

Welcome to Ravenscote

The School Day

The Headteacher, Deputy Headteacher or Head of Year will greet the children at the gates at 8.35am. School finishes at 3.25pm. The gates will be opened at 3.20pm.

Year	Break	Lunch
3	11.15am – 11.30am	12.30pm-1.25pm
4	10.55am-11.10am	12.10pm-1.05pm
5	10.55am-11.10am	12.10pm-1.05pm
6	11.15am – 11.30am	12.30pm-1.25pm

The gates close promptly at 8.45am.

The School Website

We are proud of our website and work hard to keep it updated and fresh. All school letters to parents, diary dates and newsletters are posted on there, as well as school policies, so please visit it regularly.

ScholarPack Parents App.

We use ScholarPack Parents to send you important messages. Please report any absences via this app, by 9am. You can also check the information we hold for your child including emergency contacts, medical information and permissions. The app also shows you your child's current attendance.



School Cloud

School Cloud can be accessed via our website. Please use School Cloud to book your parents evening appointment and select your child's club choice.

Sorry No Parking Allowed!

Parking on site is strictly for staff and authorised visitors. Parents are not permitted to park on site unless collecting an unwell child. Parking on site is not permitted when collecting children for appointments or returning children from appointments. Please be considerate when parking on the roads around the school. Please do not stop or drop off in front of the school gates or on the zig-zags. Parking is not permitted in the car park of St Francis' Church. Please do not stop or park in front our neighbours' driveways.

Early Finish – Last Day of Term!

On the last day of term school closes at 12.45pm. Children will still have lunch on this day. Please remember to make your child's lunch selection on SCOPAY or send them in with a packed lunch.

Not Going to After School Club?

Please remember to let the school know in good time if your child will not be attending their Ravenscote after-school club. Please remember to advise the office by 12pm. **All missing children must be located.**

Holidays during Term Time

Holidays and trips away should be booked during the school holidays. Holidays during term time will not be approved and parents/carers should not expect leave of absence to be granted. A penalty notice could be issued. Please complete a Leave of Absence form, which can be found on our website) and return to the school office at least two weeks prior to the leave date.

Water Bottles

Please make sure that your child remembers to bring in a named water bottle every day.

Contacting Your Child's Teacher

If you need to contact your child's teacher, in the first instance please email to info@ravenscotesurrey.sch.uk, and put the teacher's name in the subject bar. Please allow 5 working days for a reply.

Messages for Pupils

If you have an important message regarding home time arrangements for your child, please call the office **BEFORE** 1pm to ensure the message is passed to the class teacher. We cannot guarantee messages received after this time will be received in time. Messages from parents will be emailed from the office to teachers. We cannot guarantee that messages will be seen by teachers if they are sent after 1pm.

Forgotten Items

We encourage our children to be independent thinkers. Children must remember to bring in items needed ready for each day. If your child forgets to bring in their packed lunch, the school will provide a school meal which you will be charged for.

After School Arrangements

Please make sure that your child is aware of their arrangements for home time. It is extremely worrying for a child if they are unsure of who is collecting them, and for us when a child doesn't arrive for their club. Please discuss these arrangements with your child **BEFORE** school.

Lost Property

Named lost property will be returned to your child. Unnamed lost property is not kept and will be disposed of.

PLEASE NAME EVERYTHING!

Booking School Lunches

Please make sure your child's lunch choices are made by midnight for the following day.

If lunch choices are not made in advance your child will not be offered a choice of meal. Advance booking is absolutely imperative if your child has a dietary need or allergy.

Pupil Illness

If your child is not going to attend school due to illness, you MUST inform the office by 9am via the ScholarPack Parents App. Please inform 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. Thank you. Please note that school policy regarding sickness and diarrhoea states that the child should not attend school until 48 hours after the final episode.

Uniform and PE Kits

Children are to wear full uniform on three days of the week and PE kits on two days. PE kits must be worn to school on the days your child has PE. Children have permission to bring in their PE kit for after school clubs if they don't have PE on the same day. PE days are:

Class	PE Days	Class	PE Days
3A *	Tues / Fri	5A	Thurs / Fri
3B	Mon / Fri	5B	Tues / Thurs
3C *	Weds / Fri	5C	Tues / Thurs
3D *	Thurs / Fri	5D	Weds / Thurs
3E	Mon / Fri	5E	Mon / Thurs
4A	Tues / Fri	6A	Mon / Thurs
4B	Tues / Thurs	6B	Mon / Weds
4C	Tues / Weds	6C	Mon / Fri
4D	Mon / Tues	6D	Mon / Fri
4E	Tues / Thus	6E	Mon / Tues

*all of year 3 for Autumn Term 1 will be having PE EVERY Monday and Friday.

Medication

Where possible please give medication at home. Only prescription medicine is accepted in school. We are not allowed to administer non-prescribed pain killers, anti-histamines, creams or herbal medication. Please complete the Administration of Medication form, which can be found on our website. Children are expected to remember to come to reception to take their medication. Pupils are not reminded.

Appointments/Absence during the School Day.

All appointments for children should be made outside of the school day whenever possible. 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. Please email the form into the school office, along with proof of the appointment, to info@ravenscotesurrey.sch.uk, confirming what time you would like your child to be ready to leave. Children are expected to remember to come to reception ready. Thank you for ensuring your child is aware of the arrangements. Parking is not allowed on site for appointments.

Busy Busy Busy!

We are an extremely busy school. Please do take the time to read through our newsletters, as they will contain a lot of information and dates for your diary. Our staff work very hard to produce these. It is also recommended that you follow the PTA's Facebook page and The Purple Mums and Dads Facebook page, plus join your class' WhatsApp groups.

Fire Alarm Testing

There will be a fire alarm test every Monday morning at 8.15am.



Speedy Reference Guide September 2023

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Frimley
Camberley
Surrey
GU16 9RE

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Email: info@ravenscote.surrey.sch.uk

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@ravenscote

Our Values

**Happiness, Responsibility, Teamwork, Excellence,
Honesty, Respect**