

Welcome to Ravenscote

As new parents to Ravenscote, here are a few reference notes you may find useful.

The School Day

Start: 08.40

Morning Break	From	To
Years 4 & 5	10.55	11.10
Years 3 & 6	11.15	11.30
Lunch Time		
Years 4 & 5	12.10	13.05
Years 3 & 6	12.30	13.25

Finish: 15.25

The School Website

We are proud of our website and work hard to keep it updated and fresh. All school letters to parents and newsletters are posted on there, so please visit it regularly. It is the best option for checking details about plans and activities. You can also download the School News App to get the latest news updates on the go!

Forms, Forms, Forms!

All forms required for school administration (change of contact details, application for leave of absence, administration of medication etc.) are on the website; either put 'forms' in the search box or click on the 'School Info' tab

and scroll down. All are printable. Completed forms should be sent in with your child (to be handed in via the register) or placed in the drop box outside school reception.

Newsletters

All newsletters are sent via email as follows:

Headteacher's Newsletter

1st Wednesday of every month

Year Group Newsletter

3rd Wednesday of every month

Celebration Assemblies

All celebration assemblies start at 8.55am unless advised differently in the newsletter. Please wait outside reception.

Parent Lunches

Dates for parent lunches are advertised on our website and in year group newsletters. Please convene by the Year 3 entrance as follows:-

Years 4&5: @ 12.10

Years 3&6: @ 12.30

Thank you for purchasing your meal via the Wisepay system in advance (parent meal).

Thank you for not bringing a packed lunch in to school to eat with your child.

Second Hand Uniform

We have a selection of second hand uniform which is available to **purchase by parents, after school.**

Each item is £1.00. Correct change only please.

Lost Property

There is a hopper for lost property by reception. Children are allowed to visit during the day to look for their lost possessions and parents are able to come in to do the same after the bell **at the end of the school day.** Prefects check all items daily during lunchbreaks and deliver named property to children's classrooms. Please make sure that ALL items are named.

Forgotten Items

Forgotten items that are brought into school by parents after the morning bell will be placed at the Collection Point (in the corridor where the registers are kept), ready for children to pick up. Only spectacles will be delivered to classrooms as they arrive.

Children are able to check the collection point for forgotten items during breaks etc. Items still remaining at lunchtime will be delivered by Prefects to classes.

PE Kits

PE kits should be brought into school every Monday (regardless of which day pupils are scheduled for PE) and taken home every Friday, for washing.

PTA

Our wonderful PTA have a Facebook page where information about school social events is posted. The PTA organise all the terrific school discos and similar celebrations. **Tickets are only available via their website**, so please familiarise yourself with it.

www.pta-events.co.uk/ravenscotepta

Pupil Illness

If your child is not going to attend school due to illness, please inform the office before 09.30, either via the absence line (school number, option 1) or school email (info@ravenscote.surrey.sch.uk), both are a 24 hour service. Please leave a brief message comprising of your child's full name, class and reason for absence. 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.

Medication

Only prescription medicine is accepted in school. No Calpol, Piraton or herbal medication. Please see our website for further details.

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 their class teacher the day before the appointment, confirming what time you would like your child to be ready to leave. Your child should then be waiting for you in reception when you arrive to collect him/her. Thank you for ensuring your child is aware of the arrangements.

We Don't Finish Early!

The last day of every term is always a full school day.

As ever, if you have any problems, do please email us!

info@ravenscote.surrey.sch.uk



Ravenscote Junior School

Old Bisley Road

Frimley

Camberley

Surrey GU16 9RE

Tel: 01276 709007

Email: info@ravenscote.surrey.sch.uk

**Download the Teacher2Parents,
WisePay and The School News
Apps!**

Website: www.ravenscote.surrey.sch.uk

Speedy Reference Guide

