



**St Augustine's Priory
Getting Started in the Junior School
2016-2017 Booklet**

Contents

Absences	4
Activities	4
After School Club	4
Arrival	4
Breakfast Club.....	5
Breaks	5
Cloakrooms	5
Collection	5
Communication and News	5
VLE (Virtual Learning Environment)	5
Forgotten Items	6
Forward Dates	6
Hand Luggage	6
Merit Marks	7
Packed Lunches	7
School Lunches	7
Parking	8
Swimming Lessons.....	8
Social Networking Sites	8
Useful Telephone Numbers	8
What year is my daughter in?.....	9
Crutches.....	9
Getting to School	9
Medication.....	9
Long Term Medical Needs	10
SchoolBlazer	10
Complaints.....	12
Your contact:	12
Correspondence and Contact Details.....	12

1. Getting Started

The Michaelmas Term starts on:

Monday 5th September 2016

8.40 am School begins

3.40 pm School finishes

Michaelmas Term 2016

Thursday 1 September: Staff INSET – no classes

Friday 2 September: Staff INSET and Pupil induction

Term: Monday, 5 September – Wednesday, 14 December – 12 noon finish

Half Term: Wednesday 19 October – Friday, 28 October – inclusive

Lent Term 2017

Friday, 6 January: Staff INSET – no classes

Term: Monday, 9 January – Friday, 31 March – normal school finishing time 3.30/40 pm

Half Term: Monday, 13 February – Friday, 17 February inclusive

School Feast Day: Friday, 10 February – 12 noon finish

Summer Term 2017

Term: Thursday, 20 April – Wednesday, 12 July – 12 noon finish

Friday 26 May: Staff INSET – no classes

Half Term: Monday 29 May – Friday, 2 June

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@sapriory.com). 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@sapriory.com (unless already provided by email). Form Teachers can be copied into this email.

Any other absence from School requires written permission, in advance of the absence, from the Deputy Headteacher. A request for absence form is available in the Parent Portal of the VLE.

<https://saintaugustinespriory.fireflycloud.net/general-information-1/reporting-an-absence>

Holidays in term time are strongly discouraged and should be taken only in exceptional circumstances and then only with the Deputy 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.

Activities

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

<http://sapriory.com/co-curricular-programme/co-curricular-clubs/>

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 - enquiries@ofsted.gov.uk).

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

Please telephone Mrs Florencia Casaccio on 020 8810 1913 or 07956 621644 or email afterschoolclub@sapriory.com.

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 8.30 am and your daughter will be supervised in the Prep playground from this time.

Breakfast Club



Breakfast Club is open every morning from 8.00 am offering croissants, cereals, juices, hot chocolate, milk and fruit. Breakfast will be charged directly to your account. The girls are supervised until 8.30 am when they are taken to the playground.

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. 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 allergies, please do not let your daughter bring nuts or seeds to School.

Cloakrooms

In the Junior School, the classrooms are situated a short distance from the toilets and the girls are encouraged to use the toilet before School and at break times so that lessons are not interrupted. Your daughter will, however, be given permission to go to the toilet during lessons should the need arise.

Collection

- Please inform the Form Teacher of your 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. Staff in the playground, in the morning have a notebook 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. After 3.50pm your daughter will be taken to the After School Club.

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.

VLE (Virtual Learning Environment)

Parents have their own portal on the VLE. You will be able to access letters and the curriculum for your daughter(s) from their first day of school. Please go the VLE link at the top of our website page and it will prompt you to sign in for the first time. The email address which is your login name is the email address you have given us when registering your daughter. You will then be asked to create a password and access will be given.

Forgotten Items

Please only deliver items for your child at school that are genuinely urgent. Forgotten homework, PE kit, and so on, are non-urgent and we ask that these are not left for collection at reception. Support staff are unable to take them to pupils as this causes significant disruption in school.

In urgent circumstances, we can hold items brought in but support staff will only deliver items directly to girls in the case of an urgent medical or wellbeing concern.

Forward Dates

Please be advised that the online calendar is the most up to date calendar of events. It can be viewed on the website or on our App.

- 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 Deputy Headteacher. A request for absence form is available in the Parent Portal of the VLE.

<https://saintaugustinespriory.fireflycloud.net/general-information-1/reporting-an-absence>



Hand Luggage

Please ensure your daughter has the following items on the first day of term:

- Pencil case
- Fountain pen for Lower II and Upper II (please note there are special fountain pens available in the shops for left handed pupils)
- Blue ink cartridges (with washable ink)
- Set of coloured pencils
- Writing pencils
- 1 rubber
- 1 pencil sharpener
- Highlighter pens
- 1 pair of scissors (not plastic)
- 1 glue stick
- 1 30cm ruler marked with centimetres and millimetres
- **No ink erasers, correction fluid (e.g. Tippex) are required.**



Please mark each item, where possible, with your daughter's name.

If you wish to purchase a St Augustine's School bag they are available from the School Suppliers, Schoolblazer.

Please encourage your daughter to establish a routine of only packing the day's requirements into her School bag for the health of her back.

Books or objects of interest, which enhance the curriculum, are welcome.

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

Merit Marks

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

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

Students can earn "Merit Marks" 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. Merit Marks are also monitored on an individual basis and merit badges are awarded at praise assemblies.

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 as there are some pupils with life threatening allergies, please do not let your daughter bring nuts or seeds to School.

School Lunches

School lunches are freshly cooked on the premises each day in the School's own kitchen by professional catering staff. The menu is varied, offering main courses including vegetarian options along with sandwiches, a salad bar, fresh fruit and yoghurts as well as a pudding.



On behalf of Holroyd Howe, please be advised that some of the menu items may contain nuts, seeds and other allergens. As such, there is a small risk that tiny traces of these may be in any other dish or food served here.

Lunch is offered on a termly basis.

For new pupils, unless written notification to the contrary is received by the School Bursar you will be invoiced for lunches. A full term's written notice to the School Bursar is required should you wish to withdraw your daughter from School lunches.

Parking

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

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 entrances to the school car parks as a turning point.



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.

Swimming Lessons



Swimming lessons take place at the Acton Swimming Pool, as follows:

- Lower I - Michaelmas Term – Thursdays.
- Upper I - Lent Term – Thursdays.
- Lower II – Summer Term – Thursdays.

Your daughter will need to bring a waterproof swimming bag, a St Augustine's swimsuit, a St Augustine's swimming hat, towel and a hairbrush or comb. It is not necessary for your daughter to bring shampoo/conditioner or body sprays.

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 (**press option 1 to report absences**)
The Bursar: 020 8991 7501 (issues relating to School fees)
The School Health Officer: 020 8991 7516 (any health issues)

[What year is my daughter in?](#)

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

EYFS (Preps and Pre-Preps)	Age Range	Equivalent Year Group
Pre-Preps/Nursery (Boys and Girls)	3-4 years	Foundation Stage I
Prep I	4-5 years	Reception or Foundation Stage II

Preps Department	Age Range	Equivalent Year Group
Prep II	5-6 years	Year 1
Prep III	6-7 years	Year 2

Junior Department	Age Range	Equivalent Year Group
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

Senior Department	Age Range	Equivalent Year Group
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 Officer 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.

[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 your daughter's name and 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.

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 Officer. 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.

4. School Uniform: Juniors

SchoolBlazer

St Augustine's Priory school uniform can be purchased through our supplier, SchoolBlazer via their website www.schoolblazer.com. Uniform details are available on the Useful Links page of our website.

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

Nursery, Prep and Junior School

Winter (Michaelmas/ Lent Term)		Nursery	PI	PII	PIII	LI	UI	LII	UII
*	Polo: White, with School crest	✓							
*	Shorts: Plain navy polyester shorts	✓							
*	Sweatshirt: Navy blue, with School crest	✓							
*	Jogging bottoms: Navy blue	✓							
*	Rainproof Jacket: Navy packaway rain jacket	✓	✓	Optional					
*	Over-trousers: Waterproof navy blue over-trousers	✓	✓	Optional					
*	Cardigan: Navy blue with School crest	✓	✓	✓	✓	✓	✓	✓	✓
*	Blouse: white short or long sleeved reverse collar or White roll neck top		✓	✓	✓	✓	✓	✓	✓
*	Winter Pinafore: Bespoke St Augustine's Tartan dropped waist pinafore		✓	✓	✓	✓	✓	✓	✓
*	Winter hat: Felt navy blue with mid blue ribbon		✓	✓	✓	✓	✓	✓	✓
*	Coat: Navy Coat		✓	✓	✓	✓	✓	✓	✓
	Tights: Navy blue		✓	✓	✓	✓	✓	✓	✓
	Socks: Navy blue or white		✓	✓	✓	✓	✓	✓	✓
	Gloves: Navy blue or black (optional)		✓	✓	✓	✓	✓	✓	✓
	Shoes: Navy blue or black, low heeled (no laces and no pumps)		✓	✓	✓	✓	✓	✓	✓
	Book Bag: Blue with School crest		✓	✓	✓				
	School Bag: Blue with School crest					✓	✓	✓	✓
	Hat: Navy blue knitted or fleece	✓	✓	Optional					
	Wellingtons: For outdoor activities (to choice)	✓	✓	✓	✓	✓	✓	✓	✓
	Shoe bag (to choice)		✓	✓	✓	✓	✓	✓	✓
Summer (Summer Term/First half of Michaelmas Term)		Nursery	PI	PII	PIII	LI	UI	LII	UII
*	Option 1: Boys and Girls - Polo shirt, white, with School crest / Navy shorts Option 2: Girls - Summer Dress, blue and white stripes / Cardigan, navy blue with School crest	✓							

* Summer Dress: Bespoke tabbed style blue and white fabric		✓	✓	✓	✓	✓	✓	✓
* Cardigan: Navy blue with School crest		✓	✓	✓	✓	✓	✓	✓
Summer hat: Straw boater with mid blue ribbon		✓	✓	✓	✓	✓	✓	✓
* Sun hat: Legionnaire-style for outdoor use	✓	✓	✓	✓	Optional			
* Coat: Navy Coat		✓	✓	✓	✓	✓	✓	✓
* Rainproof Jacket: Navy blue packaway rain jacket (optional, for cooler days)		✓	✓	✓	✓	✓	✓	✓
Socks: White		✓	✓	✓	✓	✓	✓	✓
Tights: White (optional, for cooler days)		✓	✓	✓	✓	✓	✓	✓
Shoes: Navy blue or black, low heeled (no laces and no pumps)		✓	✓	✓	✓	✓	✓	✓

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.sapriory.com).

Whole-School Policies
A1 Policy-Admissions, Misbehaviour and Exclusions
A2 Policy – Pupils with Special Educational Needs and Disabilities
A3 Policy-Curriculum
A4 Policy-Behaviour and Sanctions
A5 Policy-PSHEE
A6 Policy-Safeguarding
A7 Policy-First Aid
A7 Policy – Paediatric First Aiders
A8 Policy-Anti-bullying
A9 Policy – Health & Safety
A10 Risk Assessment Policy
A11 Policy – Fire procedures
A12 Policy-Supervision of Pupils
A14 Policy-Handling of Complaints
A15 Policy-Accessibility Plan
A16-Timings and Scheduled Activities
ICT Acceptable Use Policy
E-Safety Policy
Appeals Policy

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

Complaints

Parents or Guardians who have a concern or complaint about the School should initially refer to Policy A14 Policy Handling of Complaints 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.

6. Links with Parents and the Community

Your contact:

Mrs N Tippen, Deputy Head Juniors

Headteacher

Mrs S Raffray, MA

The Governing Body of the School

Mrs S Kirby, B.A.	Chair
Mrs C Phillips, LL.B.	Vice Chair
Mrs J Austin, B.A.	Chair of Academic Committee
Mrs F Baker, M.A.	Chair of Capital Planning Committee
Ms J Burbury	Marketing Governor
Deacon A Clark, B.A., B.D.	Chair of Safeguarding Committee
Mrs S Collis, B.A., A.C.A.	Chair of Finance Committee
Mr P D'Arcy, B.Sc. M.R.I.C.S.	Capital Planning Governor
Mr F Steadman, B.A.	Academic Governor
Mr C Tipping, B.A., M.B.A.	Finance and Capital Planning Governor
Mrs S Daly	Clerk to the Governors

Correspondence and Contact Details

Use the School address for all written correspondence.

St Augustine's Priory Hillcrest Road Ealing W5 2JL	Tel: 02089972022 Fax: 020 8810 6501	Website: www.sapriory.com Company Number: 4482913 Registered Charity Number: 1097781
--	--	---