



Ravensdale Junior School



Dear Parents and Carers

Welcome to Ravensdale Juniors!

Ours is a happy school where children are well cared for, encouraged and supported to achieve their best and develop the skills necessary to become independent learners. Our ethos is underpinned by our RAVENS attitudes - Reflect, Aim High, Value Others, Explore, Now it's Me and Stick at it. You and your children will quickly become familiar with these!

We are part of Transform Academy Trust. The butterfly at the top of the page is their logo. Transform is a family of 19 Nottingham and Derby schools and was chosen because they offer a high degree of support whilst allowing schools to be autonomous in most local decisions. Their values are also closely aligned with our own: kindness, equality, creativity and respect.

Information about the trust can be found at their website: www.transformtrust.co.uk

Ravensdale Junior School has a website which is full of useful information: www.ravensdalej.derby.sch.uk

Ravensdale is a good school and this was recognised by OFSTED during our inspection in June 2017. A link can be found to this report on our website.

Our workforce is a very happy team of highly dedicated and skilled staff with a sustained commitment to providing children with a broad education which not only enables them to achieve academically, but socially as well. We have a strong focus on ensuring pupils develop their physical and mental well-being.

We hope you find everything you need to know in the pages of this document. If not, please contact us using the phone numbers or email addresses that can be found under the 'Parent Contact' section and we will respond as quickly as we can.

Your child's time with us should be happy and rewarding and we will endeavour to achieve this for each and every child. We hope to see you around school soon.

Yours sincerely

Mrs K Bayliss
Head teacher



Dear Parents

May I take this opportunity to introduce myself as the Chair of Ravensdale Junior School's Governing Body.

I am delighted to welcome you to our school. Here at Ravensdale we aim to make the transition from Infant School to Junior School as smooth as possible. With the help of the Head teacher, teachers and all support staff we aim to provide a safe, secure and friendly environment, where all children are encouraged to fulfill their potential.

The Governing Body works with Mrs Bayliss, the Head teacher, and the various staff teams to run the school in an efficient and effective manner following local and national guidelines. We are part of the Transform Trust – a multi-academy trust that has 19 schools and so our Governing Body has a Trust representative, no more than two members from the school staff (in addition to the Head Teacher), parents and community Governors. We are a strategy body and or job is mainly to provide appropriate challenge and support to ensure the school continues on its continuous improvement journey. We meet at least half-termly and we conduct monitoring visits in school.

As a parent you will play a vital role in your child's education but also a vital role within our school. We welcome your ideas and thoughts as to how we can improve and develop the school. If you wish to contact us directly then please write to us at school.

Yours sincerely,

Mrs Jill Wilkinson

Ravensdale School Community

There are many teams of people who work at Ravensdale carrying out a range of roles including teaching, administration and pastoral care. Although it is not possible to list all staff, most are listed below.

Headteacher: Mrs K Bayliss (DSL)	Safe-guarding and Welfare Ms E Farenden
Deputy Headteacher: Mrs G Wright (Mat. leave) (SLT, Curriculum, Teaching & learning, DDSL)	Family Liaison Officer Mrs R Hunt
Assistant Headteacher (Acting Deputy - Mat leave cover): Mrs S Staley-West (SLT, English, Assessment)	ICT Technician Mr R Eales
Teachers: Miss S Hayford (SLT, Inclusion Manager) Miss K Florey (SLT, digital, visits, careers) Mr J Mills (SLT, Maths, Science) Miss I Akhtar Mrs A Brown Miss S Dean Mr P Watts Mrs C Oscroft Miss N Lofthouse Mrs A Frost Mrs J Thompson Miss L Milton Miss N Pearson Mrs A Cheetham	Office Manager Mrs Lucy MacDonnell Administration Miss Charlotte Wilson Miss Georgia Sheard Sports Coach Mr Zach Scarratt Caretaker: Mr C Stringer Breakfast Club Mrs S Emery Mrs Z Kininmonth Catering Manager: Mrs J Fern
Teaching Assistants: Mrs K Scorah (TA Lead & SENCo liaison) Mrs D Needham Mrs Z Kininmonth Mrs R Deakin Mrs R Stringer Mrs Y Bembridge Mrs T Keogh Mrs C Baker Miss F Ellender Mr Z Scarratt	 Chair of Governors: Mrs J Wilkinson After School Club Miss Corrine Hill Mrs F Begum Lead Mid-day supervisor - Mrs E Ogan

Appointed Governors

Mrs J Wilkinson (Chair), Mrs Bayliss, (Headteacher), Mrs L McCaul, Mrs M Clarke, Mr M Appleton, Mrs T Jackson, (1 positions TBC)

Clerk to Governors TBC

The School Site

Ravensdale Junior School is situated in Mickleover, on Devonshire Drive, sharing a site with Ravensdale Infant and Nursery School. The junior school is the second building along the school drive.

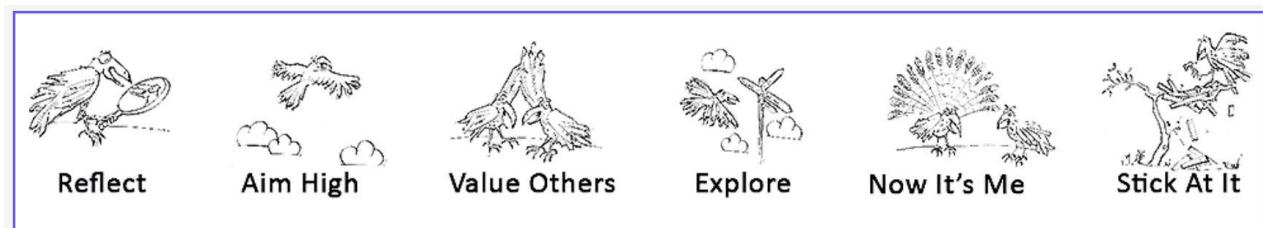
Our building is made up of twelve classrooms, a hall, library and community room.

We are extremely fortunate in that we have beautiful grounds with two playgrounds, two fields, a running track, an area of raised beds for fruit and vegetables, an outdoor classroom, Hadley's Haven - a lovely shady area of artificial turf amidst the trees and Rigley's Retreat - a lovely garden area with plants, flowers and seating.

There are three entrances to the site: the main gate and two entrances off the park. We ask parents not to park on the cul-de-sac leading up to school and to please park considerately, leaving extra time for your journey as necessary. **Cars must not be brought through the school gates unless the drivers are on official school business or a blue badge holder where there is no able-bodied adult in the car.** For security reasons, parents are asked to use only the main entrance at the front of school and report to the office when they visit during the school day.

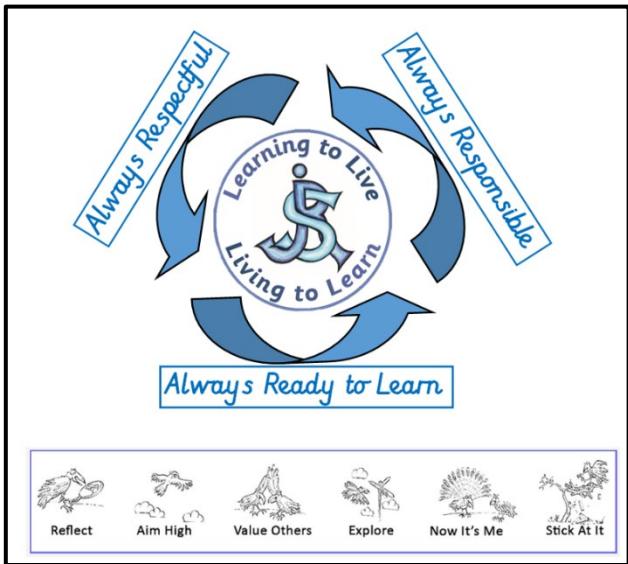
If ever you see anything of a suspicious nature happening in and around school after school hours, at weekend or during holidays, please do not hesitate to telephone the Police on 101. You do not have to give your name.

Ravensdale Junior School Site



Our School Aims – based on our RAVENS VALUES AND 3 ALWAYS RULES

At Ravensdale Junior School, we aim to:



- Provide an atmosphere in which children feel happy and secure where there is a strong and consistent expectation of good behaviour, positive attitude, mutual respect, trust and honesty,
- Enable each individual child to develop the life-long skills necessary for an ever-changing world and the positive attitude to allow their full potential to be reached,
- Continually develop an increasingly enriched and exciting curriculum within an inclusive learning community,
- Embrace and value contributions made by our children, promoting self-esteem and enabling them to develop into respected members of society,
- Develop meaningful partnerships with parents/carers and other members of our community.
- Personalise learning to cater for individual needs and styles, helping to develop independence, co-operation and lively, enquiring minds,
- Enable children to acquire moral values and respect for the culture, background and religious beliefs of others.

Teaching and Learning

Curriculum

At Ravensdale, we believe that being mentally and physically healthy is at the forefront of achieving a happy and successful life. Therefore, facets of these areas are woven throughout the curriculum in areas such as Commando Joe, R-time and the daily run, in discrete ways such as Lego Therapy to develop social skills and through a wide range of extra-curricular opportunities, including residential visits in every year group.

With maths and English, we have implemented strategies that research has shown to be effective for both progression and pupil engagement: Mastery maths, reading for pleasure, whole class shared reading and inspiring writing topics. This is also true of specific interventions which are implemented where the need arises.

The broader curriculum is based on topics covering a wide range of areas and over this year, including several more local themes. These have been systematically designed to ensure that pupils progress in both skills and knowledge in all areas of the curriculum. This is carefully monitored by our subject leaders and the progression documents are available on our website. Children are naturally curious beings who often learn best when active. Therefore, wherever possible, we make our learning hands on and practical, often using visits or visitors and taking learning outside.

Home Learning

All children are given a Home-School Diary which is used as a home/school liaison book as well as a weekly record of children's reading at home to an adult. The amount of homework will depend on the age of the child. All children are expected to read every evening and practise multiplication tables. Parents are welcome to write a note to the class teacher in these diaries but need to be aware that they may not be looked at every day and that email or class dojo may be the most effective method of communication. Children will be requested to complete homework tasks each week either in A4 books or on an online platform called 'Showbie'.

Assessment

We are continually assessing pupils' work to inform our future planning and any extra support that they may need. At the end of each term, the children also complete NTS assessment tests in reading and maths. Writing is assessed over several pieces during the term. The pupils are assessed to be either working below, at or above the expected level.

Through work completed during the term, staff also assess pupils' effort and attainment in other subjects such as geography and music.

SATs (standard attainment tests) take place in May for Year 6 children. The children are very well prepared for the tests and we organise a meeting for parents early in the school year to give you more information.

Reports are sent home in July and we offer parent consultation meetings in October and February. However, staff are very happy to discuss progress at any other time if you have any concerns.

The School Day

Attendance

We have a 'soft start' to the day and children can enter school between 8.45 and 8.55am via the door off the rear playground. Our morning session is 8.55am - 12noon with a ten-minute break. Children may bring snacks, though these should be either fruit or vegetables.

The afternoon session runs from 1.05pm until 3.30pm without a break.

Please contact school before 9am to let us know if your child will be absent that day: 01332 512373 or officemanager@ravensdalej.derby.sch.uk. Our school attendance lead will be in touch if you have not let us know or if we have any concerns about your child's attendance. They also carefully monitor late arrivals. If your child is late coming into school, please accompany them to the school office. If you do not inform us about absences, we have to record them as unauthorised.

Under government regulations, holidays during school time are not permitted and the Local Authority may prosecute parents who take their children out of school when this is not authorised. Occasionally, in exceptional circumstances, absence during term time may be permitted. A form requesting 'leave of absence' must be completed for all such absences from school. We would encourage parents to ask for a meeting with the head teacher before bookings are made.

Absence at the beginning of a new term or during SATs week in Y6 will not be authorised under any circumstances.

If your child is sick in the night or unwell in the morning, please keep him/her at home for 48 hours after the last bout of sickness.

Should a child need to leave school during the day for any purpose, please let us know in advance with the reason. Where possible, please arrange appointments outside of the school day.

Please inform us if:

- there is a change in your child's health or medication is being taken (a form may need to be completed)

- there is anyone who should not be allowed to collect your child from school
- there is any unusual occurrence at home which may upset or worry your child.

Unless your child is very unwell, please dose them up and send them into school! A good attendance is vital for a good education; we monitor this very carefully and aim to have at least 97% attendance as a school over the year.

School Dinners

We run our own kitchen in school and have a delicious 3-week menu with a choice of a meat, fish and vegetarian option on a daily basis. The menus are on our website. Most items are cooked fresh on site (the quiche is a favourite of the staff) and there is a salad bar from which the children can help themselves. The children use plates (not flight trays) and they eat the main course before collecting their dessert. For dessert, there is always a choice of yogurt, fruit, or a pudding. Alongside the cake or pudding, the children can take a small piece of fruit such as slice of watermelon or half a banana. Drinks are available on the tables for children to help themselves.

Children order their choice of dinner that day on a tablet in the classroom and are given a coloured band just before lunch to hand into the kitchen staff to indicate their choice of lunch.

Payment for dinners may be made online: login details to Eduspot (School Money) will be provided once your child is registered with us. We encourage all parents to pay in this way. Alternatively, money can be sent to school on Monday mornings whether a child is staying for the whole week or for only part of the week. Please ensure you send dinner money in a named envelope.

Children of parents who receive certain benefits are entitled to free school meals. You can get the necessary application form from school and you should return it to Children and Young People's Services. Children having free school meals are not treated any differently from those who are paying for their dinner and this information is kept confidential to school staff.

We make provision for children who wish to bring a packed lunch to eat at lunchtime. It is the responsibility of the parents to ensure that food and drink are brought in suitable containers marked with the owner's name. Please do not send fizzy drinks or sweets at lunchtime and ensure that there is a healthy balance of food to enable the children to be wide awake for learning in the afternoon. Children eating lunch at school, whether a school dinner or packed lunches are not allowed to leave the premises during lunchtime. **Pupils may choose to have a combination of packed lunches and dinners over the week and the pattern does not need to stay the same each week.**

Children can choose who they sit with at lunchtime and those on sandwiches and dinners can sit together if they are in the hall at the same time.

Extra-Curricular Clubs

Every term we offer a range of after school or lunchtime clubs that children may choose to join. In the past these have included athletics, choir, recorders, tag rugby, football, dance, and netball. We also have private or group instrument lessons. Some of these clubs are run by outside providers. There may be a small charge.



Our Year 6 Football team 2022

Visits and Visitors

To enrich our curriculum and provide the children with a wide range of experiences, we aim to offer a visit out of school or visitor into school each half term for all year groups. Our aim is to only charge for three of these: one at the cost of a bus fare, one £5 - £10 and another £10 - £30. The cost for families who are in receipt of Free School Meals is subsidised by 50%. This is funded by school and not other families.

We offer a **residential visit** to every year group, which are charged at different rates. Year 3 have an overnight camp on the school field in the summer term. Year 4 have one night away in the Autumn term. Year 5 have a two-night residential at Manor Adventure in Shropshire and Year 6 are offered a 3 or 4-night residential visit.



Year 5 at Manor Adventure in Shropshire.

Wrap Around Care

We offer a breakfast club from 7.45am and an after-school club which runs until 6pm. Please see our website for further details and charges, or contact the school office for details officemanager@ravensdalej.derby.sch.uk



Communication with Parents and Carers

We very much value two-way communication with parents and carers and encourage you to contact school the moment you have any concerns.

The school phone number is 01332 512373.

Key email addresses are as follows:

Year 3 teachers

Year3@ravensdalej.derby.sch.uk

Year 4 teachers

Year4@ravensdalej.derby.sch.uk

Year 5 teachers

Year5@ravensdalej.derby.sch.uk

Year 6 teachers

Year6@ravensdalej.derby.sch.uk

School office (school dinners, breakfast and after school club, uniform)

officemanager@ravensdalej.derby.sch.uk

Mrs Bayliss

head@ravensdalej.derby.sch.uk

Miss Hayford, our SENCo

senco@ravensdalej.derby.sch.uk

Mrs Morris

pastoralmanager@ravensdalej.derby.sch.uk

Safeguarding team

safeguarding@ravensdalej.derby.sch.uk

Governors

governors@ravensdalej.derby.sch.uk

You will find a wide variety of useful information on our website and you can also find us on Twitter and Facebook.

Parents are regularly updated by newsletters which are emailed out to you and these, as well as copies of all paper letters can be found on the website.

Parents can record comments in the home-school diary but need to be aware that these may not be looked at every day and so email may be the best form of communication.

We hold parent partnership mornings each half term on one day, 9 - 10am. At these events, parents are invited to come into the school hall for some light refreshments whilst we give a short presentation on an area of the curriculum. You then have the opportunity to work alongside your child in their classroom for about 30 minutes on learning related to the presentation.

Parent Consultation Meetings take place in October and February. At the October meeting we ask you to complete the online questionnaire 'Parent View' which is organised by the DFE.

Social, Emotional, Mental Wellbeing and Health Support

Promoting Good Behaviour (further details are in our behaviour policy on the website)

The ethos of the school forms the basis of our approach to discipline. Good behaviour is expected from all children to enable pupils to learn and teachers to teach in an environment which is relaxed and free from unnecessary interruptions. All members of our school community are expected to be considerate, thoughtful and courteous to other children and adults. Our aim is to provide an atmosphere of mutual respect where there is a strong and consistent expectation of good behaviour. A good work habit is encouraged within the school's Behaviour Policy, incorporating clear rewards and sanctions. However, we are aware that pupils are at different levels in their personal development so will respond to school life in different ways. Some children may have challenges in this area and they will be supported through the development of an individual behaviour plan. This will aim to put strategies in place to enable the child to succeed with their current abilities, as well as supporting their development in this area.

All behaviour incidents are recorded and monitored. We do not accept any form of bullying in school and suspected incidents of this type of behaviour are recorded on our safeguarding system. Pupils involved are given specific support. Physical and verbal attacks, including racist comments, are treated seriously and dealt with as soon as we are able. Children are encouraged to talk to an adult in school but if your child reports any incidents to you, please speak to the class teacher or our pastoral team. We can only deal with these incidents if we know about them.

Pastoral Care

We pride ourselves in providing a high level of pastoral support for any pupils or families who need our help. Both members of staff are very happy to support you with any concerns that you may have regarding the emotional well-being of your child and a face to face or telephone appointment can usually be arranged the same day. We are also here to help families, so if you have any concerns about issues such as domestic violence or alcohol abuse, we can also help you to access the support you need. All information is treated with the utmost confidence.



Safeguarding and Child Protection

Parents should be aware that the school will take any reasonable action to ensure the safety of its pupils. In cases where the school has reason to be concerned that a child may be subject to ill-treatment, neglect or other forms of abuse, staff have no alternative but to follow Derby and Derbyshire Safeguarding Children Procedures which may involve informing Social Care of their concern. School will usually tell parents if we need to contact social care. Please see the school safeguarding policy which can be found on the website.

If we are informed that pupils are not behaving responsibly online, even if this is out of school hours, we may also investigate and take action in order to safe-guard our pupils.

If you are concerned for the welfare or safety of another child, either contact social care directly or call school to speak to Mrs Morris.

Health Support

There is a School Nurse from the school health service who is available for consultation if you have any health problems with your child. Please speak to your child's class teacher, the SENCo, or our Lead TA and SENCo liaison if you have any concerns.

Special Educational Needs and Inclusion

We regularly review individual children's needs. In many cases, difficulties can be addressed by providing some extra support in school or implementing specific strategies in the classroom. If we continue to be concerned, parents are invited to meet with us to draw up a specific plan for the child (individual education plan) and the child is placed on our SEND list. This plan is then reviewed with parents every term. If the concerns are high level, we may apply to the authority for an EHCP (Education Healthcare Plan). This usually applies to only 2% of pupils.

If you have any concerns about your child's education, please contact his/her class teacher or speak to our Inclusion Manager, Miss Hayford SENC0@ravensdalej.derby.sch.uk

Transition

We do understand that the change from an infant school to juniors, or juniors to secondary school can be quite an emotionally challenging time for some pupils. A wide range of activities are usually offered around transition to enable children to feel comfortable in their new surroundings and with new staff. For some of our more vulnerable pupils, an enhanced transition plan is put in place, where a number of carefully supported extra visits are arranged.

School Council

The School Council aims to sort out problems within school and generally make the school a better place. The council comprises one child from each class who has been voted into that position by their classmates. They are able to pass on ideas to the Governors from the whole school. They have an input into many decisions made in school, such as the appointment of staff and ideas to make playtimes and dinner times better. They will challenge staff, including the Head teacher, if they have an issue they want dealing with! They are most definitely a force to be reckoned with!



Key Procedures

Key Information

Upon entry please could you complete the following:

1. Emergency contact form. Please keep this information up to date so that you can be contacted quickly if an emergency arises.
2. Information form for storage on office computer.
3. Asthma information card.

If your child is prescribed medication, wherever possible this should be given at home. If this is not possible because the medication needs to be taken four times a day, please complete an administration of drugs form which is available from the office. We cannot administer medication if the form is not completed. If your child needs an inhaler for asthma, please ensure it is named. We advise to keep one permanently at school in the care of the class teacher. You will need to complete a form for this.

Please inform us by letter if:

- your child has any health problems that may affect his/her education
- your child takes pills or medicine
- your child has poor hearing or poor eyesight
- your child has any allergies, such as hay-fever
- there is anyone who should not be allowed to collect your child from school
- there is any unusual occurrence at home which may upset or worry your child.

It is essential that you keep us updated with your phone number and email address so that we can contact you in an emergency.

Data Protection

Basic information about pupils is held on the school office computer to assist with the efficient organisation of the school and the children's educational needs. We take security measures to ensure the information is kept confidential and can only be accessed by authorised members of staff. We follow the recent GDPR protocols with regard to data protection and information sharing, further details of which are available on request. The school Data Protection policy is available on the school website.

Concerns and Complaints Procedure

The school aims to make the educational experience of each child a challenging and happy one. However, if you feel unhappy with any aspect of your child's education, please contact their class teacher or pastoral team in the first instance. If you continue to be concerned, or if your concerns are about a member of staff, then the Head Teacher (Mrs Bayliss,) or Deputy Head Teacher (Mrs Wright) will also be happy to discuss any issues with you. If you are concerned that your complaint has not been resolved, you may write to the Chair of Governors via the school office who will advise you how to proceed. A copy of the complaints procedure can also be found on the school website.

Charging Policy

Part of the ethos of the school is to broaden the children's horizons by offering a wide range of experiences. Field trips out of school, theatre visits to school - these types of events have long served to enhance and enrich the taught curriculum and bring learning alive.

By law, schools cannot charge pupils for activities that take place within the school day. However, since the school's budget is typically insufficient to completely cover the cost of these valuable 'extras', the school will seek voluntary contributions from parents to ensure their continued affordability. Without sufficient contributions, school trips will be unable to go ahead. The Head teacher will be willing to discuss, in confidence, any specific cases where parents find it difficult to contribute. Children of parents who do not contribute will not be treated any differently from those who do.

Those children who are currently in receipt of free school meals are supported with a 50% reduction in the cost of day visits and have a 50% cost in the accommodation element of residential visits. Please see the charging and remissions policy for further details.

The school may charge for activities that are provided wholly or mainly outside school hours, as long as these activities are optional.

Materials for Practical Subjects

The school may charge for ingredients and materials used in practical subjects if children wish to own the finished product.

Uniform and Equipment

School provides each child with a pencil case and all the equipment needed (pencil, rubber, pencil sharpener, pencil crayons etc), including a 30cm ruler, for a cost to parents of £10 at the start of the year. This charge covers unlimited replenishment of any of the items throughout the year. This is provided free for children who are eligible for pupil premium funding.

Items to bring into school

- Waterproof coat with a hood
- Sun hat and sun cream (preferably applied before school) when necessary
- Named water bottle -only water is allowed
- Home-school diary and reading book/library book
- Lunchbox if needed.

Please ensure that all items and clothing are **clearly named** as we end up disposing of many unnamed and unclaimed items each term.

Medicine in School

If your child is prescribed medication, wherever possible this should be given at home. If this is not possible because the medication needs to be taken four times a day, please complete an administration of drugs available from the office. We cannot administer medication if the form is not completed. If your child needs an inhaler for asthma, ensure it is named and a form is completed. We advise one is permanently at school in the care of the class teacher.

Mobile Phones

Mobile phones are not permitted in school. The only time we would consider such a request for a year 6 child, is if they live outside our usual catchment area and they are walking home alone. The request must be made in writing by the parent. Phones are handed in to office staff for the day.

Equipment

Where possible, please name all items brought into school. PE kit should be worn to school on PE days.

Uniform

Grey or black **knee length** skirt/long or short trousers, white blouse or polo shirt, blue sweatshirt/cardigan, blue check school dress, grey school pinafore dress. Black, white or grey tights or leggings if worn under a dress or skirt. Tie - royal blue with white stripes. (optional)

PE: Black or dark blue jogging bottoms and top (**this should be plain with no logos or stripes**), black shorts, white T shirt and trainers.

Please ensure that children have a **warm, waterproof coat with a hood** for the winter, as they will be going out to play in cold and sometimes drizzly weather. In the warmer weather, please ensure that they always have a **light waterproof in their bag**, unless you are very sure of the forecast! In the summer, please send a sunhat into school with your child and apply sunscreen before they come to school. Children should not bring any other hoodies or tops in place of school uniform. They need a school sweatshirt/jumper and a coat.

Uniform can be ordered through Simply Uniform (www.simplyuniform.co.uk) or uniform direct www.uniform-direct.com though all items of school uniform can be bought on the high street as it is not necessary to have the school logo. Governors do not expect school uniform to cost any more than would be spent on any other everyday clothing. Please ensure that all uniform and personal property, such as a lunch box is named.

Jewellery is discouraged in school and should be limited only to small stud earrings and a watch. Watches should be basic and not be able to take photos or linked to the internet or another device. Fitbits can be worn as long as they have no internet or cameral capability. The only exception to this is jewellery which is worn for religious reasons. On PE/Games days please ensure earrings are removed at home as school staff are not allowed to help a child either remove or replace their earrings. Religious items should either be removed or safely covered up e.g. with a sweat band. Nail varnish and make-up is not allowed. Long hair should be tied back at all times.

Footwear

Pupils should wear either black school shoes or black trainers. No flashing lights or stripes are permitted. Sandals may be worn in the summer months and plain black waterproof boots may be worn in the winter. Children should not wear high heels, platforms.

Lost Property

Items that are named will be returned to your child. Valuables must be kept at home. Unmarked items are most difficult to return to their owner, especially sweatshirts, and considerable distress can be caused when they are left in the wrong place. Lost property is stored on a hanging rail which is kept next to the school's back entrance. We will dispose of lost property on a regular basis as we have limited storage space in school.

Thank you very much for taking the time to read this information and we very much look forward to working with you and your children.