

# **FOUNDATION STAGE PARENTS INFORMATION SHEET**

Welcome to Ravenstone School. We look forward to getting to know you and your child and we hope you will be happy here. This booklet has been prepared with the help of parents at the school to give you some basic information to help you when your child starts school.

## **SCHOOL DETAILS**

Address: Ravenstone Primary School  
Ravenstone Street  
Balham  
London SW12 9SS

Telephone: 020 8673 0594  
Fax: 020 8673 8166  
Website: [www.ravenstoneschool.co.uk](http://www.ravenstoneschool.co.uk)

\*\*\*\*\*PLEASE LOOK AT THIS WEBSITE. HOWEVER, WE ARE CURRENTLY DEVELOPING A NEW SITE (THIS ONE IS OVER FIVE YEARS OLD) TO BE LAUNCHED EARLY IN THE NEW YEAR\*\*\*\*\*

**Headteacher:** Alan Millington

**Reception staff:** Each class has a teacher (Simon Lewis or Felicity Gray) and a Nursery Nurse (Laura Hurley or Bea Patel/Diane Casey). One Primary Support Assistant supports the two classes.

**Nursery Staff:** There are two teachers who job share (Elaine Flanagan .6 and Cilla Chowdry .5) and Jessie Chowdry who is full time. Two full time Nursery Nurses (Carol Madden and Tara Olding) and a Primary Support Assistant (Sandra McIntyre) who works every morning and stays in the Nursery as a lunchtime Supervisor. Paula Matykiewicz (0.4) is Nursery Nurse support across Foundation Stage, particularly helping EAL pupils. **Elaine Flanagan** is the senior member of staff responsible for the whole Foundation Stage.

## **ARRIVING AND LEAVING**

**Nursery hours are:** Part time 9.00am to 11.30am  
Full time 9.00am to 3.10pm

## **Reception hours**

8.45am to 3.15pm

There are three entrances to the school: The main one on Ravenstone Street and two on Elmfield Road (one of which is now shared with Stepping Stones Early Years Centre, 020 8772 3510). All entrances are open at the beginning and end of the school day. During the day they are locked. If you need to come into school during the day, such as when you collect your child after their first half day in school, you must use the Ravenstone Street entrance, which has a buzzer connected to the school office.

Children go into **Nursery** through the garden gate and external doors. Children go into **Reception** through the doors directly from the playground into the classrooms (on the Elmfield Road side of the school). Please wait in the playground until the classroom doors are opened in the morning. It is very important that your child arrives on time so they have a chance to settle first thing in the morning with the other children and they don't miss out on information about the day.

When you collect your child at the end of the day, you should wait in the playground until the classroom door is opened. When they see you, staff will call your child to come out and meet you. It is also important that your child is **collected on time** as they will be tired and may become anxious if they are last to go home. Please telephone the school if you have a problem and are going to be late. Children in the Nursery should be collected before older siblings.

Your child must be brought to and collected from their class by a named adult. If your child is going to be collected by someone unknown to us, you must let us know.

Please do not send your child to school with a heavy cold, temperature or infectious illness. If your child has suffered from diarrhoea or has been sick, please wait 24 hours before sending them to school. We do not usually administer medicine (eg. antibiotics) but if your child is asthmatic or needs to have medicine in school, please come and talk to us.

**We need to know the reason for any absence, so please send a message, telephone, write a note or come and talk to us.**

When your child starts school, you will be asked to fill in a contact form. It is very important that you complete this and keep it up-to-date. Parents and carers with parental responsibility are always contacted first in an emergency, but we ask for two other names and numbers in case we are unable to contact you. If you move, change your telephone number or the details of the emergency contacts, please let us know as soon as possible.

## **AT SCHOOL**

All children are offered fruit as a snack and milk or water to drink. Water is available at any time in the **Nursery**, and in **Reception** children are given their own water bottle to drink from.

In the **Nursery**, all the children who are full time stay for lunch, which they have at 11.30am.

Children in **Reception** have lunch in the downstairs hall at 12.15pm. They go into the hall before the children in the rest of the school and are accompanied by their Nursery Nurses who stay and help them.

The children may have school dinner or bring packed lunch. If your child is having school dinner, payment must be made for the week or half term **in advance**. The cost per week is £11.25, (£2.25 per day). Cash or a cheque – made payable to **Ravenstone Primary School Disbursements a/c** for the correct money should be put in an envelope with your child's name on, and handed to your child's class teacher on Monday morning. Parents/Carers in receipt of benefit may be eligible for Free School Meals. Please see Diane Taylor in the main office.

Please let us know if your child has any dietary requirements or food allergies.

We have a class fund that we use towards the cost of cooking ingredients, seeds, other food items, outings and numerous small items for the children. The money is never used to cover the cost of essentials. We ask that you contribute to the fund each week; although this is voluntary we do rely on your generosity.

If your child has an accident at school, the time and circumstances are recorded in an accident book. If it is not serious (eg. graze on the knee), parents or carers are told at the end of the session or day. Should anything serious happen – this is extremely rare – parents are notified immediately. If your child hits their head, even if we consider it to be minor, we will always contact you. Most injuries at school are treated with cold water, a cuddle and a brave sticker. Occasionally we need to use a plaster, so please let us know if your child is allergic to plasters.

There is a widespread problem in every school with head lice. Prevention or early detection is easier than cure. We suggest that once a week while you are washing your child's hair you use lots of conditioner, and then comb the hair while still wet with a special nit comb (available from chemists). If your child has long hair, tying it up in school can be helpful.

## **CLOTHING**

Ravenstone does not have a formal school uniform, but school sweatshirts, t-shirts and coats are available. If you are interested, forms are available in the office. In addition, there are frequent after-school sales sessions. Look out for information.

Old and comfortable clothes are the most sensible for school. Although the children wear aprons for 'messy' activities, they still get dirty! Children need to wear shoes that are suitable for outdoor play, running and climbing. Jewellery can be dangerous and can get lost so we ask children not to wear it to school if possible. We go outside in all types of weather so please make sure your child comes to school with adequate protection. Every child has a coat peg for outdoor clothes. Clothes should be marked with your child's name.

Please make sure that clothes are easy for your child to manage so that they are able to go to the toilet without help.

In **Reception**, it is important that children wear clothes that they can take off and put on easily by themselves, as twice a week they wear their vest and pants for indoor PE and dance. There is no need for a separate PE kit. They need to take off and put on their own shoes, so Velcro fasteners may be easiest.

All children are given their own Ravenstone book bag. In **Nursery**, this is after the first half term. Your child may choose any book from the Nursery to bring home and share with you. In **Reception**, children usually choose a book to share each day. Please bring the book bag and books back to school every day, even if you haven't managed to look at them.

## **AFTER SCHOOL**

There are two After School Clubs which take Ravenstone children: Kids City (0870 560707) operates from the Brick Hut in the playground, and School's Out (020 8675 4800) is based in Balham Community Centre on Bedford Hill, and collects children from the school. Please contact the schemes directly for details.

## **CONTACT WITH TEACHING STAFF**

Throughout the year we will let you know what is happening in Nursery and Reception and in school generally, by notices or letters in your child's book bag. There are also notice boards for general notices by the Ravenstone Street gate and Elmfield Road and by the main door into the school. If you want to discuss anything with your child's teacher, please speak to them at the beginning or end of the school day, or make an appointment with the teacher.

If anything is happening at home that you feel could upset your child or affect their mood or behaviour (eg. moving house, new baby, illness in the family, disrupted sleep), it is very helpful if you let us know. We are always happy to listen. You can make an appointment if you feel you need time.

Do please come and talk to us if you have any questions, queries or concerns about anything.

We are delighted that your child is joining Ravenstone and look forward to a very happy and successful school career.

Alan Millington  
Headteacher

Elaine Flanagan  
Foundation Stage Co-ordinator