



Ravenstone
PRIMARY SCHOOL

INFORMATION FOR NURSERY FAMILIES 2026-2027



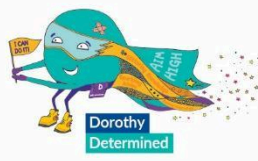
Cally
Creative



Hannah
Happy



Kedrick
Kind



Dorothy
Determined



Hugo
Honest



Rahimah
Respect

Children fulfilling their potential in the heart of the community

Dear families,

To the new families who are joining Ravenstone, we would like to offer you the warmest of welcomes; and to the families who have children with us already, we are delighted to be continuing with you and your child's educational journey.

We hope your child's first days in Nursery will be the beginning, or continuation, of a long, happy and successful time with our school. We look forward to our educational partnership together and it has been a pleasure to already start to get to know many of you.

This is such an exciting time within your child's life and we want you to know that we are here for you and will care about your child greatly. Please take your time to read through this booklet as we hope that it will provide you with lots of useful information to help you as you get to know the school routines and develop your partnership with our staff.

We trust that the induction activities as a whole will ensure a smooth and enjoyable transition into life at Ravenstone.

If you have any questions at all, please ask.

With best wishes,



Mike Riches
Headteacher



Flora Martin
Deputy Headteacher



Karis Stanislaus
Assistant Headteacher

TEACHING AND LEARNING

Early Years Foundation Stage Curriculum

The period from birth to the end of Reception is described as The Early Years Foundation Stage (EYFS). It is a distinct stage and important in its own right in preparing children for later schooling. Play is at the forefront of The EYFS curriculum. Through play, your child will be encouraged to learn new skills and practise skills they have already acquired. Play is important for children's all-round physical, emotional, intellectual and social development.

The EYFS curriculum is divided into 7 areas of learning and development. The Statutory Framework for the EYFS states that "All areas of learning and development are important and interconnected. Three areas are particularly crucial for igniting children's curiosity and enthusiasm for learning and for building their capacity to learn, form relationships and thrive".

The three prime areas are:

- Communication and Language
- Personal, Social and Emotional Development
- Physical Development

The four specific areas 'through which the three prime areas are strengthened and applied' are:

- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design

A Typical Day

Following the 'soft start' (explained in the next section), the children will start the day with a carpet session. They will then have the opportunity for 'learning through play' - this may be independent, with peers, or with the support of their teacher or teaching assistant. Children will learn across the setting which includes the classroom and the outside area (the children spend time outside every day, whatever the weather!). The planned activities children engage in are important in helping children to develop their knowledge and skills across the curriculum. During these activities the teachers will teach specific knowledge and skills which will move the child's learning on, make observations, take photos of key learning and record assessments. These are then used to plan the next steps for each child. Children participate in short phonics and maths sessions daily. During carpet time at the end of the morning and afternoon, children listen to stories and learn rhymes and songs. Assessment is a continuous process and staff take photographs, make observations and record the achievements of every child.

THE SCHOOL DAY

There are two entrances to the school: the main one on Ravenstone Street and one on Elmfield Road. Both entrances are open at the beginning and end of the school day. During the day they are locked. If you need to come into school during the day, you must use the Ravenstone Street entrance, which has a buzzer connected to the School Office.

Start of the Day: 8:45 am

We operate a 'soft start' where children will be welcomed into the classroom from 8:45 am.

Children should arrive no earlier than 8:30am and must not be in the playground unattended at any time.

The entrance to the nursery is directly from the playground (on the Elmfield Road side). To promote their independence, children should enter the classroom on their own.

Punctuality

Punctuality is very important, and we are committed to the 'Attendance Matters - Every Day Counts' philosophy. All children need to be settled and ready to start learning on time at the beginning of the day. Following Soft Start, carpet sessions and lessons begin at the following times:

Nursery: 9:00 am or 12:00 pm

Reception: 8:40 am

Year 1 to Year 6: 8:45 am

If a child arrives after these times, they will be considered late and must enter through the School Office to be registered. Refer to the Attendance and Punctuality Policy on the school website for more information.

End of the Day: 12:00 or 3:00 pm

If collecting at 12:00 pm, nursery staff will bring your child to the gate on Elmfield Road. If collecting at 3:00 pm, the school gates open from this time. Make your way to the nursery classroom door and wait for it to be opened. When they see you, staff will call your child to come out and meet you.

It is important that your child is collected on time as they will likely be tired and may become anxious if they are last to go home. Please telephone the school if you are going to be late.

If your child is going to be collected by someone unknown to us, you must let us know in advance.

Please note:

- bikes and scooters must be walked onto and from the playground; they must not be ridden
- dogs must be carried while on the playground
- the blue gate next to the music studio closes at 8:47. To access the nursery after that point, use Elmfield Road. For all other year groups, enter through the school office.

HOME-SCHOOL PARTNERSHIP

The partnership between Home and School is so important and we value your input into the education of your child. An open dialogue is essential and as such we have lots of opportunities for you to come into school both to discuss your child's progress and well-being as well as opportunities for you to be involved in the school community.

Home School Agreement

For further detail on how families, staff and children are expected to work together, reference the Home School Agreement.

Pastoral and Social

Pastoral support and care is an important part of your child's education and development. Please let us know if you have any concerns and equally if you have something positive to tell us. Having a whole picture of your child and an open dialogue helps us to promote a positive home/school partnership.

Helping in School

Ravenstone is very keen to encourage adult helpers in school, both on a regular basis and on one-off trips. If you are interested in helping on a regular basis, please pop in and speak with staff in the school office.

Special, Educational Needs (SEN)

At Ravenstone, we ensure that every pupil is included, feels valued and has the opportunity to enjoy learning. We promote positive attitudes to learning and provide every pupil with opportunities to progress and fulfil their potential, including those with additional needs, in an emotionally supportive, respectful and inclusive environment. We are ambitious for all pupils and believe that every child should have access to a broad, balanced, relevant curriculum. There might be a time during your child's education when they may need additional resources, support, interventions or equipment to achieve their full potential. To work on removing any barriers to their learning, your child may be placed on the Special Educational Needs register and will have a SEN Profile devised, confirming the targets and additional support/strategies the school will put in place to address your child's needs. This will be reviewed termly by your child's class teacher and shared with you at the end of each term. Refer to the Inclusion Policy on the school website for more information.

COMMUNICATION AT RAVENSTONE

At Ravenstone we pride ourselves on being a school that engages extremely well with all members of our community. We greatly value family support and believe that open and effective communication between home and school helps children to learn, thrive and fulfil their potential. As children's first educators, we work closely with our families and firmly believe that a successful education is a joint effort between home and school. As a result, we have excellent and regular communication systems.

Speaking to Your Child's Teacher

Typically, class teachers will dismiss your child at the end of the school day. At this point, they will be available to talk to briefly. If you need a longer conversation, please arrange an appointment by emailing your child's teacher. Email addresses can be found on the school website.

Arbor

Through Arbor, emails from school can be received, payments made and parents' evening appointments booked and much more. Emails can also be received directly into your inbox. Their content will vary depending on whether the email is addressed to the whole school, a phase or year group. To help you track school events, you can expect reminder emails one week and 24 hours before. Download Arbor from your app store or here <https://arbor-education.com/> and create an account with the email address we hold on file. Need help? Our office team can assist you.

Weekly Newsletters

Emailed via Arbor and uploaded to the school website on Fridays, the weekly newsletter includes: an update from the Headteacher, weekly assembly overviews, class news, upcoming date reminders, an attendance update and that week's assembly award and Happy Friday winners.

Parents' Evenings

There will be an opportunity to meet with your child's class teacher twice a year. These meetings will be held in Autumn and Spring term and we expect all families to attend. Dates and times will be available nearer to the time and can be booked through Arbor. At the end of the academic year, you will receive a written report celebrating your child's progress and have the opportunity to meet with your child's teacher to discuss the report if needed.

Website

The school website includes a wealth of information - some of which will be useful to reference weekly and others periodically. Content includes: curriculum information, policies, term dates, club information, class pages (including a weekly review), staff contact details and the school calendar. For the latter, note, from the website, instructions for syncing the school calendar with your own on a mobile device.

Home learning

Children will bring home a home learning task each week. There will be an instruction for completing the task - if relevant. We welcome 'parent voice' at this point - please add any notes alongside the home learning task for class teachers to review.

Behaviour

You may be required to speak with your child's class teacher, their phase leader, or a senior leader if your child's behaviour has not met our expectations - or, indeed, if their behaviour has surpassed our expectations. Refer to the Behaviour Policy on the school website for more information.

Parent Reps

Families are able to connect with one another via the parent rep arrangement and WhatsApp groups (these are both managed among the families and not the school). The school office may be able to support you in identifying the parent rep for your child's class.

Protocol for Gaining Information and Who to Talk to When

Type of Query	Who to contact
Safeguarding/Child Protection	Safeguarding Designated Safeguarding Lead: Miss Karis Stanislaus - Assistant Headteacher Deputy Designated Safeguarding Lead: Mr Riches – Headteacher Mrs Martin - Deputy Headteacher
Complaints	Any complaints should be directed through the main office in the first instance who can direct you to the appropriate person.
Any issues relating to your child	Class Teacher - all staff emails can be found on our website under contacts
As above if you do not feel the issue has been resolved or you need more advice	Stage 1 – Phase Leader Stage 2 – Assistant Headteacher or Deputy Headteacher Stage 3 – Headteacher
Any issues relating to other children in the class	Class Teacher or Phase Leader as applicable Please do not approach other families regarding concerns
Admissions, Lettings and Clubs	Mrs Gilroy – Front Office
Payments/Finance	Front Office
Attendance/ Absence Requests	Front Office
DBS Clearance	Mr Patel – Front Office
Inclusion/Special Needs	Miss Stanislaus – Assistant Head & Inclusion Manager
Specific curriculum questions	Mrs Martin – Deputy Headteacher
Fundraising suggestions	Chair of the Friends of Ravenstone

Response Times and Expectations Around Communication

All staff will endeavour to respond via email, book a meeting or get back to you as soon as possible; however, this could take up to 5 working days. To support our team with managing a healthy life-work balance, there is no expectation for emails to be responded to after 5:30pm, at weekends, or during school holidays.

MEDICAL MATTERS

Emergency Contacts

It is essential that the school is kept informed of any changes to contact information e.g. address, emails and telephone numbers. We also need the details of two other emergency contacts in case we cannot get hold of you.

Medical Information

At Ravenstone, all staff have been trained in proactively and reactively supporting the management of asthma symptoms and anaphylaxis - including the administration of an EpiPen. We have qualified paediatric first aiders and members of staff trained according to individual pupils' medical needs.

If your child has an accident at school, the details are recorded on Medical Tracker, our system for recording accidents. If it is not serious (e.g. graze on the knee), families are sent an email via Medical Tracker containing the details for their information. In the rare event that anything more serious should occur, families will be notified immediately via a phone call. If your child suffers a head, neck or face injury, we will also phone you, and send an email via Medical Tracker. Minor injuries at school are treated with cold water and a few words of comfort. Occasionally we need to use a plaster, so please let us know if your child is allergic to plasters.

Please ensure that the school knows of any important medical information pertaining to your child, and that this is kept up to date.

Medicines in Schools Procedure

- No child will be given prescription or non-prescription medicines without their parent/carer's written consent.
- The school will only accept prescribed medicines that are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage.
- Staff will only administer prescription and non-prescription medicines on completion of a Medication Form – available in the School Office.
- All medicines will be stored safely in the office. Children should know where their medicines are at all times and be able to access them immediately.
- Any medication found with a pupil without consent will be confiscated and their families contacted.
- Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to the children they are prescribed to and not locked away.
- If a child requires an asthma inhaler it is crucial that they have an inhaler in school at all times.

Refer to the Medical Needs Policy on the school website for more information.



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SCHOOL UNIFORM

All children are required to wear a school uniform you can purchase this from School Uniform Direct: schooluniformdirect.co.uk/schools/189/ravenstone-primary-school

Please ensure that every item of clothing is clearly labelled with your child's full name in permanent marker or similar.

Refer to the School Uniform Policy on the school website for more information.

For our youngest children and for whom toileting accidents are prevalent, please include a full spare set of clothing in their bags - shoes included.

ATTENDANCE

Attendance Statement

Every day counts, and being at school is a very important part of any young person's life. It enables them to learn, to make friends, to gain important knowledge and to develop a variety of skills which will prepare them for adult life. Schools and families are partners in making this a success. As parents or carers, it is your responsibility to make sure that your child makes the most of this opportunity by attending regularly.

Absence from School

By law, schools must record absences and the reason given. You are therefore required to contact the school by telephoning the School Office on 0208 673 0594 or by reporting the absence using Arbor before 8:30am. You must report their absence each day they are absent.

Both the School Office and class teacher should be informed in writing of any absences known in advance, such as medical appointments, prior to the day. If your child needs to be collected during the school day, you must come to the School Office to collect them. Please email the School Office (info@ravenstoneprimary.org.uk) and copy in the teacher. Evidence of your child's appointment will need to be presented to the School Office in order to authorise the absence. Wherever possible, appointments should be made outside of school hours or during school holidays/INSET days.

Term dates are set by Wandle Learning Trust and are available on the school website – we try to publish these as far in advance as possible.

What is an Authorised Absence?

Only the School can authorise an absence. An explanation given by a parent is not, necessarily, sufficient for the school to authorise an absence. According to guidelines to schools from the Department for Education (DfE), an absence may only be authorised if the absence is due to:

- Pupil illness
- "Leave" given by the school (this commonly includes medical appointments, interviews, and other similar special circumstances)
- The pupil being unable to attend due to unavoidable causes
- Religious observance where applicable

CLUBS AND WRAP AROUND CARE

Clubs

We offer a wide range of before and after school clubs run by both staff and external providers. To book onto these clubs you will need to view the club provision document available on the school website or in the School Office.

Wrap Around Care

At Ravenstone, we have a breakfast club that is run internally by Ravenstone staff, and an afterschool club that is run by Schools Out Club. This provision starts from 7:30am until school starts and from after school until 6:30pm in the lower hall.

Breakfast club can be booked through your Arbor app.

After school club can be booked directly on their website:

<https://www.balhamcommunitycentre.com/schools-out-club-ravenstone>

Bookings need to be made no later than 2:00pm on the day you are trying to book. If you have made a last minute booking on the day, please contact the School Office so that we can let the class teacher know.

LUNCH AND SNACKS

Lunch Arrangements

At Ravenstone, we have our own kitchen where all the meals are prepared each day using fresh ingredients. Our school caterers are committed to providing healthy, well-balanced and varied meals. Staff actively encourage children to try new food and try to make lunchtime a happy and pleasant experience. A menu provided is available on our website. If your child has a medically diagnosed dietary requirement, please complete the enclosed Medically Prescribed Diets Request form and return it to the School Office along with supporting medical evidence.

If you choose school dinner for your child you will need to pay for this in advance via Arbor. School dinners are £2.40 per day. However, if you are entitled to Free School Meals through the receipt of certain benefits, this may access additional funds for the school. Please see the enclosed application for pupil premium and free school meals form for more details.

If you prefer, your child may bring a packed lunch from home. We ask that you ensure packed lunches are healthy and well balanced. Sweets, chocolates, crisps and fizzy drinks are not allowed. Water is available to all children, but please ensure any water bottles sent in are non-breakable. Ravenstone is a nut free school, therefore we ask you to check carefully and avoid any nut products.

Milk and Fruit

All children are offered fruit as a snack and have water to drink in Nursery. They are free to choose when to take it. Water is readily available at any time and children are also asked to bring in their own labelled clear water bottle.

Ravenstone is a cashless school for most events and payments. Our payment system is via Arbor.

Payment Item	Details
School dinners	If you choose for your child to have school dinners, this payment will be made via Arbor. Payment is only applicable for children in Nursery.
Ravenstone Entitlement	The Ravenstone Entitlement is designed to enrich the curriculum through external trips and internal school visitors or experiences. At the start of every term teachers will associate a cost to fund this. This optional charge will be set up for payment on Arbor. Refer to the Ravenstone Entitlement page on the school website for more information.
Residential Trips	In Key stage 2 the children will be invited to experience a residential. Payments will be made via Arbor.
Charity Events	Occasionally we will organise charity events where cash will be used.
Friends of Ravenstone Events	All events organised by the FoR will be card payment or token based.
Damage to School Property	If school property is damaged as a result of misbehaviour, families are asked to pay for all or some of the costs of repair.
Lost Equipment	Families may be requested to replace school equipment, such as reading books, which have been lost by their child. Emails will be sent home where this is the case.

