

ELIGIBILITY FOR THE PUPIL PREMIUM

If your circumstances change you may be entitled to apply for Pupil Premium. If so please see the school office.

Eligibility will be determined if you are in receipt of any of the following:

- Income Support Income-based Job Seekers Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit (provided you are not entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit

TERM DATES FOR PUPILS:

FIRST DAY	HALF TERM	LAST DAY
AUTUMN		
Wednesday, 4th September 2019	21st – 25th October 2019	Thursday, 19th December 2019
SPRING		
Tuesday, 7th January 2020	17th – 21st February 2020	Friday, 3rd April 2020
SUMMER		
Monday, 20th April 2020	25th – 29th May 2020	Friday, 17th July 2020

INSET DAYS FOR STAFF:

AUTUMN	SPRING	SUMMER
2nd September 2019	6th January 2020	20th July 2020
3rd September 2019		21st July 2020



St. Augustine's Catholic Primary School

Disbrowe Road London, W6 8QE

Telephone: 020-7385-4333

Website: www.staugustinesrc.lbhf.sch.uk

Email: admin@staugustinesrc.lbhf.sch.uk

Headteacher: Mr. M. Kincaid



Dear Parents/carers,

The children have all settled very well into the new school year, which has been very pleasing to see.

I am very much looking forward to seeing as many of you as possible at the introduction meeting on Wednesday 25th September. Here I will introduce myself to those parents who I have not yet met in the playground before and after school. The PTA have also kindly offered to supply some refreshments for those in attendance, which I thank them for.

I am also looking forward to meeting the Year 6 parents, who have arranged a meeting with me to discuss their options for selecting their child's secondary school on Thursday 3rd October.

At this point I would also advise Year 5 parents, along with the Year 6 parents, to try and attend as many open evenings of local high schools as possible. This will enable you to make an informed choice this time next year. Please remember you will need to get a Certificate of Catholic Practice, signed by your Parish Priest for each Catholic Secondary School you apply for.

I am delighted to report that the reception children have all settled very well and on my many visits to their classroom I am met by a very busy class with smiling faces. This scene is repeated throughout the classrooms in the school and the children have already produced some fantastic pieces of work.

I would also like to take this opportunity to welcome Mr. E. Kaye to our staff. Mr. Kaye will be our music teacher and he has a wonderful appetite for music, and a great passion to get everyone singing and involved in music throughout the school. I am certain he will be an exciting addition to our school.

Best wishes,

Mr. M. Kincaid



NUT FREE SCHOOL

Please can we kindly remember that we are a nut free school. Some of our children do have nut allergies, so any snacks brought into school must be nut free.



SCHOOL UNIFORM

Please note that until October half term Children can wear summer Uniform. After October half term it is expected that the children come to school in their winter uniform.

Uniform can be purchased from the school website (or click on the link below) and then collected from the school 24hours later.

<https://app.parentpay.com/ParentPayShop/Uniform/Default.aspx?shopid=702>

PUNCTUALITY & ATTENDANCE

It is very important for your child to be at school on time every day. If your child is late, they miss the welcome, the beginning of assembly or the outline of the day's learning intentions as well as interrupting the session in progress. St. Augustine's enjoys consistently high attendance levels. We believe that children must attend school unless they are unwell or there are special circumstances that have been cleared with the Headteacher. Research has shown that children have better life chances if they attend school regularly. At St. Augustine's we reward excellent attendance and punctuality with certificates every term, and we send attendance reports home to parents/carers. If attendance falls below 90%, it is a cause for concern and could be a sign of 'persistent absence'. In this instance, we would consider referring our concerns to the relevant external body.

END OF SCHOOL DAY

School ends at 3.15pm for all children. Please be on time to collect your child at the end of the school day. If you are delayed, please telephone and advise us of this. We expect all children up to the end of Year 4 to be collected by an adult at the end of the school day. Please ensure that you tell the school well in advance if someone other than yourself is due to collect your child from school. If you wish your child to walk home from school alone and they are in Years 5 or 6, please inform us in writing.

ABSENCE

We ask parents/carers to notify us of any medical absence by telephone before 9a.m. Please contact the school office on 020-7385-4333 each day to inform us of the absence until the pupil returns. This should also be followed up with a letter on returning to school. If requesting absence due to special circumstances, this should be put in writing in advance to the Headteacher, or email: admin@staugustinesrc.lbhf.sch.uk Please note that the maximum number of authorised absence is 5 days in an academic year.

MEDICAL MATTERS

It is important that school is kept informed of all medical needs. When children require regular access to medicine e.g. asthma inhalers, we ask that parents/carers meet with the School Nurse, so that we can ensure that best practice is followed for individual children. All necessary medicines must be provided by parents/carers and replenished promptly when required. The School Nurse is always available to answer any queries you may have regarding your child's medical condition. Minor bumps and bruises are treated in school and we have several trained First Aiders. If a pupil requires external treatment, parents/carers are contacted immediately (and in certain circumstances an ambulance is called). An accident report is completed and sent to Hammersmith and Fulham local authority.

MEDICATION

If your child requires temporary medication, you will be required to sign a permission form at the front office, delegating responsibility to the school to administer medication during school hours.

ILLNESS IN SCHOOL

If a child becomes ill or injured during the day, the parents/carers will be contacted immediately and given the details. Parents/carers will be expected to make arrangements for the child to be collected as soon as possible. The school must have up to date telephone numbers and other relevant information in case of emergency.