


# RAVENS WOOD SCHOOL



## Black & Green Student Handbook

KINDNESS RESPECT PRIDE INTEGRITY AMBITION COMMUNITY

WE ARE BLACK & GREEN



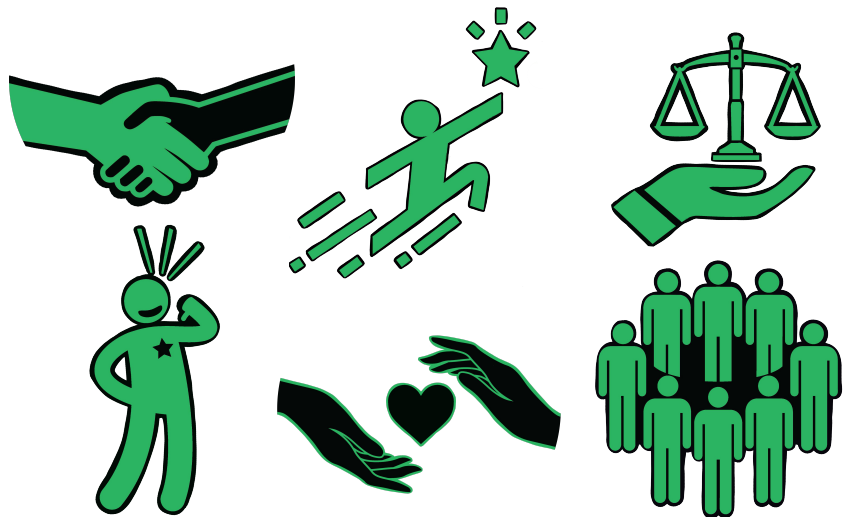
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# BLACK & GREEN VALUES



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



<b>Kindness</b>	We believe in fostering an environment of compassion, empathy, and understanding, where acts of kindness are celebrated and valued.
<b>Respect</b>	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.
<b>Pride</b>	We take pride in our achievements, our school, and each other. We embrace our individuality and celebrate our successes.
<b>Integrity</b>	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.
<b>Ambition</b>	We are inspired to dream big, set ambitious goals, and strive for excellence in all aspects of our academic and personal lives.
<b>Community</b>	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.

# GETTING READY FOR SCHOOL CHECKLIST



Pack my bag the day before school before going to bed



Check my timetable and make sure I have the correct books



Check my equipment and make sure I have packed my homework



Set my alarm making sure I have enough time to get ready for school



Leave on time to get the bus or walk to school



Make sure I am in my form room by 8.25am



Sit in my allocated seat, take my coat off, put my bag on the floor and hand in my mobile phone



Follow instructions and get ready to engage with 'Ready to Learn'

<b>8.30 – 8.50</b>	AM Registration
<b>8:50 - 9:50</b>	Period 1
<b>9:50 - 10:50</b>	Period 2
<b>10:50 - 11:10</b>	Break
<b>11:10 - 12:10</b>	Period 3
<b>12:10 - 13:10</b>	Period 4
<b>13:10 - 13:50</b>	Lunch
<b>13:50 - 14:50</b>	Period 5
<b>14:50 - 15:10</b>	PM Registration

***Note: On assembly days students are dismissed at 15.20***

# 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

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



# TIMETABLE CARD

You will be given a timetable card which tells you which lessons you have during the school day. This will be in the mobile phone tray in morning registration and you will swap it with your mobile phone at the start of the day. You will then put it back in the mobile phone tray during afternoon registration.

# DAY SHEET

If you have lost your timetable card, you can order a new one, ask your Form Tutor. Your Form Tutor will give you 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

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.....

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Form Tutor Initials.....

# AFTERNOON REGISTRATION SCHEDULE

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Year 7</b>	Class Reader	Week A Year Assembly	Mentoring Silent Reading Independent Study	SLT Assembly	Mentoring Silent Reading Independent Study
		Week B Class Reader			
<b>Year 8</b>	Class Reader	Week A Class Reader	Mentoring Silent Reading Independent Study	SLT Assembly	Mentoring Silent Reading Independent Study
		Week B Year Assembly			
<b>Year 9</b>	Mentoring Silent Reading Independent Study	Class Reader	SLT Assembly	Mentoring Silent Reading Independent Study	Week A Year Assembly
					Week B Class Reader
<b>Year 10</b>	Mentoring Silent Reading Independent Study	Class Reader	SLT Assembly	Mentoring Silent Reading Independent Study	Week A Class Reader
					Week B Year Assembly
<b>Year 11</b>	SLT and HOY Assembly	Mentoring Silent Reading Independent Study	GCSE Preparation	Mentoring Silent Reading Independent Study	GCSE Preparation

## PM Registration Routine (*non-assembly days*)



- Go straight from my Period 5 lesson to my form room ✓
- Sit in my allocated seat ✓
- Follow the instructions of my form tutor ✓
- Get my reading book out and read quietly ✓
- Complete homework quietly ✓
- On class reader days, turn to the correct page in the book ✓
- At the end of form time, stand behind my chair and wait in silence to be dismissed ✓



## SLT Assembly Routines

- Go to my form room first ✓
- Collect my mobile phone from the tray ✓
- Put my timetable card in the tray ✓
- Check my uniform ✓
- Walk to the Main Hall quietly ✓
- Sit in my allocated form group row ✓
- Wait in silence for the assembly to start ✓
- Consider the hook on the screen ✓
- Actively listen during the assembly ✓
- Wait to be dismissed at the end of assembly ✓



# 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, student or parent - 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

<b>Bronze</b>	Year 7
<b>Silver</b>	Year 8
<b>Gold</b>	Year 9
<b>Platinum</b>	Year 10
<b>Diamond</b>	Year 11
<b>Emerald</b>	Sixth Form

## Black & Green Awards

<b>Black &amp; Green Kindness Award</b>	50 x kindness points
<b>Black &amp; Green Respect Award</b>	50 x respect points
<b>Black &amp; Green Pride Award</b>	50 x pride points
<b>Black &amp; Green Integrity Award</b>	50 x integrity points
<b>Black &amp; Green Ambition Award</b>	50 x ambition points
<b>Black &amp; Green Community Award</b>	50 x community points
<b>Black &amp; Green Form Tutor Award</b>	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 you if you are not meeting our expectations. A Level 1 is recorded on BROMCOM. Parents/carers will be able to see this on the My Child at School app. This does not trigger a behaviour point or detention as it is a verbal warning to help you correct your behaviour.

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

## **Late to Lessons**

We use bells to signal the end of a lesson, with moving time provided and a second bell to signal the start of the next 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 after school
Late 5 - 7 times in a week	60 minute Level 3 after school
Late more than 8 times in a week	90 minute Level 4 after school

## **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 after school
Three times in a week	60 minute Level 3 after school
Four or more times in a week	90 minute Level 4 after school

# SAFEGUARDING

## **What is Safeguarding?**

Safeguarding is the term used to describe how your teachers and other members of school staff will look out for you 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. You are able to speak to anyone; your Form Tutor, your Head of Year, the safeguarding team or any teacher you feel 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 you 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.

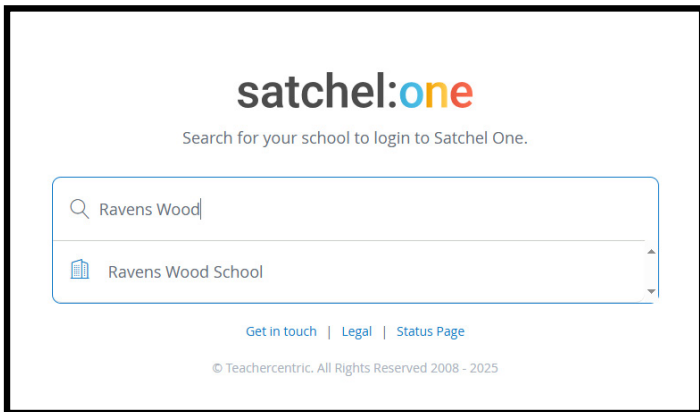
## **Where can I find help?**

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.

# WHAT TO DO IF...

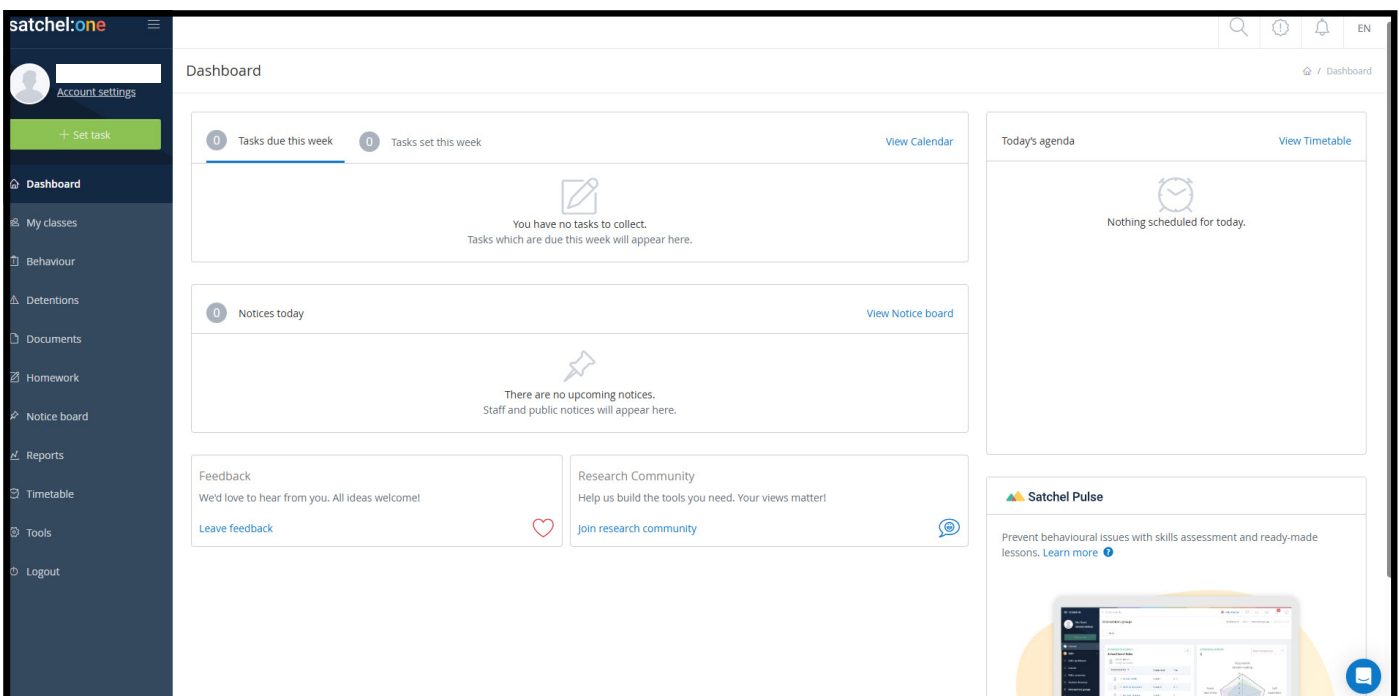
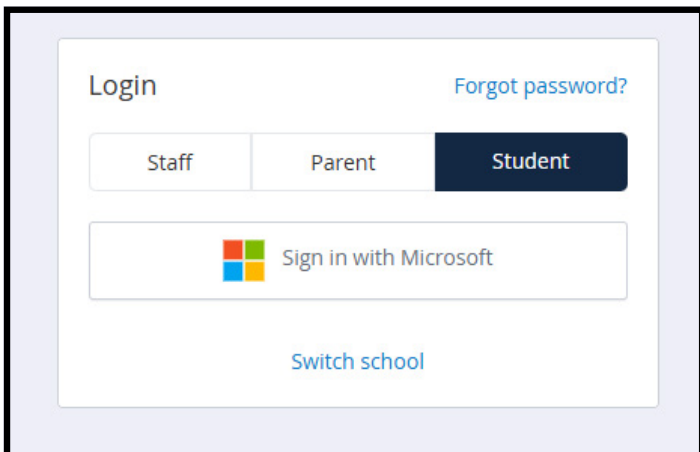
<b>I arrive at school late</b>	8.30 – 8.50: Sign in at the gate and go to Form Room After 8.50: Sign in at Student Reception then go to your lesson
<b>My bus / train is delayed or late</b>	See above and speak to your Form Tutor
<b>I feel I am being bullied:</b>	Tell somebody – your Form Tutor, your Head of Year, a parent, a teacher or a friend. Email STOP@rws.uk.net
<b>I have a dental/medical appointment</b>	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
<b>I have lost something</b>	Lost property is kept at Student Reception – remember all belongings should be marked with your name and you should not bring in valuables. If you have left something on the bus – please tell your Form Tutor
<b>I can't find my timetable card</b>	Tell your Form Tutor who will give you a Day Sheet and get you a replacement card
<b>I have forgotten my bag</b>	Tell your Form Tutor who will help you get organised for the day
<b>I have forgotten my homework / equipment</b>	Tell your Form Tutor Go to see your class teacher as soon as you can
<b>I have worn the wrong uniform / lost some of my uniform</b>	Speak to your Form Tutor who will help you
<b>I don't feel well</b>	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
<b>I take medication</b>	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.
<b>My fingerprint does not work</b>	Speak to your Form Tutor If you are in the canteen or at the Snack Pod, speak to the Duty member of staff
<b>I have forgotten my school login</b>	Speak to your Form Tutor
<b>I have a heavy/large musical instrument. Where do I keep it?</b>	Speak to your Form Tutor who will help you
<b>How do I join a club?</b>	Look in the enrichment booklet and speak to your Form Tutor.
<b>I have a safeguarding concern about myself or someone else</b>	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.

# HOW TO ACCESS MY HOMEWORK ON SATCHEL ONE



## To access your homework, please follow these steps:

1. Navigate to: <https://www.satchelone.com>.
2. Type "Ravens Wood" into the search bar.
3. Choose "Student", and sign in with your school email address and password.



# How to use the Library



The school library lets students borrow books for free so they can enjoy reading and learn to be responsible. Borrowing books is a special opportunity, and it's important to take care of them so the library stays nice for everyone.

When you borrow books, remember to follow these rules:

## **01** Taking Care of Borrowed Books

- When you borrow a book, it is your job to take care of it. Be careful with the book, and make sure it does not get torn or damaged.
- When you return the book, it should look the same as when you borrowed it.

## **02** Overdue Books

### **Reminder Process:**

- If a book is overdue, you will get a reminder by email and from your Form Tutor.
- If you don't return the book within 3 days, you will get a Level 1 sanction.
- If it is still not returned by the next week, you will get a second reminder with a Level 2 sanction.
- If the book is not returned within 2 weeks of the first reminder, your parents or carers will be contacted.

### **What You Can Do:**

- You must return the book or pay for a replacement within two weeks of the final reminder.

## **03** Damaged or Lost Books

### **Damaged Books:**

- If a book is torn, has ink on it, missing pages, water damage or other damage, the library staff will decide if it is too damaged to fix.
- If asked to, you must replace the book.

### **How to Replace Lost Books:**

- If you lose a book, you can replace it yourself with a new one or pay so that the school can replace it.
- You can make the payment online using your ParentPay login (the same one you use for lunch money).

## **05** The Right to Borrow Books

- If you don't return, replace, or pay for overdue or damaged books, you might lose the right to borrow books.
- You can borrow again once the problem is fixed.

## **04** Communication with Parents/Carers

If a book is overdue, lost, or damaged, your parents or carers will be contacted to help sort it out.



