
- Bring the correct books and equipment to classes
- Observe all of the rules set out by the teacher
- Listen in silence when someone else is talking
- Work to the best of our ability and let others do the same

#### **Five Rules for a Safe Community:**

- Respect our own and others' personal space and speak politely at all times
- Walk calmly and quietly throughout the building
- Only eat and drink in the Refectory or outside and place litter in the bins provided
- If bringing our phones to School, hand them to the Form Teacher during registration
- When we are travelling to and from School, we understand that we represent the school so we dress and act accordingly

## **Understanding School Reports**

We provide you with regular feedback about your daughter's academic progress at key points in

the academic year. Broadly our reporting takes three forms:

- **Detailed Progress Reports (DPR)** – these main reports give very full information about your daughter’s academic progress to date and advice about the next steps she needs to take to build upon that.
- **Progress Information Reports (PIR)** – these are interim reports which give you a snap-shot of progress and outline targets.

Both these reports also provide information about rewards, sanctions and attendance and punctuality.

### Cognitive Ability Test (CAT) Data

In addition to the testing that takes place as a natural part of teaching, the school also tests all students to measure cognitive ability using tests produced by Granada Learning. We make use of the CAT data to ensure that our teaching is individualised to match your daughter’s learning style, and also to enable us to set appropriate and achievable targets. Every report comes with a detailed key to the information contained in it.

For more information see: [www.gl-assessment.co.uk](http://www.gl-assessment.co.uk).

Cognitive ability is a measure of the brain’s ability to process and manipulate information. The tests we use measure three particular areas of cognitive ability; these are:

- **Verbal** – The ability to use and manipulate language
- **Quantitative** – The ability to use and manipulate numbers and mathematical concepts
- **Non-verbal** – The ability to deal with abstract concepts such as shapes, logical patterns and spatial awareness.

In these tests a score of 100 is the national average (mean). The tests obviously are snap-shot only and so we consider them ‘raw data’. This means we accept that there is margin for error and so we draw inferences from them but not conclusions. The standard deviation for these tests is 15; this means that almost 70 per cent of the population would fall in to a range between 85 and 115, and so this is the ‘Normal Band’.

Because there is some margin for error the more useful measure is the ‘stanine’ this is a nine point scale and the figure highlighted in the grid shows where your daughter lies on this scale.

From these data a computer algorithm is able to produce a likely grade for performance in public examinations. This is based on data from thousands of students nationwide and is an indication of the grade expected in an average school with average teaching. We have analysed our own examination results and this analysis shows that students at St Augustine’s do significantly better than the raw data would suggest, and this is to do with the high standards of teaching and learning in the school. This is sometimes referred to as ‘value added’.

### Effort

The following table show a list of what the bands mean for effort.

<b>Effort</b>	
<b>1</b>	These pupils typically: <ul style="list-style-type: none"><li>• Always do their best in all aspects of their work, both in class and at home.</li><li>• Contribute very actively and confidently in class showing they are thinking about the learning process and consciously self-evaluative.</li><li>• Respond positively to challenge, actively seek feedback and are motivated to work under their own initiative.</li><li>• Show a very genuine interest in the subject.</li><li>• Are highly motivated and can motivate themselves.</li></ul>
<b>2</b>	These pupils typically: <ul style="list-style-type: none"><li>• Produce work that shows they have understood the lessons being delivered. Homework is broadly correct but may lack detail.</li><li>• Sometimes contribute in class but may need to be encouraged to do so.</li><li>• Show they are aware of the learning processes involved, but do not always seek feedback.</li><li>• Usually show interest in the subject.</li><li>• Usually show good levels of motivation.</li></ul>
<b>3</b>	These pupils typically: <ul style="list-style-type: none"><li>• Produce work of variable quality. There is some pleasing work but also some that is disappointing, rushed or badly thought through.</li><li>• Need a lot of encouragement to contribute in class and sometimes show a lack of awareness of the context of the lesson.</li><li>• Show interest in the subject but may be inconsistent.</li><li>• Shy away from feedback, or do not always act upon advice.</li></ul>

## 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>Fax:</b> 020 8810 6501	<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
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