

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 and uphold.



KINDNESS

We show compassion, empathy and understanding.



RESPECT

We treat everyone with dignity and promote a culture of mutual respect.



PRIDE

We take pride in our achievements, our school and each other.



INTEGRITY

We act with honesty, integrity and ethical behaviour.



AMBITION

We are inspired to dream big and strive for excellence in all aspects of our lives.



COMMUNITY

We are a close-knit community, supporting and uplifting each other.

	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.



We are Black & Green

Thank you for partnering with us to uphold our values and support every student to be their best.

Together, we make Ravens Wood a great place to learn and grow.

HOME-SCHOOL AGREEMENT

This agreement sets out how we will work together to support your son to be happy, safe and successful at Ravens Wood School. Please read it carefully and keep it for reference.



All members of the Ravens Wood School Community will work together to create a positive, respectful and inclusive environment where everyone can thrive. We are committed to working together to uphold our ethos.



STUDENTS AGREE TO:

- Demonstrate our Black & Green Values and follow our school ethos, working to the best of my ability
- 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 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: THEY WILL

- Complete all homework tasks on Satchel:One
- Tell my Form Tutor if I have any concerns or questions about my schoolwork and homework



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 our school values
 - » Support my child to learn to the best of his ability following our ethos
 - » 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: YOU WILL

- Encourage your son to complete all homework tasks on Satchel:One
- Ensure your son tells his Form Tutor if he has any concerns or questions about his schoolwork and homework
- Support your son as he settles into secondary school and adapts to new routines and responsibilities



RAVENS WOOD SCHOOL AGREE TO:

- Role model and promote our Black & Green Values and create a positive, respectful environment for all
- 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 in 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: WE WILL

- Provide appropriate pastoral support when needed



Working together for success

Thank you for supporting our school community and helping every student to thrive.

TIMINGS OF THE SCHOOL DAY



8:30 – 8:45		AM Registration
8:45 – 9:45		Period 1
9:45 – 10:45		Period 2
10:45 – 11:05		Break
11:05 – 12:05		Period 3
12:05 – 1:05		Period 4
1:05 – 1:45		Lunch
1:45 – 2:45		Period 5
2:45 – 3:10		PM Registration

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**

Working together for success

Thank you for your support





RAVENS
WOOD
SCHOOL

UNIFORM

WEAR IT WITH PRIDE



FULL SCHOOL UNIFORM



- ✓ Black trousers
(Brigade or high street)
- ✓ White shirt tucked in
(Brigade or high street)
- ✓ School tie
(Brigade)
- ✓ Blazer on
(unless shirt sleeve order)
(Brigade)
- ✓ Ravens Wood jumper
or plain black jumper
(Brigade or high street)
- ✓ Black school shoes
(high street)



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

When students in Years 7-9 are timetabled for PE, they **must** wear their PE kit to school on those days.

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

RWS PE KIT

- RWS Rugby Shirt
(Green & Black Stripes)
- Plain black sports shorts
(Brigade or high street)
- RWS or plain white
sports T-shirt
- Plain dark green
polo shirt
- Quarter zip top
- RWS or plain black
training trousers / leggings
- RWS 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



UNIFORM
SUPPLIER

All branded items are available
from Brigade.
Non-branded items can
be purchased from high street
stores and supermarkets.



HIGH STREET
OPTIONS

- ✓ Black trousers
- ✓ White shirts
- ✓ Plain black jumper
- ✓ Black school shoes
- ✓ Plain black
sports shorts
- ✓ Plain white
sports T-shirt
- ✓ Plain black
training trousers / leggings

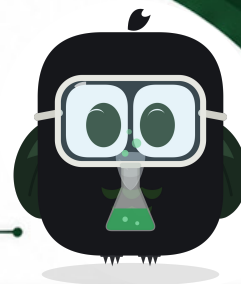


Working together for success

Thank you for your support



EQUIPMENT



BE PREPARED, BE ORGANISED, BE READY TO LEARN

EVERY DAY YOU WILL NEED:

- ✓ 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.

RAVENS WOOD SCHOOL TIMETABLE CARD

Name: _____ Form: _____

TIME / PERIOD	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
AM REG					
1					
2					
BREAK					
3					
4					
LUNCH					
5					
PM REG					



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: _____

LESSONS / TIMETABLE

AM REG	PERIOD 1	PERIOD 2	BREAK	PERIOD 3	PERIOD 4	LUNCH	PERIOD 5	PM REG

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

— CELEBRATING ACHIEVEMENT. RECOGNISING EXCELLENCE. —



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 students for positive behaviour



NEGATIVE POINTS

Given to students when receiving a level



CONDUCT POINTS

The balance between positive points and negative points



RWS



WORKING TOGETHER FOR SUCCESS

We are kind • We are respectful • We are proud • We are ambitious • We are community



DETENTIONS



HIGH EXPECTATIONS. CLEAR CONSEQUENCES. SUPPORTING SUCCESS.

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



HOW CAN I SUPPORT MY SON TO IMPROVE HIS BEHAVIOUR?

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



Consistency at home and school helps us all to succeed.



WORKING TOGETHER FOR SUCCESS

Your support at home makes a real difference.

Kindness • Respect • Pride
Integrity • Ambition • Community



LATE TO LESSONS



We use Detis 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 8.40am 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 late night friend or might various other things activate?
- Is he finding it difficult to get up in the morning?
- 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 8-10 hours of sleep a night. One of the most important 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 aim for 8-10 hours of sleep a night.



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



- ✓ Check the **RWSU** 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.



WORKING TOGETHER FOR SUCCESS
Your support at home makes a real difference.

WE ARE
BLACK & GREEN
RWS



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.



OUR DESIGNATED SAFEGUARDING TEAM



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**.



WE ARE HERE TO HELP

Your son's safety and wellbeing are our priority.

If you have any concerns, please speak to us.





STAY CONNECTED

Important apps and websites to support your child's learning, wellbeing and communication.



RAVENS WOOD SCHOOL APPS

The school uses several applications and websites to support with learning and communication. The main ones are listed below. As a parent, you will be sent information on how to set up and monitor for each one. Individual subjects will use websites to support learning outside the classroom, but your child will be made aware of these in lessons.



MY CHILD AT SCHOOL

This app provides information on attendance, rewards, reports and sanctions. We will also send key communication through this app. This app is also where you can pay for trips, visits and top up balances for spending in the canteen.



SACHEL ONE (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.



SOCs

All school sports fixtures are recorded here so you have an overview of what is coming up.
<https://socsf.com/schools>



WORKING TOGETHER

By staying connected, we can work together to support your child's success and wellbeing.

WE ARE

BLACK & GREEN
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