



# Parent Handbook

Taking you step-by-step through starting school

"Since Kacper started to visit Julia's school and has been to look round it, he can't wait to get his uniform and meet his new teachers! He obviously feels at home there already, and it is a reflection of how welcoming the school is that Kacper is so excited to be going there with his big sister later this year."

Ewa and Krzysztof Dymek live in Peterborough with their children Julia, nine, Kacper, four and baby Kevin.







## Martin Fry, Headteacher, says...

### Welcome

We are delighted that your child will be starting with us at Ravensthorpe Primary School. We look forward to working with you to ensure your child has the best start to school life.

### We need some information from you

Please follow the steps in this Parent Handbook, and hand in your completed forms to the school.

### Answering your questions

On page 11 is Key Information and pages 12-13 are answers to Frequently Asked Questions. If you have any questions that are not answered here, please contact the school office on 01733 263342 and we will be happy to help!

### Policies and term dates

On pages 12-14 are details of some important policies you need to know about, and page 15 has term dates.

## Step 1

### STEP 1: Admission Form Ravensthorpe Primary School

Ravensthorpe Primary School	Brigstock Court, Peterborough, PE3 7NB
Mr Martin Fry - Headteacher	01733 263342

New Starter Form  
Personal details of pupil - please print clearly or tick where applicable

Surname:	
Legal surname:	
Other names:	
Preferred known name:	
Date of birth:     /     /	Male <input type="checkbox"/> Female <input type="checkbox"/>
Home address:	
Postcode:	
Email Address:	Tel no:
Name of any related pupil currently at this school:	
Relationship to above pupil:	
Name of PLAYGROUP/NURSERY or PREVIOUS SCHOOL attended if relevant:	
County:	

Additional information		
Religion:		Mother Tongue (Language spoken at home):
Date arrived in England     /     /		Nationality:
Ethnic Group	(Please tick one of the boxes below)	Court Orders
White	- British	Are any court orders applicable to your child? Yes <input type="checkbox"/> No <input type="checkbox"/>  If yes, please give further details below
	- Irish	
	- Traveller of Irish heritage	
	- Gypsy/Roma	
	- Italian	
	- White European	
- White other		
Mixed	- White and Black Caribbean	
	- White and Black African	
	- White and Asian	
	- Any other mixed background	
Asian or Asian British	- Indian	
	- Pakistani	
	- Bangladeshi	
	- Any other Asian background	
Black or Black British	- Caribbean	
- African		
Chinese		
Any other ethnic background		
Prefer not to say		

### Emergency Contact Information

Please enter contact details in the order you wish them to be contacted in the event of an emergency;

Contact 1 (For example, Mum, Dad or guardian).

Title: Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/>		Other (please specify)
Full Name:		
Address:		
Contact 1 telephone numbers:		Tick priority contact number
Home:	<input type="checkbox"/>	Relationship to child
Mobile:	<input type="checkbox"/>	
Work:	<input type="checkbox"/>	
Email – we send letters via email:		

Contact 2

Title: Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/>		Other (please specify)
Full Name:		
Address (if different from above address):		
Contact 2 telephone numbers:		Tick priority contact number
Home:	<input type="checkbox"/>	Relationship to child
Mobile:	<input type="checkbox"/>	
Work:	<input type="checkbox"/>	
Email – we send letters via email:		

Contact 3 (optional)

Title: Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/>		Other (please specify)
Full Name:		
Address (if different from above address):		
Contact 3 telephone numbers:		Tick priority contact number
Home:	<input type="checkbox"/>	Relationship to child
Mobile:	<input type="checkbox"/>	
Work:	<input type="checkbox"/>	

Step 2

Step 3

STEP 3: Medical Details  
Ravensthorpe Primary School

Medical Information													
Practice address:				Practice telephone number:									
Doctor’s name:													
Practice name:													
Do you give permission for the school to contact Doctor if necessary? If you do not tick YES or NO – we will assume consent is given.						Yes <input type="checkbox"/> No <input type="checkbox"/>							
Does your child have Asthma?				Yes <input type="checkbox"/> No <input type="checkbox"/>									
If so, does he/she require an inhaler in school?				Yes <input type="checkbox"/> No <input type="checkbox"/>									
Does your child have any other health problems?				Yes <input type="checkbox"/> No <input type="checkbox"/>									
If Yes, please give details and any emergency procedures that need to be followed if relevant:													
Can we apply plasters to your child if necessary? Yes <input type="checkbox"/> No <input type="checkbox"/>													
Any other information relating to your child’s health that you feel the school should be aware of:													
Dietary needs (if any):													
Meal arrangements (please tick relevant box)													
Free School Meal <input type="checkbox"/>		Paid School Meal <input type="checkbox"/>		Sandwiches <input type="checkbox"/>		Home <input type="checkbox"/>							
Usual mode of travel to school (please tick relevant box)													
Walk <input type="checkbox"/>		Cycle <input type="checkbox"/>		Car/Van <input type="checkbox"/>		Car Share* <input type="checkbox"/>		Taxi <input type="checkbox"/>		Train <input type="checkbox"/>		Other <input type="checkbox"/>	
Public Service Bus <input type="checkbox"/>			School Bus <input type="checkbox"/>			Bus (type not known) <input type="checkbox"/>							
* Car Share – where you collect a child from another household on your way to the school or your child is collected by a parent of another household on their way to school													
Does your child have any Special Educational Needs or medical diagnosis? Yes <input type="checkbox"/> No <input type="checkbox"/>													
If Yes, please provide details													

I agree that the information given in this form is accurate and will endeavour to inform the school of any changes to the details given at the earliest opportunity.

Signature of parent/guardian \_\_\_\_\_

Print name \_\_\_\_\_ Date     /     /

Data Protection Act 1998  
Please note that personal details supplied on this form will be held and/or computerised by Ravensthorpe Primary School for education purposes. The information will be disclosed and held by the Local Authority, the DfE (Department for Education), the QCA (Qualifications and Curriculum Authority) and the Youth Support Service where children are aged 13 or above. Full details of the purposes and use made of the information provided are outlined in the letter accompanying this form. Your personal details will be safeguarded and will not be divulged to any other individuals or organisations for any other purposes.

Please tear here



Who can collect my child?

Please list below any person that you give consent for to collect your child from school, either at the end of the day or in the event of an illness.

Please note that if someone not on this list arrives to collect your child, they will not be permitted to do so.

Name of Child:	Class:
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Permission to Collect

Name	Relationship

We appreciate that there are times that you may get held up and that emergencies occur, however we are committed to helping your child feel safe at all times at school and in line with our safeguarding responsibilities we cannot make exceptions to this rule.

If there are adults that must NOT collect your child please supply information below and preferably a photograph.

Not Permitted to Collect

Name	Reason

Signed:
Please print name:
Date:     /     /

We are asking parents and guardians whose children go to school in Peterborough to complete this form. This is so we can confirm whether the school is entitled to claim the Pupil Premium that is generated by families who are entitled to Free School Meals.

The Pupil Premium is additional funding given to publicly funded schools in England to raise the attainment of disadvantaged pupils and close the gap between them and their peers.

Pupil Premium funding is available to both mainstream and non-mainstream schools, such as special schools and pupil referral units.

In the 2015 to 2016 financial year, schools will receive the following funding for each child registered as eligible for free school meals at any point in the last 6 years:

- £1,300 for primary-aged pupils
- £935 for secondary-aged pupils

Who is entitled to FSM?

A pupil whose parent/guardian receives one or more of the following benefits is entitled to a free school meal:

- Income Support (IS)
- Income Based Job Seekers Allowance (IBJSA)
- Employment and Support Allowance (Income Related) (ESA (IR))
- Child Tax Credit **but not Working Tax Credit** and having an annual household income of less than £16,190.
- Guarantee Credit element of State Pension Credit
- Support under Part 6 of the Immigration and Asylum Act 1999

Children who receive IS or IBJSA in their own right are also entitled to free school meals

**THIS APPLICATION MUST BE COMPLETED BY THE PERSON IN RECEIPT OF THE BENEFITS  
PLEASE WRITE CLEARLY IN BLOCK CAPITALS AND BLACK INK**

Parent / Guardian Details

Title: Mr [ ] Mrs [ ] Ms [ ] Miss [ ]	Family Name:
First Names:	
Home Address:	
Postcode:	Telephone No:
Date of Birth     /     /	Male [ ] Female [ ]

National Insurance Number

Or

NASS Reference Number

(The NASS reference is taken from the Home Office letter e.g. 06/06/01234/001 and should be entered as 060601234)

STEP 6: APPLICATION FOR PUPIL PREMIUM & FREE SCHOOL MEALS (FSM)

Ravensthorpe Primary School

Name of Claimant

Relationship to the child/children   Mother ☐ Father ☐ Carer ☐

Name of pupils

	Surname	First Name
Pupil 1		
Pupil 2		
Pupil 3		
Pupil 4		
Pupil 5		

The information I have provided in this form will be used to check the FSM eligibility against a national database. I agree that you will use the information I have provided to process my claim for free school meals and will contact other sources as allowed by law to verify my initial, and ongoing, entitlement.

Signature of Claimant:

Please print name:

Date:        /        /

For School Office use only			
Awarded From	End Date	Review Date	Class
/      /	/      /	/      /	
Evidence of NI number		Evidence of NASS Ref number	

Step 6

Step 7

STEP 7: HOME SCHOOL AGREEMENT

Ravensthorpe Primary School

‘Helping home and school to work in partnership’

At Ravensthorpe Primary School, we believe that children make the best progress when home and school work together. This agreement sets out the responsibilities of home and school in order to strengthen that relationship.

Children will be invited to sign the agreement only when they are mature enough to understand the agreement. However, all children are made aware of the school’s expectations of standards of behaviour and parental support of this behaviour policy is crucial.

The school will always sign and abide by the agreement and we encourage all parents to do likewise.

It is expected that all children at Ravensthorpe Primary School will abide by the school’s behaviour code, whether the agreement is signed by parents or not.

Our Aims

We aim for EVERY child at Ravensthorpe to:

- Be inspired to EXPLORE and discover new skills and learning habits in a creative and safe environment.
- Develop a positive attitude towards learning, work well with others and aim to SUCCEED in all that they do.
- Grow into polite, caring people with the enthusiasm and confidence to SOAR into their future.

We follow the Ravensthorpe Care Code to help us Explore, Succeed and Soar:

- **C**oncentrate on my learning, be responsible and do my best.
- **A**lways remember my manners and be kind, honest and helpful.
- **R**espect other people and the school environment.
- **E**veryone...be brilliant!

HOME AND SCHOOL RESPONSIBILITIES

Please sign in the box below and return to the school.

The school will:

- Provide a foundation for lifelong learning
- Meet the requirements of the National Curriculum
- Provide a broad and balanced curriculum
- Enable children to do their best at all times by setting appropriate targets
- Encourage children to take pride in their achievements
- Encourage children to show a caring attitude towards each other
- Encourage children to take care of their surroundings
- Provide a safe and secure environment for the children
- Enable children to talk about anything that is worrying them
- Welcome parents in to school and keep them informed about school events
- Inform parents of their children’s progress and suggest ways that they can support them
- Ensure that parents know procedures for expressing any concerns
- Ensure that the whole school community is aware of safeguarding and child protection procedures.

Headteacher’s signature (for the school):

M Fry

The Parents/ Carers will:

- Encourage children in their learning and offer appropriate support at home
- Encourage their children to become independent and take responsibility for their actions
- Attend parent-teacher meetings to discuss their children’s learning
- Make sure their children attend regularly, arrive and are collected on time
- Make sure they inform the school of any absence on the day by telephone and on any subsequent days
- Make sure that their children are dressed appropriately and have the necessary kit
- Inform the school of anything that they feel may be affecting their children’s learning
- Share any concerns they have by talking to the class teacher, in the first instance.
- Support the school’s expectations of behaviour
- Understand that no holidays may be taken during term time
- Follow policies of the school found on the school website.

Signature (for the family)

Please tear here

- The child will:
- Respect the feelings of other children and adults
  - Co-operate with others and be a positive team member
  - Show regard for their own safety and the safety of others
  - Behave in a courteous manner
  - Have a positive attitude in all they do
  - Take pride in their work and try their best
  - Share their successes with their families
  - Tell someone if they have worries or concerns that are making them unhappy
  - Strive to take care of the school and its surroundings
  - Try their best to be a responsible member of the school community.

Name of Child:
Class:

**Local Visits**

As part of a class topic, children may be required to go for walks in the local area for example, to the shops and park, the Spinney Centre or neighbouring schools.

Please can you sign below if you give your permission for your child to take part in these walks. This permission will cover any local trips this academic year.

**Use of Images/ Photographs**

During the year, images of children may be used in the local press or on websites to publicise the work of the school or celebrate special events. These images could include photographs or video clips.

It is a requirement of the Data Protection Act and our school policy that we have your consent to use these images.

- We have adopted safeguards in order to minimise any potential risks in using images.
- We will avoid publication of your child’s full name with photographs on our school website, newsletter etc.
- Only appropriate images will be taken of your child.
- Images will be kept securely and deleted after use.
- Any external photographer or organisation will have their validity checked before any photographs are used.
- Children will be supervised by school staff when photographs are being taken.

We also appreciate how important it is for parents to take photographs to preserve special memories of their children during school events such as Christmas concerts, class assemblies and sports day. Our policy is to allow parents to take photographs of their own children on school premises as long as they are for personal use only. Such images should NOT be shared on social networking sites such as Facebook.

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- Please sign below if you:
- Consent to children going on local walks and visits without having to seek further written permission.
  - Consent to images taken of your child at school.
  - Agree not to upload photographs or videos taken during school events to social networking sites.

Signature of Parent/ Carer:
Please print name:
Date:        /        /

## Key information

### What are our school times?

<b>Foundation and Key Stage 1</b>	
Morning Session	8.50am – 11.50am
Break	10.30am - 10.45am
Afternoon Session	12.50pm - 3.00pm

<b>Key Stage 2</b>	
Morning Session	8.50am - 12.10pm
Break	10.30am - 10.45am
Afternoon Session	1.00pm - 3.00pm

### Wraparound clubs

There are excellent, independent, Breakfast and After School Clubs connected to our premises. For more information on these wraparound clubs please visit their website, which is: [www.littletigersnursery.co.uk](http://www.littletigersnursery.co.uk)

### Arrivals and departures

Children are allowed on the school premises from 8.30am and the doors open at 8.40am, ready for the first school session at 8.50am. Please try and ensure that your child arrives on time.

**Collection**

If a parent or carer is going to be late collecting their child we ask that they ring the school to let us know and then collect them from the school office. Please do not use the staff car park to park or drop off children, and the bay outside Little Tigers pre-school club is for their children only. Please note that we operate a no smoking policy on school premises, and this includes electronic cigarettes. No dogs are allowed on the premises, with the exception of assistance dogs.

### Uniform

A simple uniform is helpful in establishing good standards of appearance in school and by wearing it children quickly feel part of the community. We ask that all clothing has your child's name on it to ensure that any items that are mislaid can be returned. The Ravensthorpe school uniform consists of:

- Foundation Stage and Key Stage 1 (FS, Y1, Y2):**
- White polo shirt with logo
  - Bottle green sweatshirt with logo
  - Bottle green cardigan with logo
  - Dark grey trousers/ shorts/skirts/ pinafore dresses
  - Black, grey or dark green socks/ tights
  - Black school shoes
  - Green gingham dresses in warm weather.

- Key Stage 2 (Year 3-6):**
- Plain, white, buttoned shirt (short or long sleeved)
  - Green and gold school tie
  - Bottle green v-neck jumper with logo
  - Bottle green knitted cardigan with logo or plain
  - Dark grey trousers/ shorts/skirts/ pinafore dresses
  - Black, grey or dark green socks/ tights
  - Black school shoes
  - Green gingham dresses in warm weather.

**Clothing for P.E.**

- House colour T-shirt
- Black shorts

Tracksuits are a sensible option during colder weather and all items should be kept in a labelled bag.

**Swimming**

Children in Years 3 - 6 will have the opportunity for swimming lessons and will require a swimming costume and swimming hat in order to participate.

### Food in school

**School meals**

We have a vibrant school kitchen that serves hot meals and healthy snacks. Vegetarian options are available. The kitchen staff also organise special theme days and 'guest weeks' when family members are invited to join children for lunch. Freshly baked bread is available to accompany the main meal. The bread is made from a blend of locally sourced wholemeal and white flour. Where possible, locally sourced, seasonal vegetables are used.

For more details about school meals visit: [www.cambridgeshireccs.co.uk](http://www.cambridgeshireccs.co.uk)

**Lunch money**

All children in Foundation and Years 1 and 2 qualify for Universal Free School Meals. From Year 3 upwards families are currently charged £2 per day (£10 per week). Lunches are chosen daily, and payment can be made daily, weekly or termly. Online payment is available via the ParentPay website. If a child is absent at the beginning of the morning but will be returning before lunch, please ensure that the school is notified by 8.50am.

**Free school meals**

To continue to be eligible to receive free school meals families need to receive the following: income support, job seekers allowance, child tax credit, or to be asylum seekers or refugees. For more information please contact the school. All applications are treated confidentially.

**Packed lunches**

Children can bring packed lunches or go home at lunchtimes. Packed lunches should be healthy and nutritionally balanced, and in an unbreakable container that is clearly labelled with your child's name and class.

**Fruit and drinks**

All children in Foundation and Key Stage 1 are offered a free piece of fruit at morning break. Children who qualify for free school meals can also have milk at break time. It is also possible to purchase milk directly through Cool Milk ([www.coolmilk.com](http://www.coolmilk.com)). We encourage water as the only other drink and children can bring their own water bottles or purchase one from the school office.



# Frequently Asked Questions

Here are our answers, to what we find, are the most frequently asked questions. If you have any questions that are not answered here, please contact the school office and we will be happy to help!

## What should I do if my child is absent?

We aim for total school attendance to exceed 95%, and hope parents will do their best to ensure that their children come to school every day, and arrive on time. We ask that parents report any absence, and the reason for it, by 9.00am on the first day by phone, and on any subsequent days of absence. If a child does not arrive for morning registration, and the parent/carer has not informed the school by 9.30am, we will telephone to establish the reason for absence.

## What happens if I want to take a holiday?

Holidays in term time are not permitted by the school or Peterborough Local Authority. Leave will only be granted where proper procedures have been followed and the Headteacher's permission given. Please ask at the school office if you require any further information.

## What jewellery can my child wear?

Children should not wear jewellery in school although plain studs are permissible for those with pierced ears. Your child must remove ear studs prior to swimming and PE lessons. Watches are allowed.

## What clubs and activities are available?

Children are able to join in extra-curricular activities, some of which are held during the lunch break and others after school. These often include:

- Knitting club
- Construction/hobbies
- Girls Maths club
- Eco Warrior
- Cooking
- Drama
- Loom band
- Cup stacking
- Football
- Street dance
- Choir

We also arrange a "Walking Bus" to encourage children to walk to school. Information about this is available from the school office.

## Special Educational Needs

We are committed to a broad and balanced curriculum for all our pupils. Our Special Needs Co-ordinator ensures that the school provides the best support possible for children identified as having special needs. We discuss any support plans with parents and provide regular feedback on progress. External agencies may need to be consulted on some occasions.

## Access

Children with a physical disability are fully supported in accessing all parts of the school.

## More able children

We recognise that all children are individuals with their own specific needs, gifts and talents. Children who are identified as being exceptionally able or talented are monitored and provided with stimulating and enriching lessons appropriate to their needs.

## Charging policy

We recognise that the wide range of additional activities, including clubs, visits and residential experiences can make a valuable contribution towards pupils' personal and social education. It is hoped that parents will be prepared to make the necessary contributions towards these activities. If this causes difficulties please contact the school.

## Emergency arrangements

In the event of adverse weather conditions, we would like to remind all parents that up to date information can be found on the school website, school Facebook page and on Twitter. All school closure information is also announced on BBC Radio Cambridgeshire and Heart Radio.

## Medicine in school

Staff are not permitted to routinely administer any form of medication to children. This is the parent's responsibility. Under no circumstances must children bring any form of medication to school. If there are medical problems with your child, please inform us. You are welcome to come into school to administer medication yourselves.

### Inhalers

Children carry their own inhaler with them at all times in a bumbag provided by the school. It is the responsibility of the child and parent to ensure that the inhaler is replaced when necessary.



# How can parents get involved?

## How can parents get involved?

We encourage all parents and carers to be actively involved in their child's school experience. It makes a big difference! Hearing your child read, practising times tables and supporting with homework really helps their progress.

### Keeping you informed...

Parents can find regular updates and information on the school website and follow the school's Facebook page and twitter account @RavensthorpeP

Information about your child's progress is shared through regular parent teacher meetings and written reports.

### Volunteers:

We welcome parents and family members in school to support children with the curriculum including reading and topic work. We are always looking for volunteers to support extra curricular clubs such as sewing, knitting and dance.

The children often invite family members to share in class assemblies, concerts, sports day and other special occasions.



"Samantha achieved very well academically and William is also consistently reaching his targets... children actively enjoy school and that's the most important thing as it means they are more likely to benefit from their lessons."

Jennifer and Martyn Avis live in Peterborough with their children Samantha, 13, William, ten and twin boys Jason and Daniel who are three years old.

## Ravensthorpe School Parent Fundraising Committee

The Parent Fundraising Committee is an enthusiastic group of parents dedicated to helping the school by raising vital funds. This money is used to fund projects that the school would not otherwise be able to afford and gives the children greater opportunities. Events organised by the Committee include a termly disco, Christmas and Summer Fayres and a Year 6 'Prom'.

New members are always welcome. Please ask at the school office for details on how to become a member of this group.

## The Home School Agreement

We believe it is essential to have strong links between home, school and the community. All children, parents and teachers are asked to sign a Home School Agreement which outlines the intentions of all three parties.

## Contacting Parents

### Emergency texting system

The school has an emergency contact texting system for parents who have registered with ParentPay. Otherwise, in an emergency, we will telephone parents/carers and update our school Facebook page and Twitter account.





Why do we need policies?

For a school to offer high quality education and care, it needs policies. Policies help develop and define a set of consistent rules, regulations, procedures and protocols.

Parents need policies

Policies are also useful to parents. For example, a prospective parent might wish to view a school's behaviour policy or Special Educational Needs policy before deciding whether to apply for their child to attend the school.

High standards

At Ravensthorpe Primary School we believe policies are vitally important, and help us to create standards of quality for learning and safety, as well as expectations and accountability. If you want to know what policies we have, you can either call the school office and ask for a copy of a policy, or go online to [www.ravensthorpeprimary.org.uk](http://www.ravensthorpeprimary.org.uk) and click on 'Our School' then scroll down to 'Policies'.

Key policies

Some of our key policies are:

- Attendance
- Curriculum
- Home School Agreement
- Marking and Feedback
- New Arrivals
- Behaviour
- Complaints
- Safeguarding
- School Health
- Data Protection
- Intimate Care

Step 1



Step 2



Autumn Term 2015

Opens Monday 7th September 2015  
Staff Training Day Friday 23rd October 2015  
Half term 26th October to 30th October 2015  
Ends Friday 18th December 2015

Spring Term 2016

Opens Tuesday 5th January 2016  
Half term 15th to 19th February 2016  
Ends Wednesday 23rd March 2016

Summer Term 2016

Opens Tuesday 12th April 2016  
May Day Monday 2nd May 2016  
Half term 30th May to 3rd June 2016  
Ends Friday 22nd July 2016







Ravensthorpe Primary School  
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Ravensthorpe  
Peterborough  
PE3 7NB

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**Office Manager:** Mrs M Barnes