

# Welcome to Ravenscote

## The School Day

The Headteacher, Deputy Headteacher or Head of Year will greet the children at the gates each morning from 8.30am, ready for early morning lessons to start at 8.35am.

The gates close promptly at 8.45am. School finishes at 3.25pm. The gates will be opened for parents at 3.20pm. If your child arrives after the gates have closed, they are to come to reception to sign in.

## 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.

## **OUR SCHOOL SYSTEM - Arbor Parent Portal and App**

Please use Arbor Parent Portal and App to report any absences due to illness (daily, before 8.30am.) We also use this app to send you important messages. You can also use this app to check that we have the correct details for you and your child:

- Student Details
- Contact information
- Dietary
- Medical
- Permissions/Consent
- Doctor details



Arbor is used to book and pay for any school lunches, book and pay for any Early Risers before school childcare, pay for your child's prebooked Ravens Roost childcare sessions and pay for any educational visits and residential.

Please also use Arbor to book your child's Ravenscote club place and to book your Parent/Teacher Appointments and view your child's end of year report.

## Booking School Lunches

Please make sure your child's lunch choices are made by 11.59pm for the following day. Lunches are made to order. If lunch choices are not made in advance your child will need a packed lunch. Please book lunches on Arbor.

## Early Finish – Last Day of Term!

On the last day of term school closes at 12.45pm (not half terms.) Children will still have lunch on this day. Please remember to make your child's lunch selection on your Arbor Parent Portal or App, 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 or Ravens Roost childcare. Please remember to advise the office by 12pm. **All missing children must be located.**

## 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!**

## Fire Alarm Testing

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

## 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 Mrs Wells via reception at least two weeks prior to the leave date.

## 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](mailto: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 a change of home time arrangements for your child, please call the office BEFORE 12pm 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. Due to class movement we cannot guarantee that messages will be seen by teachers if they are sent after 12pm.

## 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.

## Pupil Illness

If your child is not going to attend school due to illness, you MUST inform the office ideally by 8.30am via the Arbor Parent Portal or App (24 hour service.) 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 NHS guidance regarding sickness and diarrhoea states that the child should not attend school until 48 hours after the final episode.

## Busy Busy Busy!

We are an extremely busy school. Please do take the time to read through our monthly newsletters from Mrs Wells and your child's year group. These newsletters contain a lot of information and dates for your diary. Each Friday 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. Newsletters and letters will be emailed to parents. Our staff work very hard to produce letters and newsletters. It is also recommended that you follow the PTA's Facebook page and The Purple Mums and Dads Facebook page, and join your child's class WhatsApp group.

**In the interest of safeguarding, we are a NO phones school. Please ensure that your mobile phone is not used on our school site.**

## 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*	Thurs / Fri	5A	Thurs / Weds
3B	Mon / Fri	5B	Mon / Thurs
3C	Weds / Fri	5C	Tues / Thurs
3D*	Tues / Fri	5D	Thurs / Fri
3E	Mon / Fri	5E	Tues / Thurs
4A**	Tues / Weds	6A	Mon / Tues
4B**	Tues / Thurs	6B	Mon / Weds
4C**	Mon / Tues	6C	Mon / Fri
4D**	Tues / Fri	6D	Mon / Thurs
4E**	Tues / Thurs	6E	Mon / Fri

\* 3A will be having Forest School on Tuesdays from 9<sup>th</sup> Sept-14<sup>th</sup> Oct (PE kit to be worn to school.) After the October half term break PE for class 3A will be on Tuesdays & Fridays and 3D will be on Thursdays & Fridays.

\*\* Year 4 PE: From the week of 15<sup>th</sup> September, the year 4 children will be having PE on Tuesdays only, with swimming on Thursdays (ends 27<sup>th</sup> Nov) Any changes to PE days this information will be in the weekly 'Looking Forward to the Week Ahead' communication.

## Reception Opening Times

Reception is open from 8.30am until 4pm.

## Forgotten Items

We encourage our children to be independent thinkers. Children must remember to bring in items needed ready for each day. Parents dropping off forgotten items is not encouraged.

## 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.

## Water Bottles

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

## Booking Early Risers before school childcare

If needed, book your child's Early Risers bookings on your Arbor Parent Portal or App, by 11.59pm for the following day. Early Risers can get booked up so early booking is recommended. Please do not send your child to Early Risers if a booking is not made in advance.

## Booking Ravens Roost after school childcare

Ravens Roost childcare is extremely popular and is booked up on most days. Regular bookings are accepted only. Please email any enquiries to [childcare@ravenscote.surrey.sch.uk](mailto:childcare@ravenscote.surrey.sch.uk)

## 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 complete our online form as soon as you are aware of the date(s)/time(s) required. In line with our attendance policy you may be asked for evidence of any appointments. Children are expected to remember to come to reception ready to meet you. Thank you for ensuring your child is aware of the arrangements. Parking is not allowed on site for appointments.

## Sorry No Parking Allowed!

Parking on site is strictly for staff and authorised visitors only. 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, or dropping off forgotten items. Access to the car park is not permitted when collecting a child from an after-school club. Please be considerate when parking on the roads around the school. Please do not stop or drop off in front of the school gates, in the kitchen/caretaker's entrance 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 of our neighbours' driveways. Please do not tailgate staff into the car park.

Please be reminded that it is illegal to park or stop:

- on zig zag lines
- dangerously
- in a way that would prevent emergency vehicles from accessing



No mobile phones

# Speedy Reference Guide September 2025

**Ravenscote Junior School**  
**Old Bisley Road**  
**Frimley**  
**Surrey**  
**GU16 9RE**

**Tel: 01276 709007**

**Email: [info@ravenscote.surrey.sch.uk](mailto:info@ravenscote.surrey.sch.uk)**  
**Website: [www.ravenscote.surrey.sch.uk](http://www.ravenscote.surrey.sch.uk)**

## Our Values

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

## School App

