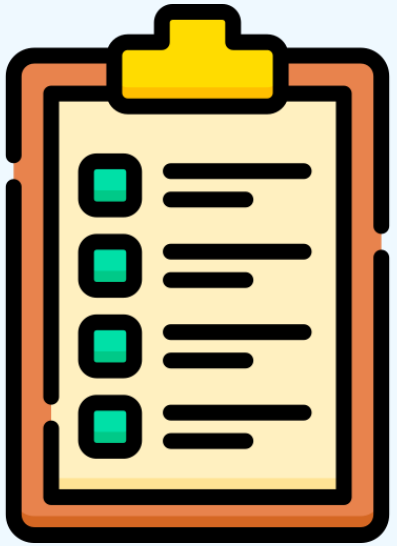
# St. Augustine's Catholic Primary School

**2025 ~ 2026**

**SCHOOL INFORMATION HANDBOOK**

# Starting school checklist

- ✓Uniform ~ name labelled
- ✓PE kit ~ name labelled
- ✓Hat ~ for sunny weather
- ✓Coat ~ for wet or cold weather
- ✓Book bag
- ✓Pencil case
- ✓Fresh pencils / pens
- ✓Water bottle
- ✓Lunch box (if needed)
- ✓Smile!



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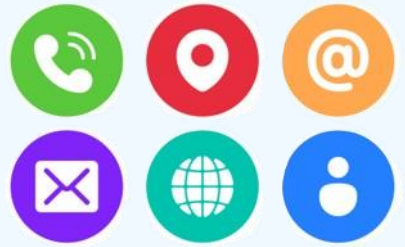


# 1. Contacting the school

Please contact the school office with any information or queries.

Class teachers will also share their email addresses with families at the start of the new term.

School Office Telephone: **01603 74 33 17**

School Office Email: **office@st-augustines.norfolk.sch.uk**

**We would prefer you to call or email the school office to avoid queues and large numbers of people in the entrance area.**

# 2. Start and End of the Day



## 8:45am Drop off KS1 & KS2

Class Teachers will be on the playground from 8:40am.

The school bell or whistle will announce the start time at 8:45am.

Children line up in their classes – look for the class teacher.

## 3:15pm Pick up KS1 & KS2

Parents/Carers can wait on the lower or upper playground from 3:00pm.

# 3. Parking



## Limited Free Parking ~ Be Safe & Considerate

## ~ Our Lady and St. Walstan's Church, Townhouse Road

There are limited spaces at St. Walstan's Church, less than 5 minutes walk from the school.

## DO NOT PARK on double yellow lines.

## DO NOT PARK on Cleves Way or Hussenbeth Close.

**Park & Stride** Consider using side streets further away from the school and enjoying a walk for the rest of the journey.



# 3. Parking



**Important Notice: Ongoing Parking Issues Affecting Our School Community**

Despite frequent reminders, parking continues to be a major issue for our school families and local residents. We are seeing increasing concerns around **unsafe parking**, **dangerous driving**, and instances of **rude and anti-social behaviour** during drop-off and pick-up times.



**Your Support Is Essential**

We are asking all parents and carers to:

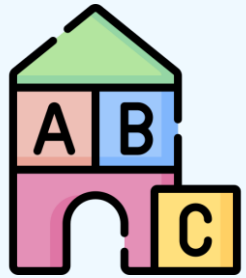
· **Park legally and safely at all times**
· **Avoid the Costessey Centre car park** during restricted times
· **Show courtesy and respect** to staff, residents, and other families
· **Walk where possible**, or allow extra time to park safely further away



The safety of our children must always come first. Thank you for working with us to ensure our school community remains respectful and safe for everyone.

**We do not want a tragic accident to happen, before behaviour changes.**

# 4. Early Years Transition




Nursery and Reception classes will not start full time on Wednesday the 3rd of September 2025.
In the early years, classes organise a transition timetable to help all the children adjust to school routines.

**Nursery and Reception transition information has been sent out separately to families.**

**Reception classes will be collected by their teachers at 8:55am.**

Reception children should line up on the lower playground.
In the afternoon, Reception classes will be brought down to the lower playground for collection.

**Nursery class can be dropped off at the Nursery building from 8:50am.**

Families can access the Nursery building by walking around the path from the top playground.

# 5. School uniform



**All items of clothing should be clearly marked with the child's name, preferably in permanent marker.**

You can order uniform from Stevensons Uniform Supplier using the link from our school website: http://www.st-augustines.norfolk.sch.uk/parent-information/school-uniform/

Or directly from: Stevensons, 67 Ber Street, Norwich. NR1 3AD

Email: norwichbranch@stevensons.co.uk
Telephone: 01603 622355

**If you need help buying school uniform and/or need financial support, please contact the school office.**

# 5. School uniform continued



Children are expected to wear the normal school uniform.

- Jumper,  v-neck jumper or cardigan: Royal blue (optional school logo available)
- Shirt or polo tshirt: White / Light blue (optional school logo available)
- Trousers, shorts, pinafore or skirt: Grey / Black
- Checked / pin-striped dress: Blue
- Socks or tights: White / Grey / Black / Blue
- Sensible school shoes / sandals: Black
- Long hair tied back with a discreet hair band (NO large fashion hair accessories)

- **NO jewellery (except small stud earrings if they are newly pierced) for safety reasons**

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# 6. School uniform – PE Kit



**Children are expected to wear the School PE kit uniform on their class PE day.**

On the days that your child has Physical Education (PE), they can come into school in their PE kit and wear it for the whole day.

The class teacher will let you know which days your child/ren's PE lessons are on.

- Tshirt: White / Pale blue (optional school logo available)
- Shorts, leggings or jogging bottoms: Black / Navy
- Sports trainers or plimsolls: Black / White
- Tracksuit (if it is cold): Black / Navy

- **NO jewellery for safety reasons**
- **NO out-of-school sport team kits**

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# 7. Bringing in items from home



**Only essential items should be brought into school from home.**

- Water bottle
- Lunch box
- Hat (for sunny weather)
- Coat (for cold and wet weather)
- School reading books and reading records books
- Personal stationery (that fits into one small pencil case)
- School bag

- **NO toys or items that will be missed if they go missing.**

# 8. Hygiene arrangements



We will continue to prompt and support children to regularly follow good hygiene rules.

**Basic hygiene rules:**

- Wash hands (thoroughly with soap and water, following the NHS guidance.
- Use alcohol-based hand sanitiser gel if soap and water isn't immediately available.
- Catch it, Kill it, Bin it – Cover the mouth and nose with a tissue or sleeve when sneezing and put used tissues in the bin straight away. Always wash hands afterwards.
- Avoid touching the eyes, nose or mouth.

**You will be asked to collect your child if they show symptoms of illness.**

# 9. Lunch and break times



All children will eat their lunch in their school hall.

Children will generally have playtimes in their phase year groups. Children from other year groups are allowed to mix, as long as, this fits with their class timetable.

**School lunches should be ordered and paid for on Aspens Select using the website link: https://select.aspens-services.com/**

**Break time snacks:**

EYFS and KS1 children receive a free fruit snack everyday, provided by the government.

KS2 children can bring in a healthy snack. **NO nuts, crisps, chocolate, sweets or biscuits.**

# 10. Attendance



From August 2024, Government attendance rules are changing.

- It is the parents' duty to ensure that their child of compulsory school age attends regularly at the school where the child is a registered pupil.
- It is the school's responsibility to record attendance and follow up any absence.
- The school has the authority to issue sanctions, including fixed penalty notices, in line with the local authority codes of conduct.

All vulnerable children and young people with health needs should attend their education setting.

If you have concerns about your child attending, or they have any additional needs, you can discuss this with the school.

Link to: **Working together to improve school attendance**

# 10. Attendance ~ Registration



A late code is issued to any child that is not registered at the correct time. (L)

An unauthorised absence* is recorded if a child arrives after the register closes. (U)

*If there is an absence request or exceptional circumstance, the child will be marked present.

| Phase | School Day begins | Registration Time | Late Code before Close | Register Closes |
|---|---|---|---|---|
| KS1 & KS2 | 8:45am | 8:50am | 9:10am | 9:20am |
| Reception | 8:50am | 9:00am | 9:10am | 9:20am |
| Nursery | 9:00am | 9:00am | 9:10am | 9:20am |

# 11. Absences



There will be some circumstances where pupils cannot attend school due to illness.

**Please contact the school office and report a child's absence as soon as possible.**

School Office Telephone: **01603 74 33 17**
School Office Email: **office@st-augustines.norfolk.sch.uk**

Requests for leave of absence **must** be made **2 weeks in advance**, otherwise we will be unable to consider your individual circumstances and the absence will be recorded as unauthorised. Our aim is for every pupil's attendance to be 100% unless there are exceptional or unavoidable reasons for absence.

Link to: **St. Augustine's Absence webpage**

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# 12. Breakfast club

**Child spaces for the Breakfast Club must be booked in advance via the school office.**

Breakfast Club begins Wednesday 3rd September 2025 at 8:00am.
Please take children to the Breakfast Room door from the top playground.

**DO NOT use the staff car park to drop off your child/ren.**
**DO NOT turn up with your child unless you have a confirmed booked space.**

**Please note that a breakfast meal will not be served after 8:30am.**

# 13. After school childcare

Our school uses an external provider for after school childcare.

Proactive After School Childcare can be contacted to make bookings for your child/ren.

Telephone: **07828 842 596**

Email: **proactive-education@outlook.com**

Website: **http://proactiveafterschoolclubs.co.uk/**

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# 14. Extra-Curricular Clubs



The after-school activity clubs are run by outside companies each Autumn, Spring and Summer Term.  Details are emailed out each half term.

**Sign your child/ren up for a club via Wisepay.**

Use this link to see what we offer:

http://www.st-augustines.norfolk.sch.uk/parent-information/extra-curricular-school-clubs/



# 15. Meetings and visitors

Wherever possible, meetings can take place in school.

You can arrange meetings with members of our staff by contacting the school office.

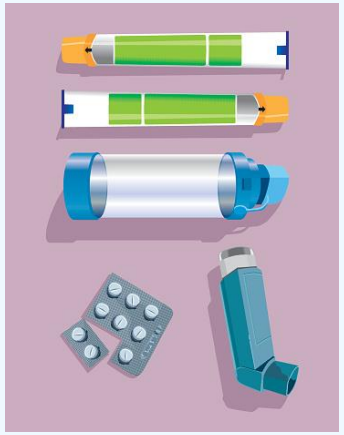
School Office Telephone: **01603 74 33 17**

School Office Email: **office@st-augustines.norfolk.sch.uk**

# 16. Child contact details

**To ensure that we are a safe school, we MUST have TWO named contacts for every child in the school.**

**Please make sure that you share your most up to date contact details with the school as soon as possible.**



**HEALTH INFORMATION AND MEDICATION**

If your child has any medical conditions, please make sure these are up to date with the school office.
In September, if your child has any medication, e.g. asthma inhaler or adrenaline auto-injector, please make sure that this is in school and the medication is in date.

# 17. Collective worship & gatherings



Whole school assemblies, liturgies and masses take place in our school hall, or at our local church, Our Lady & St. Walstan's Roman Catholic Church.

We will send invitations out to families and friends to communal events, when there is enough space and a risk management plan is in place.

# Thank you

If you have any further queries, please contact us:

School Office Telephone: **01603 74 33 17**

School Office Email: **office@st-augustines.norfolk.sch.uk**

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