



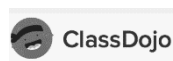
# Welcome to Ravenscote Junior School

## Information Booklet for New Pupils

### Our Values

Happiness, Responsibility, Teamwork, Excellence, Honesty, Respect

Please download the school Apps



ScholarPack Parents

SCOPAY



This booklet contains the following information:

- School Apps and Systems
  - ScholarPack Parents App
  - SCOPAY App
  - Class Dojo
  - X (Twitter)
  - School Cloud
- Contacting your Child's Teacher
- The School Website
- School Lunches
- 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
- Absences due to Illness
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- What happens if my child is unwell during the day?
- Newsletters, Letters and other Information
- Messages for Pupils
- Changing Contact Information and Checking Permissions
- Parents Evenings and Reports
- Class Assemblies and Sports Days
- Lost Property
- Forgotten Items
- 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 Childcare 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 due to illness are also to be reported via the App. You can also check your child's attendance through this app.

## **SCOPAY**

Payments for school lunches, educational visits, childcare 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. \* Educational visits 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 and Early Risers before school childcare bookings must be made by midnight for the following day.

## **Class Dojo App**

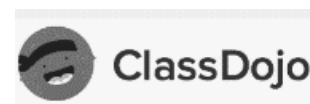
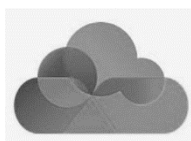
At Ravenscote we use Class Dojo as our reward system in the classroom and around the school. By downloading the app, you will be able to see your child earning Dojos in school and be able to ask what these are for. You will be invited to join Class Dojo by your child's class teacher once they have started at Ravenscote.

## **Please follow us on X (Twitter) for all the latest news @Ravenscote.**

Photos from school events, sporting events, educational visits etc are posted on X. Please remember to give permission for your child's photos to be included on social media (permissions can be checked on your ScholarPack Parents app.)

## **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 school days to respond to emails. Please put the teacher's name in the subject bar. 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 Lunches**

School lunches 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. Meals are cooked to order. Children without a preordered lunch will need to bring in a packed lunch. You can check your lunch bookings on your child's SCOPAY account.

### **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, chocolate bars or sweets allowed please. 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

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

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

The gates will close promptly at 8.45am.

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

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

## 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  
 Black / Purple Logo PE Hoody (optional)  
 Tracksuit bottoms (dark colours)  
 Skins (black) (optional)  
 Trainers  
 Draw-string bag

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](mailto: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](http://www.brendas.co.uk), email: [shop@brendas.co.uk](mailto: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. Clubs do NOT run for the whole term.

### **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.

Both MUST be booked in advance.

### **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 items 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.) Children will return to lessons after they have had lunch for lessons before leaving school at 12.45pm. Please remember to make your child's lunch selection on SCOPAY or send them in with a packed lunch.

Ravens Roost childcare will not be available on these days.

### **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 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 our online 'leave of absence' form as soon as you are aware of the date(s)/time(s) required. In line with our attendance policy, proof of the appointment (appointment card, hospital letter etc). may be requested. 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. 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. Please be aware that holidays will not be authorised except in exceptional circumstances as stated in the Attendance Policy.

### **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 on a Wednesday and the year group newsletters will be published the fortnight following, again on a Wednesday. Letters and newsletters will be sent to parents by email. Every Friday afternoon you will receive our weekly 'Looking Forward to the Week Ahead' newsletter. This is to inform you of any important events happening in your child's year group for the following week. This will also contain any changes to your child's PE days. 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](mailto:ravenscotejuniors@scholarpacksupport.com). Please do not respond directly to this email address. We also use ScholarPack Parents App to send you urgent messages. Urgent information such as unexpected school closures or a pupil being absent from school without a reason will be sent via text message. You will receive your Link Up Code for your Scholarpack App before your child starts.

### **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 **12pm** 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 and should be done at home. 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](mailto: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.) Appointments are made through the School Cloud system.

School reports will be sent to parents at the end of the school year, by email, to parents with parental responsibility.

### **Class Assemblies & Sports Days**

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. Sports Days are held in the Summer term, either in the morning or the afternoon. Parents are invited. Please arrive on time for these events. The gates cannot be opened for late comers. Please remember no phones allowed. No parking allowed.

### **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.

### **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

### **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](mailto:info@ravenscote.surrey.sch.uk)

Teachers will endeavor to respond within 5 school days. Please put the teacher's name in the subject bar.

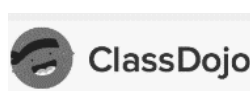
School telephone number: 01276 709007. Reception is open from 8.30am – 4pm.

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

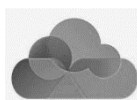
We hope that this information is useful, but if you have any queries or concerns at all regarding Ravenscote Junior School, please feel free to contact us in the office, and we will be happy to help, or put you in touch with the person who can.



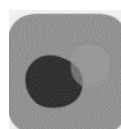
Please download the school Apps



ClassDojo



ScholarPack Parents



SCOPAY



**Website: [www.ravenscote.surrey.sch.uk](http://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.**



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

Monday's Clubs

<b>Club Name</b>	<b>Times</b>	<b>Dates</b>	<b>Equipment Needed</b>

Tuesday's Clubs

<b>Club Name</b>	<b>Times</b>	<b>Dates</b>	<b>Equipment Needed</b>

Wednesday's Clubs

<b>Club Name</b>	<b>Times</b>	<b>Dates</b>	<b>Equipment Needed</b>

Thursday's Clubs

<b>Club Name</b>	<b>Times</b>	<b>Dates</b>	<b>Equipment Needed</b>

Friday's Clubs

<b>Club Name</b>	<b>Times</b>	<b>Dates</b>	<b>Equipment Needed</b>

