

# St Augustine's Catholic Primary School

## Routines and Helpful Tips

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We welcome your child to St Augustine's and hope that the time with us will be a very happy one. Thank you for choosing our school.

**All that we do is underpinned by our Mission Statement:**

**G**od is the heart of our school  
**R**espect ourselves, each other and the environment  
**O**pen our hearts and minds  
**W**orship and wonder  
**I**nspire each other  
**N**urture the best a person can be  
**G**row and learn together

**Please find below information to make the transition from home to school a smooth and worry-free one.**

### SCHOOL ROUTINE

The playground gate opens at 8.45am and a member of staff is on duty from this time to supervise. Please bring your child to the main playground **outside** the classroom and feel free to stay with them until their teacher welcomes them from 8.50am for Reception children and 8.55am for Years 1-6. **On wet mornings please bring your children to their usual entrance from 8.45am.**

We do appreciate that mornings are hectic, but it does help if you can come 5-10 minutes earlier. This gives your child a chance to play and chat with their friends and for you to get to know other parents.

Please pick your child up from outside their classroom at 3.25pm.

Please ensure your child arrives on time to go into class to avoid any disruption. If your child arrives late (after 8.55am) and the playground gate is locked please bring your child to the front entrance. For security reasons we ask that you do not accompany them through the school to his/her class. They will be taken by a member of staff while you sign the late book, located in the front porch.

Key Stage One and Reception have two break times (mid-morning and mid-afternoon). Lunch is at 12.00pm followed by a playtime until 1.00pm. Key Stage Two have one mid-morning break.

As you may be aware the Early Years (Reception) curriculum is now organised into seven areas of learning and the children have opportunities, both inside and outside, to extend their skills, develop their confidence and build on what they already know.

The Reception classes have shared worship once a week. PE takes place twice a week with daily opportunities to develop creative and gross motor skills in the outdoor area.

### CARS AND PARKING

To avoid accidents and congestion on Wilman Road, please follow these guidelines:

- Do not park on yellow zig-zags either side of the school entrance, it is both illegal and dangerous for your child;

- Ensure that your child gets in or out of the car from the pavement side *not* the road;
- Do not drive into the school gates to pick up or drop off your child;
- Drive with care along Wilman Road;
- Ensure your child is aware of road safety;
- Do not use the school entrance for turning or reversing;
- Walk down the pedestrian pathway - not down the drive;
- Be considerate of our neighbours when parking.

## SCHOOL TAXI

If your child is to travel by taxi, we need **written** confirmation of this. Your child's safety is our prime concern in asking for this information.

## PICKING UP

For security reasons it is essential that we know with whom your child is going home. We are unable to release your child without written authorisation. **Please let us know in writing at the beginning of term if there are days when a named adult other than yourselves will pick up your child on a regular basis.** If occasionally you are unable to pick up your child on a particular day, let your class teacher know **in writing in advance** the name of the person who will do this. Please only ring the office in an **emergency**; it is much better for all concerned to know in advance. Please ensure that you collect your child promptly.

## EMERGENCY CONTACTS AND TELEPHONE NUMBERS

**These are essential** for us to have, should your child have an accident, fall or be unwell during the day. We always try the home number first. Please complete and return the relevant forms included in this pack as soon as possible, by 1st July at the latest. **Please give an additional contact other than parents.** Please ensure that they are correct and updated if necessary.

## COMMUNICATION BETWEEN HOME AND SCHOOL

We use 'Parentmail' (see enclosed sign-up forms) for almost all communications home to parents, which delivers letters and notes electronically to your email address(es). For parents who do not have internet access, paper copies will be sent home. The school website [www.st-augustines.kent.sch.uk](http://www.st-augustines.kent.sch.uk) is also updated regularly, and the homepage is often used for important announcements (especially in times of snow or other events).

Every week, a newsletter is sent home via Parentmail. This contains important information about things happening around the school.

If you wish to speak to your child's class teacher you could see if they are free to talk before or after school by approaching the teacher directly or contact the school office first. For a more lengthy discussion with your child's teacher, you can make a mutually convenient appointment by telephoning the school office, writing to your child's class teacher, or emailing the office.

## HEALTHY, SAFE AND SECURE

We value and respect all our children and families equally and recognise that they learn best when they are healthy, safe and secure. If you have any concerns about their learning or welfare please feel welcome to contact us.

## SICKNESS/ABSENCE

If your child is ill, for whatever reason, **we need a telephone call by 9.30am on the first day of the absence** and a note to their class teacher on their return, otherwise the absence will be marked as unauthorised. In the case of **sickness and diarrhoea, children should not return to school within twenty-four hours** from their last bout of sickness or diarrhoea. **If your child is sick at school, and sent home, they should not return the following day. The expectation is still 24 hours from the last bout of sickness or diarrhoea.** Please notify the school if your child has contracted or come into contact with any communicable diseases such as Chicken Pox for example – we have children with low immune systems who are at a greater risk from these illnesses.

Good attendance will increase your child success at school. We expect at least 95% attendance for every child. If there are issues with ill health or other issues that reduce your child's attendance below this percentage we will work with you to improve this.

## MEDICINES

If your child needs to take any medication whilst at school, a 'Parental Agreement Form' will need to be completed and handed into the office (forms are available from the office, or can be downloaded from the website). All medicines must be handed in to the school office in their original container as dispensed by the pharmacist. If your child has an inhaler, please ensure that they have had medical instruction on its use. All inhalers are kept in the classroom. It is essential for the class teacher to know if your child suffers from any medical condition.

## UNIFORM

A full list of uniform is enclosed. This can be bought from our online supplier PMG Schoolwear. They can be contacted at [www.pmgsschoolwear.co.uk](http://www.pmgsschoolwear.co.uk) or by telephone on 01795 809321. There is a direct link on our school website. Legionnaire hats with the school logo are available from the office at a cost of £4.00.

## LABELLING

Please ensure that **everything is clearly labelled**. Ideally with a printed label, as the pen markers fade and wash out and it becomes impossible to identify the clothing. Labels will also enable us to return lost property promptly to the owner.

## BOOK BAGS

We have uniform book bags that are available to buy from the school office and are essential for taking home books. It also keeps money and letters safe. Please check your child's book bag daily.

## PE

For PE they will need a labelled PE bag, in which will go their labelled PE kit. During the **winter months** it is advisable to keep tracksuit or jogging bottoms and jumper in school for outdoor games. PE bags and kits are taken home at the **end of every half term to be washed and brought back to school on the first day of the following term**. Black plimsolls are needed all year round. The children start out-door games in September.

## JEWELLERY/HAIR

**Pupils with pierced ears should wear plain studs only, which will need to be removed by the children themselves for PE.** Children are not allowed to do PE wearing earrings. New piercings should be left until

the six week summer holiday to allow for healing. Hair must be tied back if shoulder-length or below. All hair bands/clips etc. should be green or grey.

## **FOOD**

Children often feel hungry at break-time, so we **encourage** you to send your child to school with a snack of fruit. We do not allow sweets, chocolates, biscuits or crisps and **no nuts or food containing nuts please**. We are a nut free school. We are involved in the Government's free fruit scheme for infants; this means that they will be given an additional piece of fruit/vegetables to eat during the day. If you wish you may send in small treat to share with the class on your child's birthday. These treats will be share with the class at the end of the day. Please do not send in cakes or chocolates/sweets for the class that contain nuts.

## **LUNCHES**

School lunch is at 12.00pm for children in Reception and KS1 and 12.15pm for KS2. Our school lunch provider is GSS and sample menus can be found via their link on our school website From September 2014 the Government pledged funding to all schools in England to provide every child in Reception and Years 1 and 2 with a hot, healthy and nutritious meal at lunchtime. In order for our kitchen to cater for the correct numbers we need to know whether your child will be accepting this free meal. Please complete the enclosed form to tell us, for each day, whether your child is having school dinner or packed lunch. **Please try to avoid making changes to your child's lunch arrangements. If you do have to make any changes, these MUST be put in writing and handed to the CLASS TEACHER at least one week in advance.**

If you choose for your child to have a packed lunch it must be a healthy one. This should be a named lunch bag\box and must not include chocolate, fizzy or energy drinks, nuts or products made with nuts. We are unable to store packed lunch food in a refrigerator so please keep this in mind when choosing what to give your child.

We have some children in school who are likely to suffer from anaphylactic shock if they come into contact with any nuts. **Please do not use peanut butter or chocolate/hazelnut spread as any part of your child's lunch.**

## **FREE SCHOOL MEALS**

You may also be entitled to claim 'Free School Meal' status which secures important additional funding for the school. Your child does not have to have school lunches for the school to receive the additional funding. This funding is used to benefit **your** child's learning for six years, whether your child has a school meal or not. Please see the enclosed letter for further information.

## **MONEY/CORRESPONDENCE**

All money for trips, lunches or saving schemes should be sent into school via your child's class teacher, in an envelope **clearly labelled** with your child's name, class, amount and what the money is for. For larger amounts, clearly labelled envelopes can be posted in our secure deposit box fixed to the wall on the left hand side in the entrance porch. No money can be accepted in the office. Please note that all correspondence should be sent via your child's class teacher and **not** directly to the office.

## **HELPING OUT IN CLASS**

We welcome family volunteers in all classes for as much or as little time you can spare. We also enjoy one-off visits from family members who have a particular skill or vocation. Please let your child's class teacher know if you wish to help out in your child's class, or contact the school office if you feel you could be of assistance elsewhere.

DBS (Disclosure and Barring Service) checks are required for all regular helpers. DBS checks are arranged through the school; please make an appointment through the school office. Visitors must notify office staff when they arrive and leave sign in and out of the Visitor Book (which is located in the school office). Visitor badges must be worn at all times whilst a visitor is in the school.

## **GOVERNORS**

We have a Governing Body to ensure that children receive the best education possible. The Governors are selected from a variety of backgrounds to reflect the many interest groups within our school. Membership comprises of representatives of the local Parishes (Foundation Governors), parents, staff and the Local Education Authority. The Chair of Governors is currently Mark Dennison. He can be contacted at [mark.dennison@st-augustines.kent.sch.uk](mailto:mark.dennison@st-augustines.kent.sch.uk)