

Welcome to Ravens Wood



Year 7 Transition Booklet

September 2026



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KINDNESS



WE ARE BLACK & GREEN

RESPECT



WE ARE BLACK & GREEN

PRIDE



WE ARE BLACK & GREEN

INTEGRITY



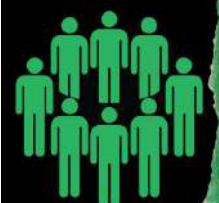
WE ARE BLACK & GREEN

AMBITION



WE ARE BLACK & GREEN

COMMUNITY



WE ARE BLACK & GREEN

Welcome to Ravens Wood

We are very pleased to welcome your son to Ravens Wood School this September. The move to secondary school is an important and exciting step, and we look forward to working closely with you to support a smooth and positive transition. By building a strong partnership between home and school, we can ensure your son makes the most of the opportunities ahead and feels confident, supported, and ready to thrive.

Our Black and Green Values:

Kindness, Pride, Ambition, Respect, Community, Integrity

At Ravens Wood, our Black and Green values are at the heart of everything we do. They shape our students' character and establish a shared sense of belonging within a proud and supportive environment. Through these values, students develop confidence, show consideration for others, and take responsibility for their choices. Built on kindness, ambition, pride, respect, integrity and community, these values are demonstrated through daily actions and meaningful relationships. Students are encouraged to strive for excellence, act with honesty, recognise personal success, and contribute positively to those around them. High expectations are matched with strong support, ensuring that every individual feels valued and included.

Together, these values guide each student on a journey of growth, helping them to become thoughtful, determined and principled young people, ready to make a positive difference both within school and beyond.

We are Black & Green!

Our school vision- the 3 Cs: Culture, Character and Currency

- **Culture:** We cultivate a learning environment that ignites a passion for knowledge and fosters intellectual curiosity within a tight-knit and supportive community.
- **Character:** We are dedicated to nurturing the individual character of each student, promoting values of dignity, integrity, self-discipline, and self-esteem.
- **Currency:** Our rich and diverse curriculum not only drives academic excellence but also equips our students with the currency to unlock opportunities for their future.

Your son will also be able to take part in our extensive and highly popular Co-Curricular enrichment programme. To explore the wide range of opportunities on offer, follow us on Instagram (@ravens.wood.school), or join our WhatsApp Broadcast Channel by scanning the QR code on page 6 or visit our website at www.ravenswood.bromley.sch.uk.

We understand that starting a new school can bring both excitement and uncertainty. We hope the information provided helps to support a smooth and positive transition into life at Ravens Wood. We look forward to welcoming your son into our community and to the rewarding journey that lies ahead.



Warm regards,

Ms. Lester, Headteacher

Key Dates and Next Steps

Below is a list of key dates for your son's transition to Ravens Wood School and his first term.

Date	Event
Friday 5th June	Enrolment forms to be completed on Applicaa
Friday 26th June	Onesie Icebreaker afternoon*
Tuesday 30th June	EHCP afternoon tea*
Tuesday 7th July	Transition Day
Tuesday 7th July (6pm to 8pm)	Information Evening (for parents/carers and students)
23rd July to 31st August (1st September Inset Day)	Summer Holiday
Wednesday 2nd September	First Day of school to arrive by 8.25am
Wednesday 2nd September	Rugby/Basketball Trials 2:50pm - 4pm
Thursday 3rd September	Football Trials 2:50pm - 4pm
Friday 4th September	Football Trials 2:50pm - 4pm
Saturday 5th September	Rugby Trials 9:30am - 11:30*
Saturday 26th September	Open Morning - <u>All</u> Year 7 students are expected to attend and support the school
October - date tbc	Year 7 Meet the Tutor Evening
February/March - date tbc	Year 7 Parents' Evening

**events marked with an asterisk are invitation only. If your son is invited, you will receive an email closer to the time.*

Transition Checklist

You will receive a Welcome email from Applicaa, please ensure you sign up in order to complete your son's application form.

Before Transition Day

- ☐ Complete enrolment forms on Applicaa by Friday 5th June
- ☐ Make a note of your 'keyword' from the enrolment form, as you will need this to collect your son on Transition Day

On Transition Day

- ☐ Ensure your son is wearing his school PE Kit and has a bottle of water
- ☐ Make a note of your keyword so you can collect your son at 2:30pm

Transition Day and Information Evening

On Tuesday 7th July 2026 your son is invited to spend the day at Ravens Wood School to experience a taste of life with us. We expect your son to **arrive at the school between 9.00-9.15am** and he must be **collected from school at 2.30pm**. Students should be accompanied at drop off and collection. If your son cannot attend on this day, please telephone the school and inform the Admissions Officer on 01689 856050. On the day, we ask your son to:

- Wear his full primary school PE Kit.
- Bring a bag with him containing a pencil case, a drink/water bottle and a snack for the morning break if required. A free lunch will be provided. Alternatively, students can bring a packed lunch if they prefer. Please note, no fizzy drinks or products containing nuts are allowed.

An important Information Evening will be held for parents/carers and their children on the evening of **Tuesday 7th July from 6pm-8pm**. It is designed to provide you with whole school information and give you the opportunity to meet your son's Form Tutor and other key staff. More information will follow.

Uniform

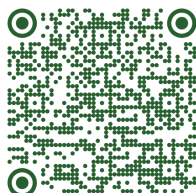
When your son is in his RWS uniform he is representing the school. Therefore, his behaviour and uniform should always reflect the highest of standards, from when he leaves home in the morning, to when he returns home after school.

Our uniform supplier is Brigade. Please order your son's uniform by visiting Brigade's website or using the **Black QR code** below. To register for Brigade updates please use the **Green QR code** below.

Please note that Brigade our uniform supplier will be holding a uniform event for **fitting only on 16th June 2026 from 4pm-6pm**. Uniform can then be ordered online for home delivery.



ordering



updates



PE Kit

Students in Years 7 wear their RWS PE kits to school on the days they have PE as a timetabled lesson. Please order our PE Kit via our uniform supplier Brigade.



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



RWS PE KIT

RWS Rugby Shirt Player Layer/ Branded RWS Sports Kit RWS or Plain Green T-shirt, Green or white sports socks Football/rugby boots. Items are available from the Brigade Website.

Full School Uniform

- Black trousers
- White shirt tucked in
- School tie
- Blazer on (unless shirt sleeve order given in high temperatures)
- Ravens Wood jumper / Plain black jumper - no logos
- Black school shoes (trainers are not allowed)

Not permitted

- Trainers on non-PE days
- Zip-up Sports Tops on non-PE Days (including RWS branded tops)
- Hoodies
- Jewellery

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 various websites to support learning outside the classroom, but your child will be made aware of these in lesson.



My Child at School

Provides information on attendance, rewards, reports and sanctions. We will also send key communication through this app. Payment for Trips and Meal Purchases can also be made.



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.



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/>.

Our Whatsapp Broadcasting Channel

Please note that your phone number will not be visible to the school or to other followers of the channel, ensuring your privacy at all times.



Pastoral Care

Form Tutor: Your Son's Daily Guide

Each day at Ravens Wood School starts and ends with form time, led by your son's Form Tutor—a key figure who will usually stay with the group from Year 7 through to Year 11.

What Happens in Form Time?

Students start the day with their Form Tutor. During Registration, the register is taken, uniform, appearance and equipment is checked to ensure the students are prepared for the day, and phones are handed in to the Form Tutor for safe keeping in the form locker. In addition, students work through the daily 'Ready to Learn' slide with their Form Tutor to encourage deep thinking and set them up for the day ahead.

Your school bag should contain:

A pencil case with a minimum of:

- 2 blue pens, 2 black pens, 2 green pens
- 2 pencils
- Highlighter pen
- Sharpener
- Rubber
- 30cm ruler
- Glue stick



Our students also require:

- Reading book
- Scientific calculator
- Geometry set
- Water bottle

Maths items can be purchased from the school in **September** and are usually cheaper than high street prices. Reading books can be borrowed from our school library.

The collage features several educational resources:

- Headscarf with a beret: Muslim designers showcase floral dresses and boxy streetwear in Paris** - A news article snippet.
- Imagine YOUR life in the year 2100** - A slide titled 'CARED FOR BY ROBOTS?' with a question: 'Question - Would you like to live in the world described above?'.
- Motivational Monday** - A slide with the text 'You don't have to be PERFECT TODAY - you just have to KEEP GOING.' and questions: 'Question - Why is progress more important than perfection?' and 'Question - What can you do to help "keep going" when things feel tough?'.
- RWS Food For Thought** - A slide with questions: 'Question - What are some potential drawbacks of this world?' and 'Question - Can robots wholly replace humans?'.
- Swiss city changes traffic lights from men to women's soccer players for 2025 Euros** - A news article snippet.
- The Raven** - A slide about the poem 'The Raven' by Edgar Allan Poe, with a question: 'Question - How else could we support women's sport?'.
- Wordle Wednesday** - A slide about the Wordle game, with a question: 'Question - If you had to choose a person, from real life or fiction, who embodies each Black & Green value, who would you choose for each and why?'.
- RWS Food For Thought** - A slide with a question: 'Question - If you had to choose a person, from real life or fiction, who embodies each Black & Green value, who would you choose for each and why?'.

The Form Tutor's Role

They provide the first line of pastoral care, including:

- Monitoring and encouraging academic progress
- Promoting excellent attendance (aiming for 100%)
- Supporting participation in clubs and sports
- Addressing any pastoral concerns
- Communicating with other staff when needed
- Your Form Tutor is your go-to contact for any information that needs to travel between home and school.

The Head of Year's Role

The Head of Year 7 and Assistant Head of Year lead a strong team of eight Form Tutors, who all play a central role in your son's development throughout his first year.

- Hold assemblies for the year group
- Celebrate student achievements
- Manage and respond to behavioural issues
- Encourage every student to get involved in school life
- Together with Form Tutors, the Head of Year and Assistant Head of Year help create a safe, supportive, and inspiring start to secondary school.

Attendance



At Ravens Wood School, we want every student to receive the best possible education and experience— excellent attendance plays a vital role in achieving that.

We understand you may have questions as your son starts this new journey, so we've included key information to support a smooth transition.

Expectations and Attendance Targets

We expect all students to attend school every day and to arrive on time. Our attendance target is a minimum of 96% over the academic year—equivalent to no more than 8 days of absence.

Punctuality:

The school day starts promptly, and students must arrive to their form room by 8:30am. Arrivals after 8:30am will be marked as late. Persistent lateness may result in sanctions. Arrivals after 9:00am will be recorded with a U code—an unauthorised absence—which affects overall attendance.

Your son is welcome to arrive at school earlier to ensure he is on time. Breakfast is served in the canteen from 8am.

Reporting Absence:

If your child is unwell or unable to attend school, please report the absence through the Studybugs App. When your child starts in September, we ask that you download the free Studybugs app or register on the Studybugs website. It's quick, secure, and directly integrated with our registration system, so both you and the school are immediately aware if your child is absent.



Term-Time Holidays:

In line with Government guidance, we do not approve holidays during term time. If a holiday is taken without authorisation, the school may refer the case to the Local Authority, who can issue a Fixed Penalty Notice. Fines are £80 per parent, per child if paid within 21 days, rising to £160 if not paid within that period. Unpaid fines may result in court action.

Feeling Unwell?

If your child is feeling slightly under the weather but you believe he's well enough to attend, please send him in. Our trained first aiders will contact you if needed, as often students feel better as the day progresses.

The Impact of Attendance

There is clear evidence linking strong attendance with academic success. With your support, we aim to keep absences to a minimum and ensure your son makes the most of all that Ravens Wood has to offer.

Attendance Officer Email: attendance@rws.uk.net

Cashless Catering

It is the aim of the school that all students should have a tasty, nutritious meal every day, and to this end our highly trained chefs are constantly seeking new ways to improve the range of food provided and to evolve their food service.

Cashless Payment System

Our Canteen is cashless, using a biometric system. The system uses an image of the fingerprint to create a mathematical algorithm and then discards the fingerprint; only the numbers remain and these cannot be reinterpreted back into a fingerprint image.

Benefits of this system include: -

- The money you allow your son to have is used for meals. Prices are available on our website.
- It provides a considerably quicker service and reduces queues.
- If your son is entitled to free school meals, no one else is aware of this.
- A standard daily spend limit is set at £8 but this can be amended by emailing support@rws.uk.net.

How can you add money to your son's account?

- Before your son starts with us you will be sent an invitation via email with a link to My Child At School, where you can create a password for the MCAS App.
- Make a payment using your debit/credit card, or Apple pay.
- Please keep an eye on this account and ensure you have funds available if you want your son to be able to make purchases.

Accent Catering

At Ravens Wood, we are proud to work with Accent Catering. For more information, including sample menus and information about dietary requirements, please visit their website:

<https://accentcatering.co.uk/services-secondary-schools/>



Free School Meals

Your child may be entitled to Free School Meals (FSM). Registering is really quick and easy, and ensures your child receives any support they are eligible for. The government has announced that eligibility for Free School Meals is changing. As a result, processes and requirements for applying may be updated. We will contact families directly with further information and next steps as soon as this becomes available.

For every child registered for Free School Meals, Ravens Wood School will receive additional Pupil Premium funding. This funding allows us to provide additional resources such as computers, textbooks, and targeted support.



Department
for Education



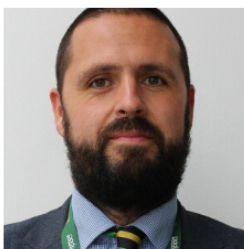
Should you require further information please contact office@rws.uk.net or telephone Reception on 01689 856050

Safeguarding

Ravens Wood is committed to safeguarding and promoting the welfare of children. Parents can feel confident that safeguarding is at the forefront of our day-to-day life.

The Safeguarding Team at Ravens Wood will become known to your son as soon as he enters the school. As parents / carers you will also receive regular updates via the school's newsletter or by letter regarding safeguarding issues. We ask that you familiarise yourself with the school website where there is a wealth of information relating to issues ranging from online safety to mental health issues:

<https://www.ravenswood.bromley.sch.uk/about-us/child-protection-and-safeguarding/>.



Mr French
Designated Safeguarding Lead -
Single Point of Contact for all
Prevent Referrals



Miss McKenzie
Deputy Designated
Safeguarding Lead

Support for Safeguarding and Wellbeing

The school promotes the wellbeing of all our students in a variety of ways. If your son has worries or concerns, they should speak with their Form Tutor, Head of Year or a member of the Safeguarding Team.

The school also has its own talk@rws.uk.net email which we encourage students and parents/carers to use if they wish to express concerns about their own or another student's emotional wellbeing. We also have a STOP@rws.uk.net email address for students to report any form of bullying, harassment or abuse that they witness or experience as we will not tolerate this kind of behaviour in our school.

Details of youth agencies available in the school, such as counselling and support services can be found on the school website: About Us / Child Protection & Safeguarding/ Online Safety and Information / Emotional Wellbeing.

TALK



If you're worried
about something or
someone, you can
email us at
talk@rws.uk.net

@

The email account is
checked daily, so if you
have an urgent
concern speak to a
member of staff or
email talk@rws.uk.net

RWS

STOP@RWS.UK.NET

STOP RACISM
STOP SEXISM
STOP HOMOPHOBIA
STOP BULLYING
STOP HARASSMENT
STOP PREJUDICE
STOP ABUSE

DISCRIMINATION OR ABUSE OF ANY KIND IS NOT TOLERATED AT
RAVENS WOOD SCHOOL

 **RAVENS WOOD SCHOOL**

Medication

My son needs medication, what should I do?

Prescribed medication should only be taken during the school day when essential. Parents/carers are encouraged to administer medicines at home whenever possible e.g. if 3 doses of antibiotics are to be given, your son should have one before coming to school, one as soon as they get home and the last one before bed.

All Non-Prescribed/Prescribed medicines to be administered in school must have written parental consent using the appropriate online form. Also, for long term medication we must have written confirmation from the GP, hospital, registered homoeopath or dentist that the medicine needs to be given within school hours, the dosage and times etc.

Please note, in line with Department for Education Guidance, we cannot administer aspirin without a doctor's prescription. (A child under 16 should never be given aspirin unless prescribed by a doctor). Students' own paracetamol/pain relief can only be held within the Student Reception for students to self-administer with supervision, when there is an online consent form signed.

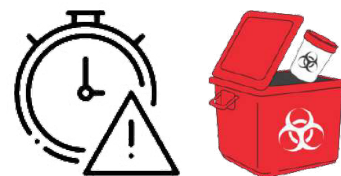
All forms can be completed online by using the QR code or the link below:

<https://www.ravenswood.bromley.sch.uk/information/student-information/> and clicking the online Medication form.

Students will hold emergency medication with them e.g., reliever inhaler and adrenaline auto-injectors, and parents are asked to provide a spare to be stored in Student Reception.



The school will endeavour to return expired medication, however medication not collected will be destroyed. If new medications are required, it is the responsibility of the parent/carer to supply the school with these along with the appropriate completed online forms.



My son has a medical condition, what should I do?

If your son has a medical condition, please complete the relevant Individual Health Care Plan IHCP form via the online forms system at the below link or QR code:

<https://www.ravenswood.bromley.sch.uk/information/student-information/>



If you have any questions or queries, please contact **The Medical Coordinator** 01689 856050, or medical@rws.uk.net

You may also contact Bromley Healthcare
By phone or email: 020 8315 8715 option 8
BROMH.SHRD@nhs.net



Ravens Wood School

Oakley Road, Bromley, Kent, BR2 8HP

Telephone: 01689 856050 E-Mail: office@rws.uk.net

Web: www.ravenswood.bromley.sch.uk