



YEAR 6 TO 7

ST AUGUSTINE'S CE HIGH SCHOOL



WELCOME

We've put together this pamphlet to give you everything you need to know about starting Year 7. We're excited to introduce you to our outstanding staff who will play a crucial role in your child's primary to secondary transition.

We've also included information on our values, uniform, the typical school day and more. Please read the contents of this carefully so you and your child are fully prepared to join us in September.

YEAR 6 NEWSLETTER

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MR RUSSELL

DIRECTOR OF LEARNING

What do you enjoy most about working at St Augustine's School?

I have a few reasons why I enjoy working at St Augustine's. The first one is that there is a wonderful sense of community here and everybody is very helpful and friendly. The school's approach and the relationships that staff have with students are exceptional. I am very lucky to work with amazing students on a daily basis, and I am really grateful for this. I love the school's inclusive approach to education, giving every student a fantastic chance to fulfil their potential both academically and in their own personal development. My favourite part of working at St Augustine's is seeing how students grow from first coming in as shy Year 7's to when they leave as successful, kind young adults.



MS BRADY

PASTORAL YEAR COORDINATOR

What are your main responsibilities as a PYC at St Augustine's?

I have been working in St Augustine's for 20 years. I have always been involved with the transition from primary to secondary school and have visited many of the primary schools in Westminster, Brent and Camden over the years.

I would describe my responsibilities as ensuring the Year 7s are happy, healthy and safe in school. I liaise with parents, primary schools and various agencies to ensure any additional needs are supported in school. This could be anything under the umbrella of 'pastoral care', including emotional wellbeing and day-to-day guidance (such as with friendship issues). I gather a lot of information about the students which helps with identifying any additional needs (learning difficulties, emotional needs, social needs, etc) and refer children to the relevant department or service for assessment and/or support



MS TUMBER

ASSITANT HEADTEACHER

Why did you want to work at St Augustine's?

St Augustine is a culturally rich community that reflects and celebrates the social diversity of London. This is what attracted me to the school. Having grown up in London myself, I wanted to work in an inner-city school and give back to the city I grew up in. I really admire the nurturing environment at St Augustine's and believe in their core values of kindness and inclusion as guiding principles.



ADVICE

FROM CURRENT YEAR 7 STUDENTS

Jad Shahab E7: "Come to school with a positive attitude, listen to the teachers as they are very knowledgeable. Definitely take part in after school activities like sports or science club"

Basma El-Sayed A7: "Being organised is a key skill that is needed in secondary sschool. If you are organised it will have a great impact on your education. Two tips for being organised are: making sure your bag is packed with all the equipment you need for your lessons and getting familiar with your timetable. Ask for help if you need it!

Princess Leiticia Ladd E7: "Treat everyone, including the adults, the same way you would like to be treated. Always respect others and always try your best!"



SCHOOL POLICIES

ST AUGUSTINE'S CE HIGH SCHOOL

CHURCH OF ENGLAND SCHOOL

We are a Voluntary Aided Church of England of School. St Augustine's is founded on Christian principles and welcomes families of all faiths - we are a Christian School not just a School for Christians. Prayers are said in collective worship; children can participate in acts of worship or sit respectfully whilst they take place. We have a prayer room where Muslim Friday Prayers take place. In collective worship, we recognise many different religious festivals. As a school community, we go termly to St Augustine's Church. All these events, which include performances by students, are designed to represent the entire school community. Attendance is compulsory though children are not required to take part in any acts of worship.



PAYING FOR LUNCHES, TRIPS, RESOURCES

We are a cashless school and use the online payment system, ParentPay. You may have already used this at your child's primary school. Any payments for books, trips, money for break/lunch times and/or donations can be made through ParentPay. You would have already been sent a link and a username/password to activate your Parent Pay account. Please see the Main Office if you have any issues with this.

MEDICAL & FIRST AID

If your child has any medical needs, allergies, takes regular medication or requires a medical plan, please contact our medical team on medical@stahigh.org to make an appointment to pop in and see them.

The school medical room is a place for students to rest temporarily if they are suffering from a mild ailment or injury. We are not permitted to supply medication of any kind. The school nurse is not permanently on site.

Students who use inhalers for asthma or have an EpiPen should carry them at all times. Students with diagnosed medical needs will need to have a Health Care Plan in place in school and the School Medical Welfare Officer will contact you about this.

Any essential medication should be handed in to the School or Medical Office together with a completed Administration of Medicines Form (available from the school office), explaining quantity and time of dosage students can then self-medicate as required.

If a student is considered unfit to return to lessons, we will contact you to inform you of the illness or injury and arrange for you to collect your child from school. If the illness or injury is of a serious nature an ambulance may be called and you will be notified immediately. The school has several first aiders to assess the best course of action, and we will endeavor to keep you informed of the situation and outcome.





SCHOOL POLICIES

ST AUGUSTINE'S CE HIGH SCHOOL

ATTENDANCE & PUNCTUALITY

An excellent attendance record is essential for a student to gain the most out of their time in school. Research has proven that there is a link between poor attendance and poor attainment. Any absence affects the progression of a child's learning and regular absence will seriously affect their learning.

Ensuring your child attends school is a parent's legal responsibility and if you permit absence from school without a good reason it is an offence which may result in you being fined (Fixed Penalty Notice). Children are expected to attend school on 190 days per year. That leaves 175 days for family outings, holidays, shopping and nonurgent medical and dental appointments. Please avoid booking routine medical appointments during the school day.

NECESSARY EQUIPMENT

Please make sure your child has all the basic equipment before the start of term. Please remember that your child has to carry their equipment around all day so only provide essential items. Your child will need a pencil, a pen, ruler, eraser, sharpener, glue stick, maths set, scientific calculator, a set of headphones (for some lessons where computers are used) and a small dictionary.

All pupils should have a strong backpack - fairly big and with wide straps is best. These are comfortable for students to carry their books and equipment.

WHAT TO DO IF YOUR CHILD IS ABSENT

From time to time there may be genuine reasons for absence; illness, acute family problems, urgent medical appointments. It is the parent/carer's responsibility to call the school on each day of absence to explain the reason. Please call 0207 328 3434 Option 1 and leave a clear message stating your child's name, Tutor Group and reason for absence. Please provide appointment letters or doctor's notes to evidence reasons for any absences.

Occasionally, where reasons for absence are not acceptable or where there is a concern about unexplained absences, this could result in a referral to the Local Authority which could lead to statutory action being taken, i.e., a fine for taking a child out of school during term time or for persistent absence. The school will support students and families in whatever way they can to ensure high levels of attendance and punctuality.

Collection: If your child must leave school or be collected during the school day, we must receive a written note or e-mail in advance or during morning registration on the day concerned. Pastoral Year Coordinators will then authorise the absence. Please do not turn up without notice to collect your child as this causes disruption to lessons and your child could even be off-site (PE). Students will need to 'sign-out' at the Main Office.

Family holidays: All family holidays should be taken during published school holidays. The Local Authority actively discourages holidays during term time. The Headteacher has the discretion to authorise exceptional leave of absence where there may be emergency circumstances for which you may be asked to provide proof. Please be aware that: Additional time off school is not an entitlement and may not be authorised and additional 'holidays' will generally result in a Fixed Penalty Notice (fine).



UNIFORM & PE KIT

ST AUGUSTINE'S CE HIGH SCHOOL

UNIFORM

We believe that wearing a school uniform helps to remove inequalities between children and removes the distraction of 'fashion issues' from the school day. We expect students to arrive clean and smartly dressed, in full uniform, at the start of each day.

We also want students to travel home in full uniform. Please make sure that you have all the correct items before the term starts. All items of uniform and equipment should be named / labelled so that they can be easily identified and returned if found. Special laundry pens can be used to mark items quickly and permanently.

Uniform Details

- Black blazer with school badge
- Black school skirt or trousers*
- Royal Blue V-neck jumper or cardigan
- White shirt or blouse (with collar)
- Plain black footwear
- Tie

*School trousers must be black as styled like the picture on the right with the tick. They must not be jeans or fashion trousers of any kind including skinny jeans or leggings. Girls also have the option of wearing skirts and these must be of a modest length. If we think that a girl's skirt is not suitable for school, she may be sent home to change, and you will receive a call informing you of this.



If girls wear a headscarf (hijab), it must be plain blue, black or white. Hairstyles must be smart and appropriate for school. Long hair may need to be tied up for certain lessons.

Jewellery

Students are not allowed to wear any items of jewellery to school except for the following:

- Medical alert necklace/bracelet (by prior agreement)
- One pair of plain studs or sleepers are permitted (not 'diamond' or similar fashion styles)
- Watches may be worn but we recommend that they are not expensive ones
- Make-up, nail polish, hooded tops, caps and bandanas are not allowed in school.

PE KIT

Our PE Kit is available to order online -

<https://www.mapac.com/education/parents/uniform/staugustinescehighnw65sn>

- Plain navy-blue tracksuit bottoms or leggings with school badge
- Plain navy-blue shorts with school badge
- Plain blue t-shirt with the school badge
- Tracksuit Top (Optional)
- Trainers
- Some lessons take place at Paddington Recreation ground, so footwear suitable for Astro is also acceptable.





STARTING YEAR 7

ST AUGUSTINE'S CE HIGH SCHOOL

GETTING READY

Leaving the familiar surroundings and people in primary school to start the next stage of your life in secondary school can be both exciting and challenging. Through our induction programme and by visiting students in their primary schools we aim to talk about all the hopes and fears your children might have and try to make the transition to Year 7 a successful one. We ask all students, with their families and carers, to read through this booklet. Hopefully any questions you have about starting St Augustine's will be answered. If not, please do not hesitate to contact the school.

One of the more usual worries is allowing your child to travel to and from school alone. During the summer break, perhaps, you could practice the journey a few times with your child so that they get used to the route.

All secondary school children **MUST** have an oyster card—please apply for this so that you receive it before the start of the new term.



FIRST DAY - SEPTEMBER 2023

Students should arrive by 8.40am and go to the main school gate. Students should be in full school uniform and should bring with them basic writing equipment. Students will be assembled into their Tutor Groups and will be taken by their Form Tutor to their Tutor Room for registration. They will spend the day getting to know their Tutor, other staff, fellow students and the layout of the building. They will also be registered on a range of computerised systems, such as our learning and homework online platforms and the break/lunch system.

If your child is entitled to Free School Meals, and has been at Primary School, this will be automatically updated to your child's account on Parent Pay. If you are a Westminster Resident, your child will also automatically receive a free meal for Year 7 only, through Westminster's pledge to provide this support. If you are an out of borough resident, you can apply for Free School Meals if you have not been in receipt of these during primary school. You may, of course, provide a packed lunch if you prefer.

The school day will finish at 3.30pm, except Fridays when school closes at 2.40pm. Students can be collected or make their own way home. Please make your arrangements clear to your child. It would also help if your child has an emergency telephone contact number on them, especially if you have changed your contact numbers since completing the application form last October.

THE SCHOOL DAY

Monday, Tuesday, Wednesday & Thursday	Friday
8:40am - Students arrive to school	
8:50 - 9:10am - Registration & Readiness and/or Collective Worship/ Assemblies	
Period 1 - 9:10am - 10:00am Period 2 - 10:00am - 11:10am Break KS3 - 10:00am - 10:20am Period 3 - 11:10 - 12:00pm Period 4A - Lunch 12:00pm - 12:40pm Period 4B - 12:40pm - 1:30pm Period 5 - 1:30pm - 2:20pm Period 6 - 2:20pm - 3:10pm Registration and Reflection - 3:10pm - 3:30pm	Period 1 - 9:10am - 9:55am Period 2 - 9:55am - 11:00am Break KS3 - 9:55am - 10:15am Period 3 - 11:00am - 11:45am Period 4A - Lunch 11:45am - 12:25pm Period 4B - 12:25pm - 1:10pm Period 5 - 1:10pm - 1:55pm Period 6 - 1:55pm - 2:40pm



STARTING YEAR 7

ST AUGUSTINE'S CE HIGH SCHOOL

LOOKING AFTER YOUR PROPERTY

Secondary School is very different from Primary School. There are more students, more classrooms and you are moving to different parts of the building for lessons. At times, Year 7 students can forget their coats or leave bags in the PE changing rooms by mistake. Please ensure that all of your child's belongings clearly have their first name and surname on the labels so any item can be returned. All lost property will be taken to the Main Office.

The school does not accept any responsibility for personal items brought into school by students. Please support the school by reminding your child not to bring the following items to school:

- Electronic games
- Jewellery (except one pair of plain studs)
- Extra (unnecessary) money

Items listed above will be confiscated and will only be returned to a parent by prior arrangement or to the student at the end of the half-term. The school will not accept responsibility for lost, stolen or damaged mobile phones as they are not covered by insurance.

MOBILE PHONES

Mobile Phones/Ear Pods **MUST NOT BE USED, SEEN OR HEARD** in St Augustine's. If a member of staff sees a mobile phone or Ear Pods, they will be confiscated, and a parent/carer will need to collect these from main reception at the end of the following day. If a student is seen using their phone/ear pods at any point on site, they may be confiscated for up to 5 days. The School has the right to view the content (photos, messages, social media, etc.) on a child's mobile phone if a concern has been raised such as online bullying. In some cases, the School Based Police Officer may be asked for advice relating to content on a phone.

TOP TIPS

1. Stick a copy of your timetable up somewhere at home.
2. Pack your school bag the night before so you are ready for the next day,
3. Toilets are not used by students in lesson time. In an emergency, a teacher may give you permission to use the toilets. Parents/Carers - it is important you let us know of any medical condition which may justify a 'toilet pass'.
4. Make sure you have learnt how to tie your tie before September. Practice also doing your top button up on your shirts. You will need to be able to get changed into your PE kit and back into your uniform quickly so practice!
5. If you are not sure about something, then please ASK. Both staff and students want to help you settle in.

WEBSITE

The link to our school website is www.stahigh.org and you will find information about your child's curriculum, links to our policies, newsletters and updates on term dates here. Please do regularly have a look at the website, as we will also use this platform to communicate any changes to the school day that may impact on your child.





STARTING YEAR 7

ST AUGUSTINE'S CE HIGH SCHOOL

ST AUGUSTINE'S CANTREEN

Magic Breakfast 7.45am - 8.30am

All students are welcome to come along for a FREE breakfast... a great way to start the day.

Snacks and drinks are available as above. A selection of salads is always available, along with vegetarian and Halal options. All students should bring a refillable water bottle so that they can drink water throughout the day.

Break and Lunch

When your child comes to St Augustine's they will be able to buy food from the Canteen during break and at lunchtime. There is more choice than at primary school and you will need to talk to your child about trying a wide range of foods rather than only choosing the same type of food each day. We use a 'thumb-print' system and you can 'top-up' with on-line credits via your Parent Pay account.

St Augustine's is a cashless school and student's accounts will need to be pre-loaded with sufficient funds. The cost of purchases is deducted from your child's account at the till. Parents can access information about account activity (credits/debits) at any time via our online payment system, Parent Pay.

The Meal Deal is different each day and there is always a vegetarian option. The meal deal includes a drink or hot dessert or biscuit or a small juice drink.

From September 2023, all Westminster Residents in Year 7 will automatically receive a Free School Meal as part of Westminster council's funding. If you are eligible for Free School Meals, we still actively encourage you to apply for this funding, as the school will continue to get funds which can support subsidised trips and learning resources for

your child. This is currently only in place for the time your child is in Year 7, so if you would normally be in receipt of, or looking to apply for Free School Meals during Year 7, and moving into Year 8, please do apply as soon as possible.

Free School Meal forms are available online - <https://www.westminster.gov.uk/education/free-school-meals/how-do-i-apply-free-school-meals>.

You will need to provide a copy of your Benefit letter or other proof (bank statement). Qualifying benefits include Universal Credit/ Job Seekers allowance /Employment and Support Allowance / Immigration and Asylum Act Support (NASS) / State Pension / Child Tax Credit / Working Tax Credit 'run on.

Students with FSM need to top-up their accounts for additional purchases (this is essential if they want to buy items at breaktime as FSM only covers the lunch times.)

Students are more than welcome to bring in packed lunches and eat them in the Canteen if they prefer—no notice or permission is required. If you choose to provide a packed lunch, please ensure that the lunch is a balanced meal with healthy food – no sweets or fizzy drinks or glass bottles are allowed.

MUSIC LESSONS

St Augustine's High School offers your child the opportunity to learn one or more of a wide range of instruments including brass, woodwind, guitar, piano, jazz band, individual singing, choir, gospel choir (Soulful Sounds), steel pans, cello, violin or drums. Further information on how your child can access music lessons will be shared with you in September.





STARTING YEAR 7

ST AUGUSTINE'S CE HIGH SCHOOL

QUICK REMINDERS

Routines and expectations

Please support your child by doing the following:

- Top up your child's account via ParentPay
- Ensure your child has all the correct items of uniform
- Put your child's name on each item of uniform/equipment
- Ensure your child brings a reading book every day to school
- Check MS Teams for the homework assignments that are being set

To aid good communication:

- Please do not call your child's mobile phone during the school day. Students are not permitted to use their phones in school. They should not call or text you for any reason from their mobiles during the day. They can contact you from the Year Team office if they feel they need to speak to you for any reason.
- Please only make doctor and dentist appointments outside of normal school hours.
- If your child does have an appointment during school time, please send in their appointment letter/card in advance, or email a screenshot of the appointment details. This can be noted, and arrangements put in place so that your child is ready at the right time to be collected by you. Please avoid 'just turning up' to collect your child as this interrupts lessons and staff may not be available.
- If your child is unwell or absent for any other reason, please call the school on 0207 328 3434 and select Option 1. Please clearly state your child's name, Tutor Group and reason for absence. All unexplained absences will result in a Truancy Call to your main contact numbers.
- Please make a note of any extracurricular activities your child takes part in so that you are not worried when they do not return home at the usual time from school.

EXTRA-CURRICULAR CLUBS

At St. Augustine's CE High School, we offer a wide range of extra-curricular activities to cater for all interests: academic subject clubs, sport coaching and activities, creative clubs, homework support and so on. We want all students to become involved in at least one club to widen their interests. It is very important that students have a balance of 'work and play' - this improves physical and mental health and well-being.

The extra-curricular timetable changes according to the sporting seasons and availability of staff. New groups are added from time to time, and these are advertised within the school. Visit the School website for an up-to-date list of activities and events.

Please encourage your child to try something new or to build on existing skills. They may find a passion for something they can enjoy for the rest of their life and can develop friendships with other like-minded people.

YEAR 7 CURRICULUM

Subject	Number of Lessons per week	Subject	Number of Lessons per week
English	4	Geography	2
Maths	4	History	2
Science	4	PE	2
Religious Education	2	Design and Food Technology	2
Art	2	PSHCE	1
French or Spanish	2	Drama	1
ICT	1	Music	1



SAFEGUARDING & SUPPORT

ST AUGUSTINE'S CE HIGH SCHOOL

KEEPING CHILDREN SAFE IN EDUCATION

The need to keep children safe is one of the most important tasks that school staff must undertake. Every member of staff and visitor to our school has a duty to safeguard and promote the welfare of our students.

All staff are trained in aspects of Safeguarding and the school has a clear policy on what to look out for and how to refer any concerns to one of the Safeguarding Team. General areas of training for all staff have included awareness of types of abuse (including physical, emotional, sexual and neglect), Prevent (anti-radicalisation strategy), Female Genital Mutilation, Honour Based Violence, On-line Safety, Child Sexual Exploitation, Mental Health issues and other issues that could potentially affect young people.

The Safeguarding Team have had additional training so that they are the key staff to be notified of any disclosures or concerns that will need to be referred on to other supportive agencies such as Social Care, Child and Adolescent Mental Health Services (CAMHS), etc. The school works with various agencies to ensure that all aspects of a child's physical and emotional needs and medical wellbeing are addressed.

The school has a duty to share information with other service providers when there are new or ongoing concerns about a child's safety or welfare. If you have a concern about a child in school, we will ask that you call 0207 328 3434 extension 227 or e-mail jbrady@stahigh.org so that any concerns can be followed-up straight away.

The Safeguarding Team are:

- Mr E Moriarty; Head of Federation, Deputy Designated Safeguarding Lead
- Ms R Kelly; Head of High School, Deputy Designated Safeguarding Lead
- Mr D Cunningham: Deputy Headteacher, Designated Safeguarding Lead
- Ms J Brady: Pastoral Year Coordinator Year 7, Deputy Designated Safeguarding Lead
- Ms S Jarrett: Pastoral Year Coordinator Year 11, Deputy Designated Safeguarding Lead
- Ms J Khawam: Assistant Headteacher, Deputy Designated Safeguarding Lead

SUPPORT

Across the school, systems are in place to support students to fully access the curriculum. The Special Educational Needs (SEN) department provides targeted support to students.

Homework Club is also offered to all students after school each day—this is for all Year Groups and subjects.

Other school-based staff help students with a range of issues linked to either personal, social or emotional difficulties. These include our Pastoral Year Coordinators (PYCs), School Counsellor (focusing on supporting students with emotional well-being) and the School Based Police Officer (promoting Safer Schools). Having over 1,000 pre-teens and teenagers in school can sometimes present issues around self-confidence, self-esteem, managing emotions and feelings, coping with friendship difficulties, etc. These needs can be either short-term or may need a longer period of support.

Other agencies come to school to discuss concerns and provide support, including Social Workers and Family Support Practitioners to support children and their families with a range of challenges.

We also have a Deaf Students' Provision, Speech and Language Therapists, Art Therapist, West London Zone and visiting advisory teachers and therapists to support our students.

Our aim is to always be available to listen to a student's concerns and to help them identify what type of support they think would help. To either provide that support in school or to refer to the most appropriate person or service.

Every student should be able to feel happy, healthy and safe.

SECURITY

The safety of your child is very important to us, and we do our best to ensure that our students are in a safe environment. During the school day, students, apart from Sixth Formers, are not permitted to leave the school grounds unless they are on an organised activity.

Visitors can only access the school via the Kilburn Park Road entrance. If you wish to visit the school during the school day you MUST report to the Main School Reception.

No visitors, including parents, are allowed to walk around the school unescorted.



IMPORTANT INFORMATION ON ONLINE SAFETY

Mobile phones, tablets and laptops are in everyday use by very young children and can be used as a 'safety tool' by them and parents to keep in touch. Some Apps are educational and useful and having a phone or tablet is 'the norm'. However, these items make it very easy for young people to become involved in conversations (voice, message or video) that usually take place away from where adults can see and hear what is happening. The main Apps that children use to send messages are also the places where some children are targeted for bullying and includes:

WhatsApp, Snapchat, Instagram, TikTok



The emotional impact of being targeted for online abuse and/or bullying can be devastating for both for the target (child) and their family. In some cases, the victim suffers long-term harm affecting their confidence and well-being.

Sometimes, when they realise the impact of their actions the person who has set up a group or sent messages also feels bad for their part in the bullying of another young person.

This can affect people's careers as future employers increasingly check an applicant's past social media content. Sometimes a young person shares an image or video of themselves which may be sexually explicit – this is referred to 'sexting'. This is becoming very common and is included in the on-line bullying advice. It is very important that all young children clearly understand that they have no control over sent images or how they are shared or saved by others. However, many agencies are working together to support the young people affected by this and to try to minimise the impact of sharing 'sexting' images on the sender.

Cyber bullying can be considered as harassment, threats or menacing communication and may be an offence under the one or more of the following acts:

- Protection from Harassment Act (1997)
- Malicious Communications Act (1988)
- Communications Act (2003)
- Obscene Publications Act (1959)
- Computer Misuse Act (1990)

For more support or advice or to report a crime regarding on-line bullying, sexting, worries about on-line grooming, etc. please refer to the following agencies:

School: Pastoral Year Coordinator and/or School Based Police Officer

Child Exploitation and Online Protection Centre—www.ceop.police.uk

www.childline.org.uk 0800 1111