

RAVENS WOOD SCHOOL



Black & Green Parent/Carer Handbook

KINDNESS RESPECT PRIDE INTEGRITY AMBITION COMMUNITY

WE ARE BLACK & GREEN



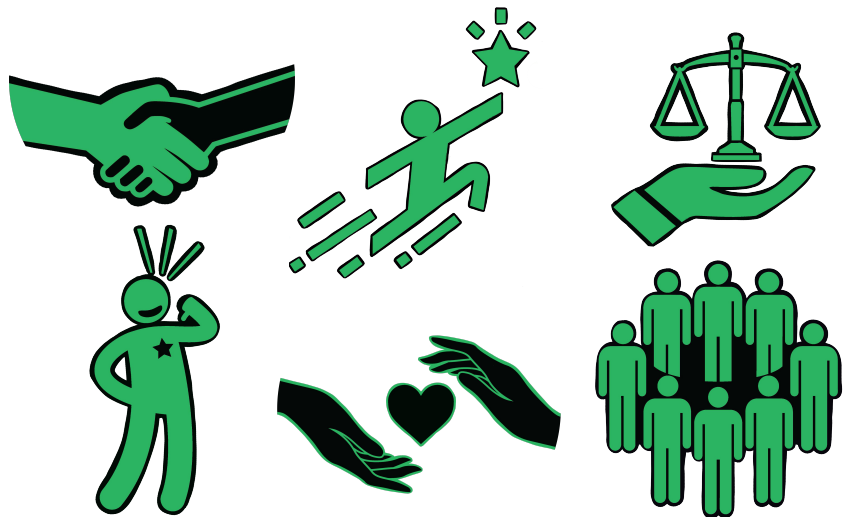
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BLACK & GREEN VALUES



These are the values that all members of the Ravens Wood Community (students, staff and parents/carers) commit to upholding.



Kindness	We believe in fostering an environment of compassion, empathy, and understanding, where acts of kindness are celebrated and valued.
Respect	Respect is at the heart of everything we do at Ravens Wood. We commit to promoting a culture of mutual respect, where everyone is valued and treated with dignity.
Pride	We take pride in our achievements, our school, and each other. We embrace our individuality and celebrate our successes.
Integrity	We uphold the highest standards of honesty, integrity, and ethical behaviour. We encourage each other to do the right thing, even when no one is watching.
Ambition	We are inspired to dream big, set ambitious goals, and strive for excellence in all aspects of our academic and personal lives.
Community	We are a close-knit community, bound together by a shared sense of belonging and camaraderie. We support and uplift each other, creating a welcoming and inclusive environment for all.

HOME-SCHOOL AGREEMENT

Please read through your son's home-school agreement carefully. There will be additional information bespoke to your son's year group to support him to be as successful as possible at school.



Ravens Wood School Home-School Agreement: Year 7

All members of the Ravens Wood School Community will work together to promote our Black & Green Values of *Kindness, Respect, Integrity, Community, Ambition and Pride*. We are committed to working together to uphold our ethos of *Learn, Lead, Excel*.



Parents/Carers agree to:

- Ensure that my child attends school, on time, in correct uniform and properly equipped
- Notify the school of any concerns or problems that might affect my child's work or behaviour
- Notify the school as early as possible of any unavoidable reason for absence using the Study Bugs app or web portal
- Fully support all school policies, with specific reference to behaviour and discipline
 - » Support my child in demonstrating the RWS Black & Green Values
 - » Support my child to learn to the best of his ability following our ethos of Learn, Lead, Excel
 - » Support my child by monitoring their conduct using the parent app 'My Child in School'
- Support my child with his homework and other wider opportunities that enable him to become a more independent learner
- Attend Parent Meetings and discussions about my child's progress
- Inform the school of any change in contact details including the email address provided – this can be done via the parent app 'My Child in School'

Year 7:

- I will encourage my son to be kind and make friends
- I will look through my son's books regularly to see what he is learning and discuss this with him
- I will ensure my son puts his phone on 'do not disturb' when he is completing his homework at home
- I will update my son's Form Tutor of any issues or concerns at home

HOME-SCHOOL AGREEMENT



Students agree to:

- Demonstrate our Black & Green Values and follow our ethos of Learn, Lead, Excel, working to the best of my ability and allowing others to learn
- Consistently attend school and aspire for 100% attendance
- Be on time to school and on time to all lessons
- Wear the correct school uniform with pride and bring in the correct equipment for the day
- Follow the school rules and classroom expectations
- Complete all of my homework on time and bring it in to school when it is due
- Make the most of the wider opportunities available to me, including extracurricular activities
- Be an ambassador for my school and a role model both in school and in the wider community, being proud to be Black and Green

Year 7:

- I will be kind and make friends
- I will complete all homework tasks on SatchelOne
- I will tell my Form Tutor if I have any concerns or questions about my schoolwork and homework

Ravens Wood School agree to:

- Role model and promote our Black & Green Values
- Celebrate success across all aspects of school life
- Inform parents about achievements or concerns that affect their child's work, attitude and welfare
- Provide regular academic reviews, through termly reports and annual parents' evenings
- Set and monitor homework in line with our homework policy
- Keep parents/carers informed about school activities through letters, newsletters, our parent app 'My Child at School', emails, texts, and via the school website and our Twitter account @RW_School
- Provide an extensive range of enrichment opportunities throughout the curriculum

Year 7:

- Provide appropriate pastoral support when needed

FULL NAME OF STUDENT	Date of Birth	/	/
Student Signature			
Parent / Carer Signature			
Form Tutor Signature			
Head of Year Signature			
Date			

TIMINGS OF THE SCHOOL DAY

8:30 – 8:50	AM Registration
8:50 - 9:50	Period 1
9:50 - 10:50	Period 2
10:50 - 11:10	Break
11:10 - 12:10	Period 3
12:10 - 13:10	Period 4
13:10 - 13:50	Lunch
13:50 - 14:50	Period 5
14:50 - 15:10	PM Registration

Note: On assembly days students are dismissed at 15.20

GETTING MY CHILD READY FOR SCHOOL CHECKLIST



I will ensure my son has packed his bag for the following day before going to bed



I will ask my son if he has checked his timetable and has packed the correct books



I will ask my son if he has checked he has the right equipment and has packed his homework



I will make sure my son has his uniform ready for the morning and that it meets the school expectations (*see next page*)



I will make sure my son has set his alarm making sure he has enough time to get ready for school



I will make sure my son leaves home on time to get the bus, train or walk to school



I will remind my son to be in his form room by 8.25am



UNIFORM

Full School Uniform

- Black trousers
- White shirt tucked in
- School tie
- Blazer on (unless shirt sleeve order)
- Ravens Wood jumper / Plain black jumper - no logos
- Black school shoes



Not permitted

- Trainers
- Zip-up Sports Tops on non-PE Days (including RWS branded tops)
- Hoodies
- Visible jewellery
- Coats worn in the building



- Students will be asked to remove any items that are not permitted – these may be confiscated.
- Where possible, the school will provide spare items of uniform to change into, including school shoes, blazers & ties.
- Students who do not have the correct school shoes are not permitted to wear trainers or other footwear and will be expected to borrow school shoes.

PE KIT UNIFORM

PE Kit Days – Years 7-9

Students in Years 7-9 will wear their RWS PE kits to school as follows:

RWS PE KIT



- RWS Rugby Shirt
- Player Layer/ Branded RWS Sports Kit
- RWS or Plain White T-shirt
- Green or white sports socks
- Football/rugby boots



Kit NOT allowed



- No blue or grey items
- Non RWS items MUST be plain
- No coloured sports socks
- No logos except RWS
- No sports jackets



EQUIPMENT

Blue, black, green, red pens
 Whiteboard 'wipe off' marker pen
 Pencil, rubber, ruler
 Protractor, compass, calculator
 Pencil case
 Colouring Pencils
 Exercise books for the day



TIMETABLE CARD

Your son will be given a timetable card which tells him which lessons he has during the school day. This will be in the mobile phone tray in morning registration and he will swap it with his mobile phone at the start of the day. He will then put it back in the mobile phone tray during afternoon registration.

DAY SHEET

If your son has lost his timetable card, you can order a new one, contact his form tutor. Your form tutor will give your son a day sheet to fill in during morning registration.



STUDENT DAY SHEET

Student Name..... Form..... Date.....

TODAY'S TIMETABLE

Period 1	Period 2	Break	Period 3	Period 4	Lunch	Period 5	After School

Additional Comments

.....

Form Tutor Initials.....

RWS CLASSROOM EXPECTATIONS

Ravens Wood students demonstrate our Black & Green values in lessons by following our classroom expectations:

Ravens Wood School Our Classroom Expectations



We are kind and respectful



We arrive on time with the correct equipment and start the Hook



We actively listen and do not talk when someone else is talking



We follow staff instructions when given and ask for help if needed



We work hard and allow others to do the same

RWS AWARDS

RWS Above & Beyond Award

Nominated by a member of staff, students or parents - nominations@rws.uk.net

RWS Headteacher Award

Awarded to a student who achieves 300 conduct points

Year Group Awards

Awarded to a student who achieves 250 conduct points

Bronze	Year 7
Silver	Year 8
Gold	Year 9
Platinum	Year 10
Diamond	Year 11
Emerald	Sixth Form

Black & Green Awards

Black & Green Kindness Award	50 x kindness points
Black & Green Respect Award	50 x respect points
Black & Green Pride Award	50 x pride points
Black & Green Integrity Award	50 x integrity points
Black & Green Ambition Award	50 x ambition points
Black & Green Community Award	50 x community points
Black & Green Form Tutor Award	Nominated by form tutor

Positive Points Awarded to student for positive behavior

Negative Points Given to students when receiving a level

Conduct Points The balance between positive points and negative points



DETENTIONS

If you do not meet our expectations in the classroom or around the school you may be given a level and behaviour points. Further failure to meet expectations could lead to a detention. Parents/carers will be able to track and monitor your points and sanctions on the BROMCOM app.

Level 1

A Level 1 is a verbal warning and will be given to students if they are not meeting our expectations. Parents/carers will be able to see this on the My Child at School app.

Level	Sanction
Level 2	30 minute detention after school
Level 3	60 minute detention after school
Level 4	90 minute detention after school

WHAT CAN I DO AT HOME IF MY SON RECEIVES A DETENTION?

Talk to your son about why he was given a detention – ask him to consider the following:

- What could he have done differently?
- What behaviour would his teacher have seen?
- Did he meet the classroom expectations? (see page 7)
- If he feels the detention is unfair, ask him why and consider the questions above again

Consider actions you can take at home to support the school sanction including but not limited to:

- Take your son's phone away for a period of time (consider how long depending on the detention length and the how often he receives them)
- Limit time on his PlayStation/Xbox or other gaming device
- Limit time to watch TV
- Stop social time with his friends for a period of time
- Sit with your son while he completes his homework and other independent study

Consider rewards you can give your son if he improves his behaviour:

- Discuss with your son possible rewards, giving him as much control over this as possible
- Discuss a time-line where he can show you an improvement in his behaviour and academic progress at school
- Small achievable goals where your son has a realistic chance of success are preferable – these can then be repeated as many times as needed

LATE TO LESSONS

We use bells to signal the start of a lesson.
Students who arrive after the start of lesson bell will be marked as late.

Late to lessons	Sanction
Late 3- 4 times in a week	30 minute Level 2
Late 5 - 7 times in a week	60 minute Level 3
Late more than 8 times in a week	90 minute Level 4

LATE TO SCHOOL

- Arriving between 8.30am and 9am is recorded late to school
- Arriving to school after 9.00am is half a day's unauthorised absence and will affect your overall attendance
- Arriving after 9am triggers a Level 4 detention

Late to School before 9am	Sanction
Twice a week	30 minute Level 2
Three times in a week	60 minute Level 3
Four or more times in a week	90 minute Level 4

HOW CAN I HELP MY SON ARRIVE TO SCHOOL ON TIME?

Talk to your son about why he is late to school and ask him the following:

- What time does he go to sleep?
- What time does he stop looking at his phone or other devices?
- Has he got a blue light filter or night vision setting on his phone activated?
- Is he finding it difficult to get to sleep?
- What time does he get up in the morning?
- Is there enough time to get ready for school and leave on time?

REMEMBER – young people aged 16 and under need at least 9 hours of sleep a night. One of the most impactful things you can do as a parent to support your child at school is to ensure he turns off his devices at least 1 hour before he goes to sleep, and he gets 9 hours of sleep a night.

HOW CAN I HELP MY SON ARRIVE TO LESSONS ON TIME?

- Check the MCAS app every day and see if your son is arriving to lessons on time
- Support the school if your son receives a detention and consider the actions on page 9

SAFEGUARDING

What is Safeguarding?

Safeguarding is the term used to describe how your teachers and other members of school staff will look out for your son and keep you safe. It is our job to make sure that everyone is as happy and as healthy as they can be.



Mr French
Designated Safeguarding
Lead (DSL)



Ms McKenzie
Deputy Designated
Safeguarding Lead

Mr French is our Designated Safeguarding Lead and Ms McKenzie is our Deputy Designated Safeguarding Lead. Their offices are in the Wellbeing Hub and Main Reception.

Who can I speak to if I have an issue?

Safeguarding is every member of staff's responsibility. Your son is able to speak to anyone; his Form Tutor, his Head of Year, the safeguarding team or any teacher he feels comfortable talking to. They will then decide what the best next steps are.

Who else is part of the team?

There are lots of people who support the safeguarding team. We have a school counsellor as well as external mental health professionals from Bromley Y. We work with a Police Liaison Officer who your son may see around school during the week. The safeguarding team also work with social workers, educational welfare officers and other external agencies who may come onto school site.

Where can I find help?

We send out safeguarding information every fortnight in our school newsletter. You can also visit the safeguarding page of the school website for links to lots of agencies such as Bromley Y.

STAY CONNECTED



Ravens Wood School Apps

The school uses several Applications and websites to support with learning and communication. The main ones are listed below. As you enroll, you will be sent information on how to sign up and register for each one. Individual subjects will use website to support learning outside the classroom, but your child will be made aware of these in lesson



My Child at School

This app provides information on attendance, rewards, reports and sanctions. We will also send key communication through this app.



SatchelOne (Show My Homework)

All homework is set via this app/website. There is a student version and parent version. You will be able to see homework, revision materials, timetable information and subject based announcements



Study Bugs

You can download and use this app to report attendance.



Parent Pay

This website is used to provide any payments to school. There is a page on our cashless system in this guide.



Socs

All school sports fixtures are recorded here so you have an overview of what is coming up. <https://sport.rws.uk.net/>



Wellbeing hub

This website allows you and your child to log in and access key support for wellbeing and mental Health <https://club.teentips.co.uk/login/>

WHAT TO DO IF...

Here are helpful answers your son may have which can also be found in the Student Black & Green Book:

I arrive at school late	8.30 – 8.50: Sign in at the gate and go to Form Room After 8.50: Sign in at Student Reception then go to your lesson
My bus / train is delayed or late	See above and speak to your Form Tutor
I feel I am being bullied:	Tell somebody – your Form Tutor, your Head of Year, a parent, a teacher or a friend Email STOP@rws.uk.net
I have a dental/medical appointment	Bring a note for your tutor. Sign out at student reception when you leave – they will get BfL to get your phone from your tutor group's phone locker Sign in at Student Reception if/when you return
I have lost something	Lost property is kept at Student Reception – remember all property should be marked with your name If you have left something on the bus – please tell your Form Tutor
I can't find my timetable card	Tell your Form Tutor who will give you a Day Sheet and get you a replacement card
I have forgotten my bag	Tell your Form Tutor who will help you get organised for the day
I have forgotten my homework / equipment	Tell your Form Tutor Go to see your class teacher as soon as you can
I have worn the wrong uniform / lost some of my uniform	Speak to your Form Tutor who will help you
I don't feel well	Tell a teacher who will advise you of what to do If it is breaktime or lunchtime, find the duty member of staff If it is an emergency go to Student Reception
I take medication	Request a medication form from student reception. Your parent/carer will need to fill out the form and then hand this in to student reception with the medication.
My fingerprint does not work	Speak to your Form Tutor If you are in the canteen or at the Snack Pod, speak to the duty member of staff
I have forgotten my school login	Speak to your Form Tutor
I have a heavy/large musical instrument. Where do I keep it?	Speak to your Form Tutor who will help you
How do I join a club?	Look in the enrichment booklet and speak to your Form Tutor.
I have a safeguarding concern about myself or someone else	Speak to a trusted adult – form tutor, Assistant Head of Year, Head of Year or a member of the safeguarding team. If you would prefer not to speak to someone you can email TALK@rws.uk.net from your school email account.

