



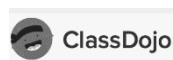
Welcome to Ravenscote Junior School

Information Booklet for New Pupils

Our Values

Happiness, Responsibility, Teamwork, Excellence, Honesty, Respect

Please download the school Apps



ClassDojo



ScholarPack Parents



SCOPAY



Sept 2023



This booklet contains the following information:

- School Apps
 - ScholarPack Parents App
 - SCOPAY App
 - Class Dojo
- Twitter
- School Cloud
- Dropping Off and Collecting Children
- Contacting your Child's Teacher
- The School Website
- School Meals
- Packed Lunches and Snacks
- Water Bottles
- Equipment Needed for school
- The School Day
- Uniform Details
- Extra-Curricular Activities
- Wrap Around Childcare
- PE Kits
- School Gates and Dropping Off / Collecting Children
- Early Closing on the Last Day of term
- Medication in School
- Our PTA and Purple Mums and Dads
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- What happens if my child is unwell during the day?
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- Forgotten Items
- Messages for Pupils
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- Parents Evenings & Reports
- Class Assemblies
- Lost Property
- Margot, the School Dog
- Contact Information
- Pupil's Check List
- Extra Curricular Reminder Check List



Please also read through our other information guides:

- Child feeling unwell? Should I send my child to school?
- Speedy Reference Guide
- Early Risers and Ravens Roost Information



School Systems and Apps

ScholarPack Parents App

Please download the ScholarPack Parents App. The App shows you information held by the school on your child to ensure that everything is kept up to date. The App is also an excellent tool which allows us to communicate with you quickly and easily. Child absences are also to be reported via the App. You can also check your child's attendance through this app.

SCOPAY

Payments for school lunches, school trips, Early Risers, Ravens Roost etc are made through our online payment system SCOPAY (scopay.com). You will be sent a log in and password details when your child starts at Ravenscote. Your SCOPAY account can be accessed through your computer or via the SCOPAY app, which is available to download for both Apple and Android devices. This will enable you to pay for items even quicker and while on the go. Payment cards can be stored securely.

SCOPAY Tips: * Load your money under 'Balances' and make your bookings and select meal choices under 'Calendar'. * Children from the same school (or even different schools) can be linked to one account. * Trips can be found under Trips & Events * You can set up Reminder Alerts for low balances, new trips etc. * View your calendar regularly to remind you what you have booked and make any changes if necessary. * Please view the help guides on the SCOPAY website for more information. Please remember that meals, Early Risers and Ravens Roost bookings must be made by midnight for the following day.

Class Dojo App

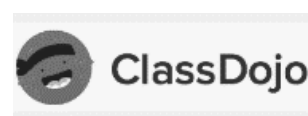
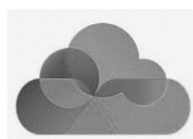
At Ravenscote we use Class Dojo as our reward system in the classroom and around the school. By downloading the app, you will be able to see your child earning Dojos in school and be able to ask what these are for. Teachers also post reminders on Class Dojo for the children to remember information. However, our main means of communication is via email and teacher don't pick up messages from Dojo. You will be invited to join Class Dojo by your child's class teacher once they have started at Ravenscote.

Twitter

Please follow us on Twitter for all the latest news @Ravenscote

School Cloud

The School Cloud system is used to book your Parents Evening Appointments and also select your child's after school (teacher led) extra curricular clubs. School Cloud can be accessed through the school website.



Contacting your Child's Teacher

If you need to contact the school for any reason, please email the school in the first instance. Please send all emails to **info@ravenscote.surrey.sch.uk**. Teachers have 5 working days to respond to emails. Please note: Emails will be passed onto teachers during school hours only. School email accounts are closed from Friday evening until Monday morning each week.

The School Website

We are proud of our website and work hard to keep it updated and fresh. All school letters and newsletters are able to be viewed there, as well as school menus, term dates and dates for your diary, so please visit it regularly. It is the best option for checking details about plans and activities.

www.ravenscote.surrey.sch.uk

School Meals

School meals must be booked in advance on your SCOPAY App. Please make your bookings by midnight for the following day. Menus can be found on the school website. Any children who do not have a school lunch prebooked will not be given the choice of lunches and will be given a basic pasta lunch.

Packed Lunches & Breaktime Snack

Children are welcome to bring a small piece of fruit or vegetable for a breaktime snack. Packed lunches should contain healthy food only – No fizzy drinks allowed, chocolate bars or sweets allowed. And please remember that we are a nut free school.



Water Bottles

Your child must remember to bring in a named water bottle **each day**. Please name your child's water bottle. Expensive AirUp bottles are not recommended.

Equipment Needed for School

Your child will need the following equipment when starting at Ravenscote:

- Rucksack to carry reading books, pencil case and water bottle etc. These will need to fit in your child's locker.
- Pencil case including:
 - Handwriting pen (not biro) – blue ink.
 - Purple pen
 - HB Pencils
 - Whiteboard pen.
 - One Rubber and a sharpener
 - Glue stick
 - Rigid 30cm ruler with cm and mm (not inches) – transparent.
 - Small pair of scissors.
 - You may also wish to have another small pencil case with colouring pencils/gel pens etc.
- A folder to keep homework and reading books in.
- A named water bottle (to be brought in every day)
- PE Bags and PE Kit

PLEASE ENSURE EVERYTHING BROUGHT TO SCHOOL IS LABELLED.



The School Day

Start of the School Day	Class opens at 8.35am	
Morning Break	From	To
Year 4 & 5	10.55am	11.10am
Year 3 & 6	11.15am	11.30am
Lunch Time		
Year 4 & 5	12.10pm	1.05pm
Year 3 & 6	12.30pm	1.25pm
End of the School Day	3.25pm	

If supervision is required before 8.35am please book our before school club, Early Risers.

The gates will close promptly at 8.45am.

Where possible please drop your child off and collect from outside the school gates.

The Headteacher, Deputy Head or the Head of Year will be at the gates every morning and afternoon.

Parents of year 3 children may collect their child(ren) from the playground if needed.

Ravenscote Uniform

Pupils are expected to wear a school uniform selected from the following garments:

Grey trousers, shorts or skirt
 White shirt/blouse
 Purple v necked sweatshirt
 Purple cardigan
 Grey, purple or black tights
 Grey, white or purple socks
 Black shoes or sandals with closed toes
 School tie
 Summer purple and white dress

PE and Sports

Purple polo shirt with Ravenscote logo
 Black shorts / skort
 Draw-string bag
 Black / Purple Logo PE Hoody (optional)
 Tracksuit bottoms (dark colours)
 Trainers

Pupils are to come dressed in their PE kit on the days that they are having PE.

Children do educational gymnastics in bare feet. Trainers can be worn for outdoor activities. Boot trainers are not considered suitable. Please be aware that we do outdoor PE in all weathers and in the winter months we recommend base layers, gloves and coats for warmth.

**Please label everything with your child's name.
 We do NOT keep any unnamed lost property.**

2nd hand uniform is available through our wonderful PTA. Please email your requirements to admin@ravenscote-pta.org.uk

OTHER REQUIREMENTS

Since safety is a prime consideration, sensible shoes should be worn during the school day.

Trainers and boots are not considered appropriate footwear for wear throughout the school day.

Hair should be uniformly of a natural colour. Hair styles involving shaven sides, obvious 'steps' and/or razor lines are not acceptable at Ravenscote, hair should be 'blended'. Hair Gel is not allowed. Coloured hair braids are not permitted and all long hair should be tied up (boys and girls). Accessories worn in hair should be small and in uniform colours. If a child comes to school with an inappropriate hairstyle we will call their parents and expect them to collect their child to resolve the hair style. Children may have a single plain stud in both ears. We recommend that if your child is having their ears pierced, this takes place at the beginning of the summer holidays to allow for healing time and to avoid any issues in school. Children must remove their earrings for PE.

During unusually hot weather, appropriate adjustments may be made to the uniform requirements – you will be informed on these occasions.

Parents and carers are responsible for ensuring their child complies with the school uniform.

Our uniform can be purchased from
 Brenda's, 130 Frimley Road, Camberley, Surrey, GU15 2QN
 telephone: 01276 469697
 website: www.brendas.co.uk, email: shop@brendas.co.uk



Extra-Curricular Activities

The teachers at Ravenscote run a number of free after school clubs. Details of the clubs can be found on the school website. Clubs **MUST** be applied for each term, via the School Cloud system. Clubs are allocated on a first come first served basis. Maximum of one club per child. Please understand that this is not always possible to give everyone a place in a club. Details of clubs will be sent to parents each term. Also available are a number of before and after school clubs run by external providers. All details can be found on our website. Children must be collected by an adult or secondary aged sibling from an after-school club. Children may not walk home or out of school unaccompanied.

Wrap Around Childcare

Our breakfast childcare provision is called Early Risers and runs from 8am – 8.30am.

Our after school provision is called Ravens Roost and runs from 3.25pm – 6pm.

Please see our Early Risers / Ravens Roost booklet or our website for more details.

PE Kits

Children are to wear their PE kits into school on the two days they have their PE lessons. If your child has an after-school sports club, they must remember to bring their PE kit into school for their club.

Forgotten PE kits are not accepted. Please label all items.

School Gates and Dropping off / Collecting Children

The Headteacher, Deputy Head or Head of Year will be at the school gates every morning at 8.35am to welcome in the children. The gates will close promptly at 8:45am. If your child is going to be late to school please inform the school office and your child will need to sign in at reception. In the afternoon the gates will be opened at 3:20pm. Parents are **NOT** permitted to park onsite unless they are collecting an unwell child from the medical room. Parking is not permitted when dropping off a late child or collecting a child for an appointment. Please **DO NOT** tailgate staff driving in through the gates. Please park outside of the school grounds. Parking on site is not permitted to collect from an after school club at 4.30pm. The gate on the Upper Chobham Road will be locked at approximately 3.35pm each evening. Parking is **NOT** permitted in the car park at St Francis' Church.

Early Closing – Last Day of Term

School closes at 12.45pm on the very last day of term (not half term.) Ravens Roost will not be available on these days. Children will leave school after they have had their lunch. Please remember to make your child's lunch selection on SCOPAY or send them in with a packed lunch.

Medication in School

Where possible please give medication at home. If medication needs to be taken during the school day only prescription medication is accepted. No Calpol, Piraton, herbal medication, creams etc. Please complete an Administration of Medicine form, which can be found on our website, and bring into reception along with the medication in its full and original packaging with the prescription label attached. Medication must be handed into school by the parent. Medication (inhalers and auto injector pens) will be kept in the classroom, other medication will be kept in the medical room. Children are **NOT** permitted to carry any medication on their person. If your child requires an allergy auto-injector pen it is recommended that two of these are kept in school. Children are not reminded to go to the medical room to take their medication. On the last day of the school year medication will be returned to your child to bring home. If you would rather collect the medication yourself please inform reception.

Our PTA and Purple Mums and Dads

We have an amazing PTA who arrange exciting events throughout the year. Tickets for these events **MUST** be purchased in advance through their website. The PTA also recommend that you join the *Purple Mums and Dads Facebook Group*. We are an extremely busy school and this is a great way of keeping up with the many events happening in our school.



Absences due to Illness

If your child is not going to attend school due to illness, please inform the office before 9am, via the ScholarPack Parents App (24 hour service) Please give the reason of the absence. Please do not use the reason 'unwell'. Please continue to contact us EVERY DAY until your child is back at school. Please note that school policy regarding sickness and diarrhoea states that the child should not attend school until 48 hours after the final episode.

Appointments/Absence During the School Day

We politely request that you book your child's doctors/dentist/opticians appointments/music exams etc for after the end of the school day or in the school holidays. Appointments during the day cause much disruption and impact hugely on your child's learning. Our overall attendance is excellent and we need to maintain this. Should your child have any planned absence during the school day for any reason, please submit a 'leave of absence' form as soon as you are aware of the date(s)/time(s) required, along with proof of the appointment (appointment card, hospital letter etc). If your child needs to be collected during school time, remind your child of the time they need to be collected. Your child should then be waiting for you in reception when you arrive. Thank you for ensuring your child is aware of the arrangements. Please arrive to collect your child in good time, just in case your child forgets to come to reception and they need to be located. The Leave of Absence form is available to download from the School's website. Please email the form to the office along with proof of the appointment. Please be aware that holidays will not be authorised except in exceptional circumstances as stated in the Attendance Policy. When collecting/dropping off your child for an appointment please park outside the school grounds and buzz on the pedestrian gate to gain entry to the school.

What happens if my child is unwell during the Day?

If your child is unwell during the day they should report to reception. They will be assessed by a first aider and if it is felt that they need to be sent home a phone call to the parent will be made. We try to encourage all children to stay in school wherever possible, unless they have a high temperature or has sickness and diarrhoea. Any children who does have sickness and/or diarrhoea must stay off school for 48 hours from the last bout.

Newsletters and Information

The Headteacher publishes a newsletter monthly and the year group newsletters will be published the fortnight following. These will be sent to you by email. Calendar dates, school letters and newsletters are also on our website. You will receive individual letters about each event as they happen, by email. Emails from the school will come from ravenscotejuniors@scholarpacksupport.com. Please do not respond directly to this email address. We also use an App to send you urgent messages – 'ScholarPack Parents'. Urgent information such as unexpected school closures or a pupil being absent from school without a reason will be sent via the App.

You will receive your Link Up Code for your Scholarpack App before your child starts.

Forgotten Items

We encourage our children to be independent thinkers from day one. Children are expected to bring in all equipment needed for the day ahead. Please use the Daily Check List reminder.

Messages for Pupils

Please make sure your child is aware of their after school arrangements every day. If you have an important message regarding a change to home time arrangements for your child, please call the office before **1pm** to ensure that it is passed to the teacher, we cannot guarantee messages received after this time will be passed on due to curriculum activities and pupils class mobility. Messages from parents will be emailed to class teachers from the school office. Reminders to go to clubs etc are not considered urgent. Please remind your child at the beginning of the day. It can be extremely distressing for a child who is not sure of what their home time arrangements are.



Changing Contact Information and Checking Permissions

You can check the details that we hold for you and your child by using the ScholarPack Parents App. It is imperative that the school has up-to-date contact details. Please use the Edit button on your ScholarPack Parents App or email any details that need changing to info@ravenscote.surrey.sch.uk Please also make sure that we have at least three contacts for your child.



Parents Evenings & Reports

Parents Evenings are held twice a year (Autumn and Spring Terms.) School reports will be sent to parents at the end of the school year, by email.

Class Assemblies

Throughout the year each class will hold an assembly that parents are invited to watch. Please view the calendar dates on our website for details on your child's assembly.

Lost Property

Please make sure that ALL property is named. We do not keep any lost property that is not named. Named lost property will be returned to the children. Unnamed uniform will be given the PTA for the second hand uniform sale. Other unnamed lost property is disposed of and is not kept. Please regularly check that ALL items are clearly named.

Margot, the School Dog

Margot is a valued member of the school 'staff'. If you would like your child to not have any small group or close contact with Margot (for allergy reasons or other), please let the office know.

Contact Information

If you need to contact your child's class teacher, in the first instance please email the school: Email: info@ravenscote.surrey.sch.uk Teachers will endeavor to respond within 5 working days.

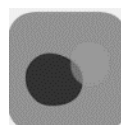
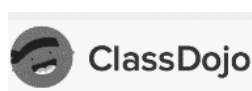
School telephone number: 01276 709007. Reception is open from 8.30am – 4pm.

Early Risers Breakfast Club telephone number (8am – 8.30am only): 01276 469009
Ravens Roost After School Club telephone number (3.30pm – 6pm only): 01276 469009



We hope that this information is of some help to you, but if you have any queries or concerns at all regarding Ravenscote Junior School, please feel free to contact us in the office, and we will be happy to help, or put you in touch with the person who can.

Please download the school Apps



ScholarPack Parents

SCOPAY

Website: www.ravenscote.surrey.sch.uk



Daily Check List Reminder for (name) _____

of class _____

Monday

	Packed Lunch
	PE Kit for after school club
	Today is PE day – Wear PE kit to school!
<input checked="" type="checkbox"/>	School Bag
<input checked="" type="checkbox"/>	Water Bottle
	Other.....
	Other.....

Tuesday

	Packed Lunch
	PE Kit for after school club
	Today is PE day – Wear PE kit to school!
<input checked="" type="checkbox"/>	School Bag
<input checked="" type="checkbox"/>	Water Bottle
	Other.....
	Other.....

Wednesday

	Packed Lunch
	PE Kit for after school club
	Today is PE day – Wear PE kit to school!
<input checked="" type="checkbox"/>	School Bag
<input checked="" type="checkbox"/>	Water Bottle
	Other.....
	Other.....

Thursday

	Packed Lunch
	PE Kit for after school club
	Today is PE day – Wear PE kit to school!
<input checked="" type="checkbox"/>	School Bag
<input checked="" type="checkbox"/>	Water Bottle
	Other.....
	Other.....

Friday

	Packed Lunch
	PE Kit for after school club
	Today is PE day – Wear PE kit to school!
<input checked="" type="checkbox"/>	School Bag
<input checked="" type="checkbox"/>	Water Bottle
	Other.....
	Other.....

PE Days are:

PLEASE NAME ALL PROPERTY. WE DO NOT KEEP ANY UNNAMED LOST PROPERTY.



Clubs Reminder / Information for (name) _____ of class _____.

Please use this page to note your child's extra curricular details:

Monday's Clubs

Club Name	Times	Dates	Equipment Needed

Tuesday's Clubs

Club Name	Times	Dates	Equipment Needed

Wednesday's Clubs

Club Name	Times	Dates	Equipment Needed

Thursday's Clubs

Club Name	Times	Dates	Equipment Needed

Friday's Clubs

Club Name	Times	Dates	Equipment Needed

