



Ravenscote Junior School



Early Risers and Ravens Roost Information Booklet



Ravenscote Junior School
Old Bisley Road
Frimley
Camberley
Surrey

Enquiries 01276 709007 (8.30am—4pm)
Early Risers 01276 409009 (8am—8.30am)
Ravens Roost 01276 409009 (3.30pm—6pm)

Contacts

Early Risers Supervisor—Mrs Derry
Ravens Roost Supervisor—Mrs Walters
Early Risers & Ravens Roost Administrator—Mrs Markson

Email: afterschoolclub@ravenscote.surrey.sch.uk

Early Risers Club: 8am – 8.30am.

£2 per day

How to Book

- * Bookings can be made via our online payment system, WisePay.
- * Bookings **must** be made 24 hours in advance. Places are limited.
- * Bookings can be made a month at a time. A text message will be sent to inform you when bookings have gone 'live' for the following month.
- * September 2019 bookings will be available from 3rd September. A text message will be sent to inform parents.
- * You can book as many sessions as you wish at a time, depending on how far in advance you know your childcare needs. **Please remember that Early Risers places are very limited.**

Terms and Conditions

By making bookings on WisePay you are agreeing to the terms and conditions.

- * Bookings must be made online at least 24 hours in advance.
- * Pre-booking is essential as numbers are very limited. The club is offered on a first come first served basis.
- * The club runs on a strict staff to pupil ratio. Please do not send your child without making a booking.
- * One change per month is permitted only, with 24 hours' notice.

Club Rules

Please take the time to read the club rules to your child.

- * Always remember to use good manners and to speak politely to everyone.
- * Listen to members of staff without interruption.
- * Listen to other children and learn to respect their opinions.
- * Do as you are told without argument.
- * Keep control and communicate your thoughts and feelings in a proper way.
- * Play fairly and kindly, without roughness, so that no-one feels threatened by the way you speak or act.
- * Respect other people's property .
- * Treat others as you would like to be treated.

Mission Statement

Engage, Enrich, Excel

- Ravenscote Community Junior School seeks to create a safe, happy and healthy learning environment.
- We believe that every member of our community is a lifelong learner. Together we can foster the hopes and dreams of our learning community.
- We believe that all learners have a right to be challenged and motivated to enable them to achieve their potential academically, personally, socially and emotionally.
- As an inclusive learning community we believe that every child does matter and it is our duty to prepare our children for the challenges of the 21st Century.
- Providing high quality learning experiences is the foundation of our school.
- We believe in excellence for all and strive to deliver a wide range of extra-curricular experiences which enable the children to grow in confidence and strive to become successful members of our community.
- We believe that Teaching and Learning is a process of co-operative teamwork and welcome and encourage the involvement of parents and others in the community.

Involving Children

We believe in involving children whenever decisions are made within the Club that affects them. In Ravens Roost we believe that actively involving children in decision-making processes is beneficial to children, staff and the Club. The staff will consult with children about:

- * Activities they enjoy?
- * Activities they would like to do?

Arrival

On arrival at the After School Club, a member of staff will record the child's attendance in the daily register. The room will be set up ready for the children's arrival and all health and safety checks completed. If your child will not be attending Ravens Roost for any reason it is imperative that the school is aware.

Departures

Please collect your child from the Ravens Roost classroom. If anyone other than the parent will be collecting your child you must inform the school in advance to advise, (they must be over 18 years old.) In the event that someone else should arrive without prior knowledge, the club will telephone the parent/carer immediately. Please email the club to inform on afterschoolclub@ravenscote.surrey.sch.uk

Due to safeguarding it is imperative that you sign your child out of the club correctly. Please print your name, sign and state the time

Absences

For the safety of your child, if your child will not be attending the club for any reason please let us know by email BEFORE 2pm. It saves the office so much time at end of the day if we are already aware that your child will not be attending. If a child is absent from the Club without prior warning, staff will check to see if they attended school that day. A thorough search of the entire premises will then commence. If after 10 minutes of thorough searching the whereabouts of the child is not clear, staff will immediately contact the parents/carers to determine if the child is at home. If the child is not at home the school will inform the police. If we are not able to make contact with the parent(s) the school's safeguarding lead will be contacted and if necessary the police will be notified.

Club Rules

Please take the time to read the club rules to your child.

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- * Listen to members of staff without interruption.
- * Listen to other children and learn to respect their opinions.
- * Do as you are told without argument.
- * Keep control and communicate your thoughts and feelings in a proper way.
- * Play fairly and kindly, without roughness, so that no-one feels threatened by the way you speak or act.
- * Respect other people's property
- * Treat others as you would like to be treated.

Additional Information

- * We are unable to accept childcare vouchers as payment for Early Riser Club.
- * Where do I take my child for Early Risers? You and your child will be greeted at the year 5/6 entrance at 8am, where your child will be signed into the club by Mrs Derry. If you arrive early please do not enter the school site before 7.55am and please supervise your child until the club opens at 8am. We cannot accept responsibility for your child until 8.00am. Should your child arrive at Early Risers Club without pre booking then you may be subject to additional charges.
- * Please call, from 8am onwards, 01276 469009 if your child will not be attending Early Risers. It is extremely worrying if we are expecting a child who does not turn up. If your child is booked in for a session and does not arrive it is the parents' responsibility to inform the school.
- * Bringing personal belongings to the club will be at your own risk. Early Risers cannot accept liability for loss or damage.
- * If the club cannot open or has to close due to school closure, a credit for the full amount will be held for future bookings.
- * Early Risers follows the schools' positive behaviour management policy. If any child continually misbehaves and does not comply with the rules the school reserves the right to inform parents that their child is not permitted to attend the club.
- * Parent contact details and child medical information will be taken from the school's information management system.
- * Please contact the school office for any additional information, 01276 709007 (option 2) or email afterschoolclub@ravenscote.surrey.sch.uk

Ravens Roost After School Club

How to Book

- * Bookings can be made via our online payment system, WisePay.
- * Bookings are to be made by 2pm. If you need to make an urgent booking after 2pm please call the school office.
- * If you wish to pay by Childcare Vouchers or Tax Free Childcare please complete a booking form, which can be found on the school website under 'Childcare' and send together with your payment confirmation to afterschoolclub@ravenscote.surrey.sch.uk
- * Bookings can be made a month at a time. A text message will be sent to inform you when bookings have 'gone live' for the following month.
- * September 2019 bookings will be available from 3rd September. A text message will be sent to inform parents.
- * You can book as many sessions as you wish at a time, depending on how far in advance you know your childcare needs.
- * You do not need to book the same sessions every day. You can book different sessions on different days.
- * Please remember to make your booking in good time, as Ravens Roost places are limited.

Ravens Roost Fees

Mrs Walters runs Ravens Roost which is available during term time, Monday to Friday. There are 3 sessions available to book:

Session 1	3.30pm—4.30pm	£6
Session 2*	4.30pm—6pm	£10
Session 3	3.30pm—6pm	£14

* session 2 is to coincide with any Ravenscote Internally run afterschool clubs or any external clubs held at Ravenscote that finish at 4.30pm. Please be aware that afterschool clubs may not run all term. Details of when these clubs are not running will be notified on the school website, or by your provider if the club is run by an external organisation.

Terms & Conditions

It is a condition of accepting a place at the Ravens Roost that you accept the terms & conditions.

- * Due to pupil/staff ratios pre-booking and payment in advance is essential.
- * Bringing personal belongings (e.g. toys) to the club will be at your own risk. Ravens Roost will not accept liability for loss or damage.
- * If your child is unwell or for any reason will not be attending the Club please inform the school by 2pm. It is extremely worrying if we are expecting the child and they don't turn up. Please call 01276 709007 or email afterschoolclub@ravenscote.surrey.sch.uk before 2pm.
- * If the club cannot open or closes due to school closure, a credit will be held for future bookings.
- * Ravens Roost follows the school's positive behaviour management policy. If any child continually misbehaves and does not comply with the rules the school reserves the right to inform parents that their child is not permitted to attend the club.
- * We understand that occasionally the swapping of days booked is unavoidable, however regular booking changes and possible administrative charges are at the discretion of the school. One change per child per month is permitted. 24 hours' notice is required.

Late Collection

If you are late collecting a child, you will be charged a late collection fee of £6 per child for the first 15 minutes. After 15 minutes, the fees will go up by 50p per child every additional minute, per child. If booked for session 1, late charges apply from 4.31pm. If booked for session 2 or 3, late charges apply from 6.01pm.

All charges will be reviewed annually. If you need any clarification over the late charges please contact Mrs Markson in the school office. By booking Ravens Roost on Wisepay or by childcare vouchers or tax free childcare payment, you are stating that you understand the late payment charges and accept any that may occur .