



# Parents Information Pack

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The following paperwork and information is also inside in your pack:

- Children's Welcome Booklet
- School Office Newsletter
- Emergency Contact Information and Consent Forms
- Attendance Leaflet
- Uniform Policy
- Tapestry Safer Use Agreement
- Governor's Gift Aid Letter
- School Term Dates for 2019/2020
- Wrap Around Club Leaflet and Booking Form
- Church Leaflet

All paperwork **MUST** be returned to the office no later than **Friday 3rd July 2020**.

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## **The School Day**

The school day starts at 8:50am and finishes at 3:30pm. In the morning, the doors will be open for children to arrive at school from 8:40am. The morning playtime is at 11:00-11:20am and the lunch hour runs from 12:30pm to 13:30pm. The children will have plenty of time to eat their lunch and play during this time. Pupils enter and leave school through the Reception classroom doors from the playground.

## **Lateness**

The school doors are closed promptly at 8:50am. Any pupils who arrive after 8:50am must gain entry to the school via the main entrance for security and administration purposes. A late mark will be added in the register for that day.

## **Attendance**

The Governor's target for school attendance is pre-set at 96%. We ask that you limit holidays to school holiday periods as holidays during term time often have an adverse effect on learning. Any absences that are not authorised by the school will be referred to the Education Welfare Department.

## **Absences**

If your child is unable to attend school, e.g. due to sickness, please contact the school office on 01454 866690 by 9:15am on the first day of absence, leaving a message if need be. Children who have bouts of illness (e.g. sickness and/or diarrhoea) must remain off school for 48 hours so that bugs are not passed on. Children with many absences will need to supply medical notes.

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## Snack Arrangements

During the morning break, the children are able to have a healthy snack, e.g. some fruit or a cereal bar. Crisps and sweets are discouraged. Pupils in Key Stage 1 have access to free fruit for their snack and this fruit varies each day so, unless your child is particularly fussy or has proven medical needs, you do not need to send a snack to school.

The school kitchen currently offer a range of snacks at playtime, including toast, fruit or juice that can be purchased from the snack trolley in the dining room. Prices are reasonable and start at 10p for a slice of toast. If you would like your child to purchase snacks please send coins in a **named** purse and hand to the class teacher/ teaching assistant at the beginning of the school day.

All children who are four years old receive free milk that they have during the school day. After your child's fifth birthday, if you would like your child to continue having milk, you are able to purchase milk from the Milk Service. Please speak to the office if you would like further details and for an order letter. Alternatively, children can purchase milk from the snack trolley at playtime.

During the children's first term in school, we encourage them to sit with their classmates to enjoy their break time snack. Once they are finished they are free to play in the playground and on the field if the weather is good. The children have timetabled access to certain equipment, e.g. the climbing frame, to avoid overcrowding.

Morning playtimes are supervised by staff on a rotational basis.

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## Lunchtime Arrangements

Pupils who are in Reception and Key Stage 1 are entitled to Universal Government Funded school meals. This means that you do not have to pay for a hot meal provided by the school. A menu will be sent out in advance, this is also available on the school website and we recommend that you look at the menu with your child to ensure there is something that they are happy to eat. If you prefer, you may send your child to school with a packed lunch. Fizzy drinks or sweets are not permitted.

The school kitchen is also happy to provide a jacket potato, ham or cheese sandwiches, wraps or baguettes upon request. These items can be ordered directly on 01454 866692 between 9am and 2pm or on a paper order form from the office. The kitchen kindly ask that you order in advance once you have looked at the menu.

Should your child require a school meal when they enter Key Stage 2, the current cost for a school meal is £2.20 per day (£11.00 per week). This must be paid for **in advance** of your child taking the meal using our on-line system Parent Pay. Parents are now able to pay and book their child's meal selection in advance using Parent Pay (you will be sent a link once your account has been set up).

Children are expected to eat their hot school meal with a knife and fork and to clear their own plate once they have finished their meal.

For the first few weeks, Reception children will enter the dinner hall for lunch earlier than 12:30pm in order to help them adjust to the lunchtime routine. Lunchtimes will be closely monitored during the first few weeks by the teachers, School Meal Supervisory Assistants (SMSA's) and the kitchen staff to ensure the children are eating well.

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## Uniform and PE

Pupils are required to wear:

- White shirts
- School Tie
- Grey school cardigans or sweatshirts
- Grey trousers or a grey skirt or pinafore dress
- Grey socks
- Black shoes – **no** trainers please
- Yellow/white gingham summer dresses

School uniform can be purchased from *Initially Yours* by visiting the shop in Hambrook (see details below) or online by following the link on our school website. Book bags and drawstring bags for PE kits can also be purchased here. The PTFA are no longer taking orders for school uniform.

Initially Yours, Waverley Units

Old Gloucester Road

Hambrook

Tel. 0117 9560909

Bristol, BS16 1RP

Email: [hambrook@initiallyyours.co.uk](mailto:hambrook@initiallyyours.co.uk)

For PE, children must wear:

- White T-shirts
- Black shorts
- Plimsolls or trainers
- Grey tracksuit bottoms if needed during the winter

Please put your child's PE kit in a drawstring bag so that it can be hung on their peg. Children will take their PE kit home every Friday to be washed and will then be required to bring it back to school

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each Monday morning. Should your child have pierced ears, plain gold studs are permitted. These must be covered with tape or removed during PE sessions. It is the responsibility of parents and carers to provide tape.

**PLEASE ENSURE ALL ITEMS OF CLOTHING, INCLUDING SHOES AND COATS, ARE CLEARLY NAMED. PLEASE ALSO WRITE/ ADD A NAME LABEL TO THE OUTSIDE OF YOUR CHILD'S PE BAG TO MAKE THEM EASILY IDENTIFIABLE. THANK YOU**

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## Induction Arrangements

### Summer Term

Owing to the ongoing situation with COVID-19, it has not been possible to conduct school, home or pre-school visits this term. Consequently, Mrs Allen and Ms Kirby will call you instead to introduce themselves and answer any questions you may have on Thursday 2<sup>nd</sup> July.

### Autumn Term

In September, term starts on Monday 2<sup>nd</sup> September 2019. There will be one INSET day so your child's first day at school will be **Tuesday 3<sup>rd</sup> September 2019**.

For the first **two weeks** the children will stay for the morning session, with the option of staying for lunch. If your child is staying for lunch, please collect them at 1:00pm from the front of the school. If your child is not staying for lunch, please collect them at 12:30pm from the front of the school. On **Friday 13<sup>th</sup> September 2019**, you will be invited to have lunch with your child in the dinner hall. This will be their last part time day.

You may elect to keep your child part time for longer than this, please speak with the class teacher for advice on this. Otherwise children will be in full time from **Monday 16<sup>th</sup> September 2019**.

During the afternoons of the part time weeks, the class teacher will be available to complete home visits, which are highly recommended.

## The First Day of School

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Starting school is likely to feel both exciting and daunting at the same time for both you and your child, but it is always a really positive experience and children soon settle into new routines and expectations.

Your child's first day of school will be **Monday 7<sup>th</sup> September 2020**. Please allow plenty of time to get ready for school, making time to have breakfast and chat about the day ahead. We also suggest an early night to ensure your child is fully rested and refreshed.

During your child's first day, we will spend a lot of time getting to know the children and to find out about their lives and interests. It is important that time is invested in building positive relationships quickly between ourselves and the children. We will also support the children to develop their friendships and friendly relationships with their peers.

The first few weeks are very much focused on establishing routines, e.g. going to the toilet, snack time, lunchtime, etc., and also teaching the children where they will find the different resources in the classroom. We will also show children where the different parts of the school are so that they become really familiar and comfortable in their new surroundings.

Once the children are in full time, we will begin more formalised teaching, e.g. Phonics, but this will be done through a play-based approach.

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## **Home and School Expectations**

We endeavour to create an 'in it together' attitude to learning and we encourage you to take an active role in supporting your child's learning at home.

### **What can you expect from the school?**

You can expect the school to:

- keep you informed of the progress your child is making and how this is affecting their learning
- invite you to parents' evenings and workshops to discuss your child's learning and to support you in how to help them move forward
- send out regular newsletters from the head teacher (class newsletters are also sent out 3 times a year)
- send home an annual progress report at the end of the year

### **What can the school expect from you?**

We ask that our parents:

- show support for school policies and procedures
- take an active interest in their child's education by listening to their child read regularly, support homework, and by attending parent evenings, workshops, celebrations and services
- ensure their child attends punctually, regularly, and equipped for the rigors of the day

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- insist on the highest standards of behaviour, showing courtesy and consideration at all time

### **Learning in Reception**

The curriculum followed in Reception is the Early Years Foundation Stage (EYFS) Statutory Framework, which covers children from birth up until they are five years old.

Its main aim is to ensure children have the best possible start in life as they develop quickly in their early years and all experiences have an impact on their later life. The Framework ensures children are well cared for and have ample learning opportunities to enable their development. The EYFS Framework recognises that every child is unique and that they can all thrive with positive relationships and enabling environments.

In Reception we focus on all aspects of learning and the Framework therefore provides a holistic approach to education. These are seven areas of learning:

- Personal, Social and Emotional Development
- Physical Development
- Communication and Language
- Literacy
- Mathematics
- Understanding the Word
- Expressive Arts and Design

We also encourage children to be independent, inquisitive learners who seek out their own challenges. We support them to develop positive learning behaviours, e.g. having a go and persevering, and these are referred to as the Characteristics of Learning.

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## St. Augustine of Canterbury Catholic Primary School



As the children develop their reading, writing and number skills, more detailed information will be sent home throughout the year.

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## Preparing your Child for School

Parents often worry that their child is not yet writing with a pencil or reading any sounds before they start school – this is normal! They are coming to school to learn how to read, write and count so please do not force this before they come if they are disinterested.

What we really want from your child when they start school is the ability to dress themselves and toilet independently. We want your child to be able to talk about their ideas and to demonstrate friendly behaviour to others. We will teach the rest!

### What can you do at home to prepare your child for starting school?

- Practise putting on the school uniform and show your child what to do if an item of clothing is inside out
- Practise putting on the PE kit
- Sing nursery rhymes and counting songs
- Read stories with your child and talk about what is happening and their favourite parts
- If your child is a boy, explain to them what the urinal is and how to use one as many children get a bit of a shock when they see them on the first day!
- Teach your child how to cut their food with a knife and fork when eating

The most important tip when preparing your child for school is to **talk to them about it**. It is so important to make sure that your child knows when they are going to school, what their school looks like and what they are going to wear. Read through the children's booklet (sent home in this pack) regularly so that are already familiar with their classroom and have an idea about how things might look.

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## **Free School Meals (Pupil Premium)**

Although all children in Reception and Key Stage 1 are entitled to Universal Government Funded school meals, you may still be entitled to claim 'Free School Meals' which means that the school will benefit from additional funding called Pupil Premium.

This Pupil Premium money can then be used to directly support and enhance your child's learning and experiences in school. By claiming your 'Free School Meal' entitlement, you will also be ensuring that when your child reaches Key Stage 2 they continue to receive the additional funding to support them with their learning.

Please also bear in mind that the Pupil Premium funding remains in place for six years after your child has been taken off of the Free School Meal register so the earlier you apply for the funding, the more support your child will receive in school.

You are eligible for free school meals if you receive:

- Income support
- Income based Jobseeker's 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 (providing 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 four weeks after you stop qualifying for Working Tax Credit
- Universal Credit

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You can now apply on line using the following link;  
[www.southglos.gov.uk/advice-and-benefits/benefits/free-school-meals](http://www.southglos.gov.uk/advice-and-benefits/benefits/free-school-meals) or by telephoning 01454 868008.

If you need any further information, please contact the office.

### **Contact Information**

Head teacher:	Mr Mark Hilliam
Chair of Governors:	Mr. Peter Taylor
Address:	St Augustine of Canterbury Catholic Primary School, Boscombe Crescent, Downend, Bristol. South Gloucestershire. BS16 6QR
Telephone number:	01454 866690
E-mail address:	<a href="mailto:office@staugustinesprimary.org.uk">office@staugustinesprimary.org.uk</a>
Website:	<a href="http://www.staugustinedownend.org.uk">www.staugustinedownend.org.uk</a>

The school office is open from 8:30am and closes at 3:45pm. When calling the school, please leave a message if nobody is available to take your call as messages are picked up regularly.

The school offers a Breakfast club, currently from 7:30am Monday to Friday, and an after school club that runs until 6:00pm Monday to Thursday. If you would like further details, please contact the office for more information or a booking form.

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A copy of the school's Ofsted report can be found on the website.

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