



# **Welcome to Ravenscote Junior School**

## **Information Booklet for New Pupils starting in September 2025**

**Our Values:**

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



Sept 2025



This booklet contains the following information:

- The School Day
- Follow us on Instagram
- Contacting your Child's Teacher
- The School Website
- School Lunches and Packed Lunches
- Breaktime Snacks
- Water Bottles
- Extra-Curricular Activities
- Uniform Details
- Early Closing on the Last Day of term
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- Wrap Around Childcare
- Equipment Needed for school
- PE Kits
- School Gates and Dropping Off / Collecting Children
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- Our PTA, Purple Mums and Dads, Class WhatsApp Groups
- Class Assemblies and Sports Days
- Newsletters, Letters and other Information
- After School Arrangements - Messages for Pupils
- Parents Evenings and Reports
- Lost Property
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- Medication in School
- What happens if my child is unwell during the day?
- Head bumps in School
- Contact Information
- Pupil's Check List
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Please also read through our other information guides:

- Our School Systems (Arbor, ScoPay, Dojo)
- Child feeling unwell? Should I send my child to school?
- Speedy Reference Guide
- Early Risers and Ravens Roost Childcare Information





### 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.

### Please follow us on Instagram for all the latest news @Ravenscote.

Photos from school events, sporting activities, educational visits etc are posted on Instagram. Please remember to give permission for your child's photos to be included on social media.



### 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](mailto: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. Emails are not received 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 lunch 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](http://www.ravenscote.surrey.sch.uk)

### School Lunches and Packed Lunches

Children may have a school lunch or bring a packed lunch into school. Menus can be found on the school website. School meals are cooked to order. 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. School lunches are to be booked on your child's ScoPay account, by midnight for the following day.



### Breaktime Snacks

Children are welcome to bring a small piece of fruit or vegetable for a breaktime snack.

### 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.



## 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. Details of clubs will be sent to parents at the beginning of each term, including how to book. Clubs **MUST** be applied for each term. 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. 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.

## 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 / skirt  
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 [ravenscotepta@gmail.com](mailto:ravenscotepta@gmail.com)

### 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. 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.
- An optional additional (just in case) pair of trainers may be kept in the locker for impromptu PE lessons etc.
- 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)



### **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 before leaving school at 12.45pm. Please remember to book your child a lunch or send them in with a packed lunch. Ravens Roost childcare will not be available on these days.

### **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.

### **Wrap Around Childcare**

Our before school 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.

### **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.**

### **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 8.30am 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. A 'Late Message' will be sent home to inform parents if your child has arrived late to school. In the afternoon the gates will be opened at 3:20pm. The gate on the Upper Chobham Road will be locked at approximately 3.35pm each evening.



### **Parking**

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 considerably outside of the school grounds. Please do not block neighbours' driveways. Please do not park or stop on the zig-zags. Please do not stop or park in the caretaker's driveway. Parking on site is not permitted to collect from an after school club at 4.30pm. Parking is NOT permitted in the car park at St Francis' Church.

### **Our PTA, Purple Mums and Dads and class WhatsApp Groups**

We have an amazing PTA who arrange exciting events throughout the year. Tickets for these events are to be purchased in advance through their website. The PTA also recommend that you join the *Purple Mums and Dads Facebook Group* and your child's class *WhatsApp Group*. *Details of the class WhatsApp groups will be posted on the Facebook page in September.*

We are an extremely busy school and this is a great way of keeping up with the many events happening in our school.

The website address for our PTA is: [www.pta-events.co.uk/ravenscotepta/](http://www.pta-events.co.uk/ravenscotepta/)

### **Class Assemblies & Sports Activity 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. Years 3, 4 & 5 have a Christmas assembly and Year 6 have an end of year show and a Leavers' assembly. Sports Activity 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.

### **Newsletters and Information**

Ravenscote is a busy school, with lots going on. We work very hard to let parents know what is going on and when. The Mrs Wells 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 available to view on our website. You will receive individual letters about each event as they happen, by email.

### **After School Arrangements - 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. To stop any confusion it is recommended that you use the same collection point each day for your child.

### **Parents Evenings & Reports**

Parents Evenings are held twice a year (Autumn and Spring terms.) Details will be sent to parents nearer the time. School reports will be sent to parents at the end of the school year, by email, to parents with parental responsibility.

### **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. We do not encourage forgotten items to be dropped off. Please use the Daily Check List reminder

## **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, they must remember to go themselves. 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.

## **What happens if my child is unwell during the Day?**

If your child is unwell during the day they should report to their class teacher, a lunchtime supervisor or to reception to be assessed. All members of staff are trained first aiders. 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. Following guidance from the NHS, any children who does have sickness and/or diarrhoea bug must stay off school for 48 hours from the last bout.

## **Head Bumps in School**

### **Head Bump Advice - No Visible Mark**

Advice for a minor head bump says that the use of icepacks is not recommended. If a child has a minor head injury, with no visible mark and no swelling, it is unnecessary to treat them as there is no visible trauma to treat. A cold compress, wet flannel or towel is recommended if the child is uncomfortable.

Applying an ice pack could be detrimental; there is no need to treat an injury that isn't there.

### **Head Bump Advice - Visible Mark or Bump**

If a child has a swollen, bruised bump on the head, then there is no other treatment necessary, other than reassurance and monitoring for signs and symptoms of a more serious head injury. A cold compress, flannel or towel may be applied to make the child more comfortable and can be applied to the injured area.

### **Why You Shouldn't Use an Ice Pack?**

There is a real risk that applying an ice pack to a more unknown significant head injury, will mask and delay more urgent treatment.

### **More Information**

There are some things you can do to manage minor head injuries at home. You should:

- have someone stay with you for 24 hours after the injury to watch for serious symptoms appearing
  - get plenty of rest
  - avoid stressful or noisy situations
  - limit screen time (including smartphones)
- take paracetamol or ibuprofen to help with mild pain, following all instructions on the packaging
  - use a cold compress to help soothe the injury
- keep children with a head injury calm, and encourage them to avoid rough play

### **When to use an Ice Pack**

Ice packs should only be used as a means of treating sports-related injuries and injuries to muscle or soft tissue, not skin and bone.

See below for further guidance:





RED

If your child has any of the following during the next 48 hours:

- Vomits repeatedly i.e. more than twice (at least 10 minutes between each vomit)
- Becomes confused or unaware of their surroundings
- Loses consciousness, becomes drowsy or difficult to wake
- Has a convulsion or fit
- Develops difficulty speaking or understanding what you are saying
- Develops weakness in their arms and legs or starts losing their balance
- Develops problems with their eyesight
- Has clear fluid coming out of their nose or ears
- Does not wake for feeds or cries constantly and cannot be soothed

**You need urgent help**

Go to the nearest Hospital Emergency (A&E) Department or phone 999



AMBER

If your child has any of the following during the next 48 hours:

- Develops a persistent headache that doesn't go away (despite painkillers such as paracetamol or ibuprofen)
- Develops a worsening headache

**You need to contact a doctor or nurse today**

Please ring your GP surgery or call NHS 111 - dial 111



GREEN

If your child:

- Is alert and interacts with you
- Vomits, but only up to twice
- Experiences mild headaches, struggles to concentrate, lacks appetite or has problems sleeping

If you are very concerned about these symptoms or they go on for more than 2 months, make an appointment to see your GP.

**Self Care**

Continue providing your child's care at home. If you are still concerned about your child, call NHS 111 – dial 111



### **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.

**[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:

Any changes to PE days will be shown in the Looking Forward to the Week Ahead newsletter.  
**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>

