



ST JOHN'S COLLEGE
Cardiff



Junior School

Parent Information & Policies

- 2023/24 -

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1. About us

Welcome

The information included in this booklet should be read in-conjunction with the whole-school's Parent Handbook. It is intended to provide you with everything you will need to know while your child is in the Junior School. As well as explaining our everyday life, it contains the Junior School policies which supplement the whole-school policies, available on our website.

We would encourage you to share relevant sections with your child.

Please contact the appropriate member of staff if you have any further queries and we wish your child every happiness in our Junior School.



Mrs L Taylor,
Head of Junior School.

The Junior School

The Junior School is a dynamic community of girls and boys based in bright and spacious classrooms. The school's warm family atmosphere is embodied in the particularly close-knit community of its Junior School. All teachers know every pupil in the Junior School and each pupil is regarded as a unique individual with his or her own individual requirements.

The Junior School maintains a programme of improvement in the learning environment and offers a vibrant, innovative and secure atmosphere in which to grow. Pupils learn in rich and stimulating surroundings nurtured by well-qualified and highly motivated staff, enabling them to enjoy their learning.

The pupils are fortunate to share all the facilities of the Senior School. As the children progress through the Junior School, they are taught by specialist teachers who adapt their teaching styles to cater for the needs of younger pupils. As a result, the transition to the Senior School is seamless and effortless.

Choir School

At the heart of St John's College is the Cathedral Choral Foundation. As the Choir School to Cardiff Metropolitan Cathedral, St John's College provides the boy and girl choristers (ages 10-18) for weekly services, an annual concert at St David's Hall, and concert tours across continental Europe.

School Motto

“Ubi amor, ibi oculus.”

[Wherever there is love, there is vision]

Nursery and Infant School Motto

“Helpful hands and kind words make smiley faces”

Mission Statement

At St John's College, we encourage the entire School community, as children of God, to realise their potential and be the best they can be. We aim to inspire and advance independent, critical thinking; creating a curiosity and wonder for learning in its broadest sense.

Using our Christian values that draw upon the teachings of the Catholic Church, we love and cherish each other, celebrating our similarities and respecting our differences. We enrich pupils' experiences by providing equal opportunities that promote a deep respect for everyone, regardless of gender, race, creed or ability.

We strive for happiness in all that we do; the family values of respect, compassion and security are at the heart of who we are. We rejoice in preparing our children for life beyond St John's, nurturing the desire and ability to have a positive impact as global citizens.



Roles and Responsibilities

SENIOR LEADERSHIP TEAM (SLT)



Mr Shaun Moody

Headteacher & DSL Support

Email: slmoody@stjohnscollegecardiff.com



Mrs Joanne Gordon-Smith

Deputy Headteacher

Email: jgordon-smith@stjohnscollegecardiff.com



Mrs Emma Jones

Assistant Head, Pastoral & *Designated Safeguarding Lead (DSL)*

Email: ejones@stjohnscollegecardiff.com



Mr Francis Taylor

Assistant Head, Admissions and External relations

Email: ftaylor@stjohnscollegecardiff.com



Mrs Laura Taylor

Head of Junior School & *Deputy DSL*

Email: ltaylor@stjohnscollegecardiff.com



Miss Emma Drain

Head of Infant School & *Safeguarding Support for Infants*

Email: edrain@stjohnscollegecardiff.com

OTHER SENIORS CONTACTS

DIRECTOR OF ACADEMIC STUDIES



Miss Melissa Owen

Director of Academic Studies

Email: mowen@stjohnscollegecardiff.com

HEAD OF NURSERY



Mrs Alison Banks

Head of Nursery

Email: abanks@stjohnscollegecardiff.com

SENIOR SUPPORT SERVICES



Mr Andrew Johnson - Director of Estates
ajohnson@stjohnscollegecardiff.com



Mr Daryl Bartlett - Finance Manager
dbartlett@stjohnscollegecardiff.com



Miss Nikki Thomas - HR Manager
nthomas@stjohnscollegecardiff.com



Mr Mark Edwards - HR Officer & Business Support/Cover Manager
medwards@stjohnscollegecardiff.com



Mrs Catherine Clarke - Examinations Officer
- Data Manager
cclarke@stjohnscollegecardiff.com

RECEPTION / ADMINISTRATIVE SUPPORT (admin@stjohnscollegecardiff.com)



Mrs Helen Stanworth - School Receptionist/Administrator
hstanworth@stjohnscollegecardiff.com



Mrs Rebecca Wheeler - School Receptionist/Administrator
rwheeler@stjohnscollegecardiff.com



Miss Martha Sanders - School Receptionist/Administrator/Assistant Examinations Officer
msanders@stjohnscollegecardiff.com



Mr Chris Sturges - School Receptionist/Administrator & Finance Support
csturges@stjohnscollegecardiff.com

JUNIOR SCHOOL STAFFING 2023-2024

Head of Junior School

Mrs Laura Taylor
ltaylor@stjohnscollegecardiff.com



Designated Safeguarding Lead (DSL & Assistant Head, Pastoral)

Mrs Emma Jones
ejones@stjohnscollegecardiff.com



ALNCo

Mrs Noelle McCaffrey
nmccaffrey@stjohnscollegecardiff.com



FORM TUTORS

R8P

(Room 3.4)



Mrs Danielle Criddle

R9S

(Room 3.1)



Ms Rhian Sheehan

R10N

(Room 3.3)



Miss Rochelle Nirenberg

R10C

(Room 3.2)



Ms Rhian Clifford & Mrs Carol Clint



R11P

(Room 0.4)



Miss Lowri Price & Miss Kathryn Teideman

R11T

(Room 0.2)



Miss Sophie Taylor

CORE SUBJECT CO-ORDINATORS

English

Ms Rhian Sheehan

Mathematics

Miss Sophie Taylor

Science

Miss Kathryn Teideman





NON-CORE SUBJECT CO-ORDINATORS

Art	Mr Craig Husband	Music	Mrs Rachel Lawrie
French	Mrs Zahia Rezgui	PE	Miss Rhiannon Thomas
Geography	Miss Lowri Price	PSE	Miss Lowri Price
History	Mrs Lowri Burleton	RE	Mrs Danielle Criddle
IT	Ms Rhian Sheehan	Welsh	Mrs Caroline George

OTHER ROLES

Tracking	Mrs Laura Taylor
Merits	Mrs Danielle Criddle
Religious Assemblies	Mrs Danielle Criddle
Book Clubs and Book Week	Mr Robert Dennis
Christmas trip	Mrs Nicola Denman
R10 Residential	Miss Rochelle Nirenberg
R11 Residential	Miss Sophie Taylor
INCAS	Mrs Laura Taylor
The Play	All Junior Staff
Junior Disco	Mrs Laura Taylor and Mrs Nicola Denman
Junior Choirs	Mr Anthony Capel, Mrs Rachel Lawrie and Mr Phylip Nichols
Junior Orchestra	Mr Anthony Capel

TEACHING ASSISTANTS

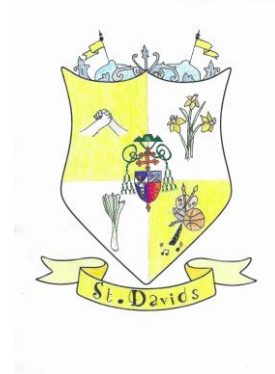
ALN	Mrs Julietta Howell	
ALN	Dr Sian Cwyfan-Hughes	
Junior School Administration and Teaching Support	Mrs Nicola Denman	
Sports/Playground	Mr Jason Fowler	

General Teaching Support

			
Mrs Julie Rees	Mr Robert Dennis	Ms Jo Regan	Mrs Soraya Sellers

HOUSE GUARDIANS

Bute	Mrs Rachel Lawrie
De La Salle	Mrs Lowri Burleton and Mrs Danielle Criddle
Mostyn	Ms Rhian Sheehan
St David's	Mrs Rebecca Thompson



BREAKFAST CLUB AND HOMEWORK CLUB CO-ORDINATOR



Mr Robert Dennis
rdennis@

2. General Information

Term Dates

Advent Term 2023

4th - 6th September

7th September

23rd October to 3rd November

15th December

Staff INSET

Advent term starts for pupils

Half Term

Advent term ends

Lent Term 2024

8th January

9th January

12th February to 16th February

19th February

22nd March

Staff INSET

Lent term starts for pupils

Half Term

Staff INSET

Lent term ends

Trinity Term 2024

15th April

6th May

27th May to 31st May

11th July

12th July

Trinity term starts for pupils

May Day Bank Holiday

Half Term

Trinity term ends for pupils

Trinity term ends for staff

Communication

Administrative

For all routine pastoral or academic enquiries, please contact your child's Form Tutor via their homework diary or through the School Office (admin@stjohnscollegecardiff.com) or 02920 778936. If the enquiry would be appropriately dealt with by your child's subject teacher, the Form Tutor will pass the enquiry to the relevant subject teacher.

If you have a concern about pupil welfare, or would like an appointment with the Head of Junior School, Mrs Laura Taylor, please contact the School Office.

For all sports related issues, please either email Miss Rhiannon Thomas or contact her via the School Office.

For all enquiries reference School music, please either e-mail the Director of Music, or contact via the School office.

For all enquiries about fees and financial matters, please contact the Finance Manager, Mr. Daryl Bartlett.

If in doubt, please contact the School Office.

N.B. all teaching staff have full timetables and are busy outside normal School hours. We aim to answer all routine communication within two working days.

Other Forms of Communication

It is very important to us, and your child, that we have regular contact with yourselves.

Each week, the Head of Junior School will email a Parents' Weekly Update. This will contain the events for the following week with useful reminders of what the pupils may require for that week. It will also contain anything pertinent to keep you informed.

Key dates are available on the School's website, with further dates available via the iSAMs portal. At the beginning of each term, the Head of Junior School will provide a list of term dates for the Junior School, attached to the first Weekly Update email for that term. Further dates will be added throughout the year and communicated regularly. A list of the co-curricular provision for the term will be provided as soon as possible. By the end of the second week, Form Tutors will provide an outline of the term's curriculum, titled 'What Will My Child Learn This Term?'

There is a regular e-newsletter for the whole School to keep you abreast of forthcoming events and to celebrate pupil achievements. Please also check our website regularly for reports about school life.

Other letters may be sent via email, post or by hand in your child's homework bag. **Please check your child's homework bag daily.**

During the year there is a 'Parents' Assembly' for each Year group. Parents and relatives are invited into school to see their children perform in their Year group. These assemblies are performed in the David Neville Hall (DNH) with refreshments available prior to the assembly.

Every pupil has a Homework Diary where they record their daily homework. The diary can also be used for messages to parents from the Form Tutor and vice versa e.g. a hospital appointment where a pupil may miss part of the school day. Pupils' termly targets are noted in their diary too. **Please can you read the Homework Diary daily and initial the day, to indicate it has been checked by an adult.**

The Form Tutor will also sign the diary twice weekly to indicate they have seen the parent's signature and to ensure that the pupil is recording their homework appropriately.

At certain dates during the year, pupils will bring their books home for you to view their progress. Please spend time discussing your child's work with them and sign the sticker to acknowledge you have seen your child's book. **It is very important that these exercise books are returned to school by the date given.**

The School Day

8.00 am	Breakfast Club in the Dining Room <i>(Pupils should not be on the school premises before 8 am)</i>
8.30 am	Form Tutors in their classrooms to receive pupils
8.40 am	Pupils in school

8.45 am	Registration
8.55 am	Walk Time
9.00 am	Period 1

10.10 am	<i>Morning Break</i>

10.30 am	Period 2 (Form)
10.55 am	Walk Time
11.00 am	Period 3

11.45 am	<i>Lunchtime</i>

12.35 pm	Period 4
1.20 pm	Walk Time
1.25 pm	Period 5

2.10 pm	<i>Afternoon Break</i>

2.20 pm	Period 6
3.05 pm	Period 7
3.40 pm	Pupils return to form rooms
3.50 pm	End of school

6.00 pm	End of Homework Club

Arriving and Departing School

Pupils are allowed into the building from 8am, but they must attend Breakfast Club in the Dining Room until they move to their form rooms at 8.30am. They will be supervised by a member of the

Junior staff. Pupils should not enter their form rooms until 8.30am, when the Form Tutor is present.

All pupils must be in school by 8.40 am ready for registration at 8.45 am.

It is beneficial for a pupil to be on time so that they are fully prepared for the start of lessons and it avoids disruption to form time and subsequent lessons. However, if a pupil is late, they must register at reception immediately they arrive at school. Repeated lateness and failure to sign-in will be followed up on.

At 3.50pm, pupils from R8 to R11, who are travelling home by school buses, will be escorted to the bus departure point. R8 pupils, attending Homework Club, will be escorted to the Dining room. R9 to R11 pupils will make their way to Homework Club independently. The remaining pupils will be escorted, by their Form Tutor, to the parent collection point situated in the top playground.

No pupils will be allowed to cross the car park alone, so we request that all parents/carers collect their children directly from the Form Tutor.

Any pupils, not collected by 4pm, will be escorted to Homework Club. A sibling from the Senior school, may collect a pupil from the Juniors, if we have permission from the parent in writing, at the start of the term.

Pupils who attend co-curricular will need to be collected from the playground. If a pupil is not collected from the co-curricular room, they will be escorted to Homework Club.

If a child changes their usual method of departure, please could you ensure their Form Tutor is aware either by an email/call to the School Office, or by writing a note in their Homework Diary.

Homework Club finishes at 6 pm.

Our duty of care means that we are unable to allow a pupil to leave the school with an adult who is not their parent unless we have been notified in writing.

School Uniform and Equipment

Uniform



A full list of uniform requirements for all sections of the School can be found on the School website at <http://www.stjohnscollegediff.com/admissions/school-uniform>.

It is important for **all items of uniform to be labelled**. Hair should be neat and tidy. Shirts must always be tucked in, collars fastened and ties arranged correctly. Standard black school shoes must be worn and polished frequently. On no account should pupils wear trainers, coloured or patent shoes. For girls, pumps or fashionable heeled shoes are unacceptable. Kilts or dresses must be to knee length. Apart from one pair of small stud earrings, no other jewellery is to be worn. Makeup and nail varnish are not allowed. Long hair must always be tied up with a red or black band. Boys'

hair must not go below the collar and extreme or coloured hair styles are unacceptable. We do ask for your support in order to maintain a consistently high standard.

St John's College School uniform and sports kit should be ordered online from:

School Uniform



Please visit: <https://www.schoolblazer.com/>

Sports Kit

Please visit: <https://playerlayer.com/>

➤ *For full details on the School's uniform policy, please see **Appearance of Students Policy**.*

Equipment

In the Junior School, pupils will require the following equipment, marked with their name:

- Pencil case of small to moderate size
- Berol style handwriting pen with blue ink x 2
- HB Pencils and a pencil sharpener
- Rubber
- Coloured pencils (small selection)
- Glue stick
- 15 cm Ruler
- Round-ended scissors
- 180° Protractor (R10 and R11)
- **Named** water bottle

Please note Tipp-Ex is **not** allowed.

Please can parents check that your child has the relevant equipment for each school day.

Rucksacks should either be the school red rucksack available from Schoolblazer, or a plain one in school colours i.e. red, grey or black.

Personal Property

All personal property including clothing, shoes, sports kit etc. must be clearly marked with the pupil's name. Cloth label tapes on clothes must be sew-in not iron-on. We do not advise the use of marker pens on clothing items.



It is inadvisable to bring expensive items to school. They are not covered under St John's insurance and we cannot be held responsible for loss, damage or theft.

Property will sometimes be misplaced. Whenever property is found it should be handed over to the school's care at reception. A record is kept of all items handed in. Items of clothing will be

passed to the Head of Domestic staff, Mrs. Gaynor Thomas or placed in our lost property box situated in the TA Office.

Mrs. Thomas is available in school every day to claim lost items. Unclaimed named items are collected together each half term and passed to the appropriate Form Tutor for distribution. All remaining unclaimed items will eventually be given to charity.

3. Academic



The Curriculum

St John's College provides full-time supervised education for pupils from 3 to 18. We aim to help pupils develop their gifts and talents: spiritual and social; intellectual and emotional; aesthetic and physical, through the provision of a broad and balanced curriculum, which is responsive to, and supportive of, their needs and aspirations, fosters intellectual curiosity and academic achievement, and motivates them to grow to their full potential. The curriculum provides breadth and balance for all pupils, and coupled with the School's personal and social education programme, seeks to provide its pupils with an excellent preparation for the opportunities, responsibilities and experiences of each phase of their education, and of their adult life.

- The Junior School follows a two-weekly timetable. There are 35 lessons of 45-minute duration, in each week.
- The Junior School curriculum builds on the foundations of the National Curriculum for Wales and the National Literacy and Numeracy Framework. The Junior School curriculum is broader by the addition of MFL and is designed to meet the needs and abilities of our pupils.

The following subjects are taught:

English	French	Music	PSE
Mathematics	Geography	PE & Games (Including swimming)	Welsh
Science	History	Religious Education	Enrichment
Art	IT	Spanish	

- All Junior School schemes of work show progression from one year to the next and include differentiation with appropriate provision for ALN and MAT pupils;
- Routine assessment is used to monitor the progress of pupils;
- Pupils with specific learning difficulties are given a Classroom Support Plan and offered the opportunity of specialist tuition, generally timetabled during a language lesson. In addition they will receive some in-class support in certain lessons, according to the type of support they require;
- Pupils in Year 6 (and some teaching in years 3 to 5) are taught by specialist English, Mathematics, Science, MFL, Music, PE, RE and Art/DT teachers. Some teachers are Senior school trained and have either taught in the Senior School or are currently teaching in the Senior School. This promotes continuity and progression with the Senior School;
- All form groups in the Junior School are mixed ability. However, pupils are in ability sets for Mathematics from R8 (Year 3). These sets are revisited at the end of the year;
- An overview of the term's curriculum is provided to parents at the start of the term. It is titled 'What Will my Child Learn at School This Term?'
- At the start of each term, an activities programme is published to pupils and parents;
- The personal and social development of pupils is the responsibility of all staff. However, the PSE programme is delivered predominantly by the Form Tutor and is designed to reflect the School's aims and ethos.

Lesson allocation

The Deputy Head, with support from the Heads of Junior School, formulates the timetable for each Year group based on the subject allocations detailed (see table).

Subject:	R8 (Year 3)	R9 (Year 4)	R10 (Year 5)	R11 (Year 6)
English	11	11	11	11
Mathematics	11	11	11	11
Science	6	6	7	7
Art/DT	4	4	4	4
French	1	1	1	1
Geography	4	4	4	4
History	4	4	4	4
ICT	2	2	2	2
Music & Music instrumental	4	4	3	3
*PE/Games	4	4	5	5
RE	4	4	3	3
Spanish	1	1	1	1
Welsh	2	2	2	2
PSE/Assembly	4	4	4	4
Enrichment	2	2	2	2
Library	2	2	2	2
Mental Arithmetic	2	2	2	2
Junior Singing	2	2	2	2
TOTAL:	<u>70</u>	<u>70</u>	<u>70</u>	<u>70</u>

All Junior classes will have a short form period daily, after morning break.

**Within the PE time, every class will swim for a block of two weeks.*

Any queries related to the Junior School curriculum should be directed to the Head of Junior School.

Reading

Reading in the Junior School is of paramount importance. It lays the foundation for all future learning and success in the Senior School. Our aim is that children should read fluently and with full understanding and enjoyment. This is achieved through constant practice over a long time. We request that pupils should read, at home, each night at first to an adult, then as they become more fluent, they can read to themselves. Even with a confident reader, it is important to engage with their reading by discussing the book and supporting with unknown words, expression and comprehension.

In school, most pupils are heard read twice a week and their reading is noted in their Reading Record. **Their reading record and reading book should come to school daily.** The choice of book

is guided by their English teacher and our teaching assistants. Advice concerning your child's reading book can be directed, via the Form Tutor, to their English teacher.

We have a Junior School Library which is open to all pupils. Each class attends a Library lesson where they learn how books are borrowed and are able to read surrounded by books. Every half-term, the pupils may attend Book Club where they compete in their Houses to answer questions on a set text.

Setting

The aim of setting is for us to provide improved support for all pupils to make appropriate progress in their learning. Setting offers pupils the opportunity to work at their own pace and enables teachers to differentiate accordingly.

In the Junior School, all teaching is in mixed ability classes except for Mathematics, where pupils are taught in ability sets from R8 (Year 3) upwards.

Setting is under annual review and pupils are moved if the need arises. However, frequent moving up and down sets is not advantageous to learning and is avoided. Parents are always informed if a set move is thought to be necessary. Parents can sometimes be overly worried about which set their child is in. As one of the top performing schools in the UK at both GCSE and A Level, we fully expect all sets to access high grades in the future.

Homework

Homework helps to consolidate learning in the classroom, encourages reliable habits of study and places emphasis on developing skills such as research, writing and presentation. It also provides parents with a picture of their child's current topics and progression.

We place a lot of emphasis on developing our pupils' reading skills. To facilitate this, **all pupils should read daily at home**. Most should read to an adult regularly. This reading should be noted in their reading record.

In addition, all Junior pupils should have two pieces of English homework and spellings; two pieces of Mathematics homework; one piece of Science, History and Geography homework per week. RE homework will be set ad hoc, as the scheme requires. The setting of homework is the responsibility of the subject teachers and should be appropriate to the current learning in the classroom. Homework tasks may be differentiated.

Form tutors will prepare a homework timetable for pupils, checking with subject teachers, to ensure there is an even spread across the week. Homework should take around 30 minutes in lower Juniors and about an hour in upper Juniors.

Pupils should write their homework task neatly in their Homework Diaries, copying the task carefully from the board. Homework tasks can also be provided in a typed format if the instructions are more detailed. Younger pupils are provided with support in completing their diary entries.

If homework is not completed, the subject teacher will note this in the Homework Diary. If a pupil is unable to meet a deadline for personal reasons, we request a note from the parent to explain. Subject teachers will liaise with Form Tutors if there are repeated concerns about a pupil's homework. Form Tutors and the Heads of Junior School will monitor the diaries to ensure regular homework is set according to the Homework Timetable.

To support your child with their homework, please provide a quiet space and time to complete their tasks. Encourage your child to read and follow instructions carefully. Pupils should try to complete the task independently, but you may check their homework and guide them to correct their mistakes. Please write in their diary if they have struggled to complete a task.

If a pupil stays for Homework Club, then it is expected that he/she will work quietly and effectively during homework time. It is not acceptable for a pupil to disturb other pupils or to disrupt homework. Staying at school for homework therefore has to be viewed as a privilege and the school reserves the right to suspend this privilege and, ultimately, to remove it if a pupil does not behave appropriately.

Although there are many benefits to a pupil if he/she stays for Homework Club, it is our experience that it is not always beneficial for a pupil to stay at school every evening of the week. If it is practical for parents to do so, we would encourage a balance during the week between staying at school for homework and going home to do homework.

Assessment

The assessment of pupils' progress and the communication of that progress to both pupils and parents is essential if we are to develop our pupils academically and raise standards. Junior School pupils are regularly assessed subject by subject. This is carried out by the subject teacher. Overall progress is monitored by the Form Tutors, English, Mathematics and Science Co-ordinators and the Heads of Junior School. If staff are concerned about a pupil's progress, they will communicate with the parent, or parent and pupil, throughout the academic year, in addition to reports issued in January and July.

Internal Assessments

Progress is assessed through classroom observation, oral contributions, marking of class tasks and homework, end of topic tests and internal assessments at the end of the year. At all stages, pupils are provided with feedback which can be oral or written. Pupils are encouraged to reflect on their progress and are involved in target setting. These targets are recorded in their diaries and exercise books.

All pupils sit internal school assessments in English, Mathematics, Science, Geography and History during the Trinity term. The results of these assessments are recorded in the report to parents. The assessment results suggest a snapshot summative assessment of pupils' standards in these subjects and provide a basis for pupils to set targets for the following year. They may also be used, along with progress throughout the year, to contribute to setting in Mathematics. An assessment timetable is drawn up for all pupils that allows for extra time for eligible pupils.

External Assessments

Junior School pupils sit a variety of nationally standardised tests. The tests are used very widely in schools, especially in the Independent sector. They measure pupils' aptitudes in a variety of skill areas, specifically, reading, spelling, English and Mathematics. In addition, the pupils take external baseline tests InCAS (Interactive Computerised Assessment System) in R8 to R11. Other nationally recognized assessments are used such as NGRT, NGST and PUMA are used. The results of all these assessments are used to track pupil progress and inform planning.

Performance data is also used to identify pupils who may struggle academically and MAT pupils. Lesson planning is informed by this information to ensure individual pupil success.

Key Skills

Literacy and Numeracy Framework (LNF)

Communication - speaking, listening, reading and writing skills.

Application of Number - interpreting information involving numbers, carrying out calculations, interpreting results and presenting findings

Digital Competency Framework (DCF)

Information Communication Technology - finding, exploring, developing and presenting information including text, images and numbers

Wider Key Skills

Working with others - developing interpersonal skills to support working cooperatively with others to achieve shared objectives and have regard for others.

Improving a pupil's own learning and performance - developing independent learners.

Problem-solving - encouraging learners to develop and demonstrate their ability to tackle problems systematically.

Reports

It is important that information about a pupil's progress is communicated to the pupils themselves and the parents. Much reporting occurs informally in conversations between the teacher and the pupil. Where a pupil's progress is of concern, the subject teacher will inform the Form tutor and Head of Junior School. They will then involve other relevant staff e.g. ALNCo. They will then meet with the parent to discuss an appropriate plan of action.

St John's College provides more formal detailed feedback to parents and pupils on learning progress via written reports. At the end of the Advent term, an Interim Progress Summary will be provided prior to Parents' Evenings. At the end of the Trinity term a full written report is provided for each pupil. These reports will contain assessment results, comments on progress, behaviour and effort as well as a target for the future. An explanation sheet is included with both reports.

Contacting Staff

Parents are encouraged to contact the School if they have queries about the academic progress of their children. Parents should contact their child's Form Tutor and/or subject teacher. We aim to answer all routine queries within two working days.

If you do not receive a reply within this time please call the School Office who will chase it up for you, since occasionally emails go astray.

Marking and Feedback

We recognize that marking is central to effective teaching and assessments are an integral part of the learning process as well as providing feedback for teachers. Not all written work calls for extended commentary. Pupils should understand that some work will be marked cursorily whilst other will be marked with commentary.

The following work should be marked:

- Homework;
- Class work (*as appropriate*);
- Assessments.

Spelling mistakes (subject specific words), and **faulty common punctuation** should be corrected in line with the Literacy for Marking policy.

All assessments should be marked according to specific criteria that the pupils understand. Written and/or verbal feedback is given to pupils to help them move forward. Written comments should be informative and clear. Pupils will be given time to respond to these comments and improve their work; sometimes this will involve redoing the work where that is deemed necessary and useful.

Work may on occasion be self or peer assessed, depending on pupils' age and the task. Self-evaluation is a very useful skill to acquire and develops maturity towards work. Progress is recorded by subject teachers and used to inform planning to develop the pupil further.

➤ *For further information on subject specific marking, please see **Appendix 1**.*

Presentation of Work

Exercise Books

All pupils receive free exercise books. Subject co-ordinators keep a stock of books, which they give to pupils as and when appropriate.

Guidelines for the presentation of work

- Books should be kept free of graffiti;
- Subject, teacher and group should be written on the cover of the book;

- Each piece of work should be dated;
- Headings should be written clearly and underlined;
- Pupils should write using a blue pen. Pencil is used in Mathematics;
- Pupils should identify work undertaken as homework;
- Pupils must follow the subject requirements for presentation outlined by subject co-ordinators;
- Pupils must cross out mistakes clearly with one line. Tippex should not be used, although eraser pens are acceptable;
- Work which is word-processed must be named;
- Loose sheets should be stuck in to books or placed in a file.

Parents' Evenings

We meet with parents on two occasions in the year. The first evening, "Pastoral Catch-Up" takes place in the Advent term. This meeting is an opportunity for parents to meet their child's Form Tutor and ensure their child is settled into school and is progressing well.

Full Parents' Evenings take place in the Lent term, according to the published calendar. Parents' Evenings begin at 4.00pm and end at 6.30pm and usually take place in the DNH. Appointment times are kept to 5-10 minutes (depending on number of subjects) to ensure that conversations are kept crisp and to the point, and that parents do not have to wait in long queues whilst a teacher's time is monopolized by just a few people. If a more in-depth meeting is required, it should be arranged outside the Parents' Evening.

Parents may be contacted at any time by the Form Tutor, subject teacher or Head of Junior School, should the need arise, either to discuss academic progress or to inform of disciplinary matters relating to a pupil's work/behaviour.

Learning Support

St John's College is committed to providing, for each pupil, the best possible environment for learning. We are guided by the Special Educational Needs and Disability Code of Practice, 2015 and The Disability Discrimination Act 2010 when carrying out our duties towards all pupils with special educational needs, and ensure that parents are notified when Learning Support provision is thought necessary for their child. All teachers are kept well informed of Learning Support needs of individual pupils and this informs their lesson planning.

Absences

General Absences

To report general absences such as illness or medical appointments please contact admin@stjohnscollegecardiff.com or telephone **02920 778936** - please include in your message the reason and the anticipated duration of the absence. If the pupil is still unable to attend School for a third consecutive day, please call the School Office again.

Unauthorised Absences

To avoid unauthorised absences being recorded, any requests for your child to be taken out of school during term time must be approved by the Headteacher. A written application in advance is required from the Parent or Guardian and permission is at the discretion of the Headteacher. This may be granted for exceptional circumstances. You will need to apply using our special leave Google Form.

Parents are respectfully reminded of the necessity of adhering to the term dates, ensuring their child attends School unless prevented by illness or unforeseen circumstances, or unless the Headmaster has granted Leave of Absence in writing.

Parents have a legal obligation to the Welsh Assembly Government, a contractual obligation to the School, and a moral obligation to their own children. Every day of School missed has an adverse impact upon a pupil's progress. All pupils should aim for 100% attendance.

Educational Visits

Educational visits form an important part of life at St John's College. They provide pupils with the opportunity to gain experiences outside the classroom environment, contributing significantly to their personal development. Additionally, educational trips contribute to the acquisition of knowledge and the development of interpersonal skills, self-confidence and self-esteem, providing life-changing experiences and opportunities for learning.

All educational visits are monitored by the Educational Visits Coordinator (EVC), and are risk assessed by the visit leader. The pupil teacher ratio will be determined by the age of the pupils and the nature of the visit. Parents will be asked to complete a consent form prior to the visit and full details of the visit will be sent by the visit leader.

Payments for School trips will be added to your School Fee Account, on a termly basis.

4. Pastoral Care



St John's College is a Christian community within an inclusive Roman Catholic tradition and the values of kindness, caring, gentleness, and working hard to do one's best are shared by the entire community of pupils, staff and parents. This collaborative approach is essential for success and frequent communication between teachers and parents is key to ensuring that each child develops and is nurtured in a place of happiness and security. Frequent informal opportunities arise for parents to talk to staff, to ensure that they are provided with adequate time and privacy should it be required.

If a child is upset or worried for whatever reason, the pastoral team are available at all times to support, guide and assist pupils. In the Junior School, pupils will often confide in their Form Tutor, or the Head of Junior School. All concerns that need to be discussed further will be forwarded to Mrs Laura Taylor and Mrs Emma Jones (Designated Safeguarding Lead).

Year Group System

St John's College has a system of naming Year groups according to the age that pupils will reach in that academic year. For example, pupils in R11 ('R' stands for 'rising') will have their 11th birthday during the course of that academic year. Accordingly, R11 is the equivalent of Year 6 in the maintained sector, while R8 is the equivalent of Year 3.

Charity Work

At St John's College, our charities and fund-raising days correspond with the Liturgical year. All pupils from Nursery to Sixth Form are involved in helping and supporting both the local and world community. Pupils at St John's College are always enthusiastic and keen to help those around them, and as part of the school family, they realise that in order to share the world, we must share our resources and if people are in need, we should join together to do whatever is necessary.

The Advent Term begins with the Harvest Festival; pupils join together to celebrate the harvest and create hampers of produce that are distributed throughout the parish of St Cadoc's by the SVP. Also, during this term, we support BBC's Children in Need, the British Legion's Poppy Appeal and finally Crisis in Wales, charity for the homeless.

During the Lent Term, the School supports a variety of charities including HCPT, Mary's Meals and Mission Together, Pope Francis' chosen charity. Pupils fundraise but also "go without" in order to save their pennies for people who need help most.

As a school, we take pride in our understanding of world community and hope to instil a sense of respect and compassion in all our pupils as they find their place in life.

School Rules

A list of common School rules is provided below. Please refer to the Junior School Behaviour, Rewards and Sanctions Policy for further information:

- Pupils should be punctual for the school day and each lesson;
- Pupils must sign in at reception if they are late for registration;
- If a pupil is unwell, a parent/guardian is required to telephone the school at the beginning of the day;
- If a pupil is collected early for whatever reason, they must sign out with a parent/guardian;
- Pupils should be courteous and respectful at all times;
- Pupils are encouraged to open doors for visitors, staff and their peers;
- During lesson time, pupils should raise their hand to ask/answer a question;
- Work should always be presented neatly and homework handed in on time;
- When waiting for a lesson to begin, pupils should wait outside the classroom quietly and in an orderly queue;
- All pupils must walk on the left in corridors and speak quietly;
- Pupils must adhere to the school uniform policy at all times;
- Mobile phones should not be used at all during the school day, without permission from a member of staff;

- Pupils should not bring any valuables to school.

Anti-Bullying

We are committed to providing a caring, safe and friendly environment for all our pupils so they can learn in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at St John's College. If bullying does occur, all pupils should be able to tell and know that incidents will be dealt with promptly and effectively. We are a 'TELLING' school. This means that *anyone* who knows that bullying is happening is expected to tell the staff.

- *For further information, please see the School's **Anti-Bullying Policy**.*

Rewards and Sanctions

At St John's College, we reward good behaviour, a positive work ethic and achievements of all aspects of school life, in a variety of ways. In the Junior School, The Headteacher and Head of Junior School, hold a Headteacher's Lunch for academic achievers, pupils who exemplify good effort and recognition for those pupils who are good role models to others.

Pupils are encouraged to collect merits on their House Merit card. All teachers are involved in the merit system and have stickers or stamps to place on merit cards. This encourages a sense of belonging and healthy competition, as there are prizes and rewards available for a certain number of merits collected, which are then presented in assemblies. In addition, pupils will also collect points for their particular House.

For exemplification of role model behaviour, Marble or Lottery tickets are awarded during the week. At the end of the week, each Form Tutor will select tickets, out of a hat, to award a small treat.

Teachers will deal with unacceptable behaviour in an appropriate manner, following the Junior School Behaviour, Rewards and Sanctions Policy, Appendix 2. The Form Tutor or Mrs Criddle, our Behaviour Lead, in liaison with the pupil and/or parent, will then focus on strategies for overcoming the problems that have arisen. Some examples might be writing a letter of apology, making an undertaking to change behaviour forthwith, a behavioural contract, helping put right what has gone wrong (clearing up after lunch, picking up litter or doing other jobs around the school) or, if concerns are of a more serious nature, the Headteacher may decide to exclude the pupil temporarily or permanently. Parents/guardians will be notified of any incidents that involve their child/children behaving in an unacceptable manner.

- *For further information, please see the school's **Behaviour, Rewards and Sanctions Policies - Junior School**.*

Supervising Pupils on the School Grounds

Please supervise pupils at all times when using the school car parks. At the end of the day, please could parents stand the car park side of the railings so that staff and pupils are able to exit into the waiting area. Pupils are not permitted to cross the car park without an adult.

Pupils who attend co-curricular will need to be collected from the waiting area adjacent to the playground. If a pupil is not collected from the co-curricular activity, they will be escorted to Homework Club.

A safe, designated footpath has been opened which avoids walking through the main car park and we kindly request that this path is used when entering and leaving the school.

No pupils should be present on the School site after 4pm unless they are engaged in a supervised after-School activity.

Playgrounds

A duty team of staff members supervise the playground areas during breaks and lunchtimes. Designated first aid staff are available to support the duty team to ensure there are enough staff present at all times.

Medical Matters

The School has a dedicated First Aid team to provide care for pupils, visitors and staff who become ill. The aim of the First Aid team is to give immediate help to casualties with common injuries or illnesses and those arising from specific hazards within the School and where necessary, ensure that an ambulance or other professional medical help is called.

Pupils who are unfit to remain in School will be sent home and may be referred to seek further medical advice.

Medication

Where possible, pupils are encouraged to take responsibility for medication which may be used as a preventative or in an emergency (e.g. asthma inhalers, EpiPens and insulin). Pupils are expected to carry these with them at all times. Parents are also encouraged to supply spare devices to the School for instances where medication carried by a pupil may be unavailable or unusable. It is school policy not to administer homeopathic treatments.

All medication should be handed to the Form Tutor, in the original packaging, together with written instructions for its use, along with a signed copy of the Request to Administer Medication in School form.

Medical Conditions

Parents are asked to inform the School if their son/ daughter has a medical condition which may affect any aspect of their schooling. Any changes to a pupil's health or medication must be communicated to the School in writing. All information held by the School is held in confidence and will be shared with both teaching and support staff if it is deemed to be in the child's best interests.

Alcohol, Tobacco, and Drugs

Pupils are educated to understand the effects and risks associated with these substances in relation to their health, well-being and the law. This is achieved through the Science and PSE curriculum.

Bringing any of these substances onto school premises is prohibited. To do so is likely to lead to immediate and permanent exclusion.

Mobile phones

Junior pupils are not permitted to bring mobile phones to School unless they are travelling by bus and have specific permission to do so.

If pupils are travelling by bus and have brought a mobile phone to School, children in R9-R11 will hand in their phones at reception. Children in R8 will hand them in to their Form Tutor and they will be taken to reception. Mobile phones will be collected before the children travel home on the bus.

Pupils who are found using their mobile phones during the School day, will have their mobile phones confiscated. The mobile phone will be returned to a parent at the end of the School day.

Any necessary contact with a parent, during the school day, will be made via the School Office or TA Office, with the Form Tutor's permission.

School Google Accounts

Every pupil from R8 to the Upper Sixth are given an online account through Google's GSuite for Education. This provides unlimited cloud storage via Google Drive as well as the ability to create word processed, spreadsheet and presentation documents online. GSuite also provides pupils with opportunities for collaborative learning and greatly enhances key Digital Skills, very much in line with the new Digital Competence Framework in Wales. A range of digital devices are used within the curriculum, including iPads and Google Chromebook laptops.

Parental Contact

St John's College is committed to the online safety of every member of the School, pupils and staff alike. Our Online Safety Policy is available on the School Website, along with valuable videos designed to help you provide a safe online environment at home. In line with this policy, we kindly ask that all electronic communication between parents and the School is of a formal nature. Staff will always use their school email address ending in '@stjohnscollegecardiff.com'.

Complaints

Please refer to the Whole School Complaints Policy.

5. Co-curriculum

Co-curricular Provision

St John's College aims to provide the richest and most diverse selection of co-curricular activities and clubs as possible. Pupils are encouraged to participate in a range of activities aimed at enhancing their educational experiences. The development of skills across the age range gives our pupils the best chance of shaping their future.

The list of co-curricular provision is available on the School Website. The Head of Junior School, will issue a termly list of Junior School activities at the start of each term.

The Junior pupils also enjoy a diverse mix of educational visits and in-house provision linked to their curricular studies, throughout the year. The Head of Junior School, Mrs Laura Taylor, will issue a Junior School list of dates with regular updates as more provision is added throughout the year.

The House System

There are four Houses at St John's College: St David's, Mostyn, De la Salle and Bute. Pupils are allocated to a House upon joining the School and siblings are placed in the same House.

Throughout the academic year pupils compete for their Houses at various events such as the annual Eisteddfod and Sports Day. In addition, merit points are awarded for academic achievement and exemplary behaviour.

LAMDA

St John's College offers opportunities for pupils, in R8 to R11, to develop their skills in drama, public speaking and communication through LAMDA courses. The London Academy of Music and Dramatic Art is a world-renowned institution which has guided and inspired some of the finest talent currently on stage and in film and television, offering practical qualifications in communication and performance subjects for over 130 years. Their ultimate aim is to provide all people with an opportunity to develop the skills they need to be successful, self-confident and able to communicate clearly and present ideas.

MUSIC

Music is at the heart of St John's College and plays a central role in inspiring our pupils in their personal, moral, spiritual, cultural and academic development across the board.

Cathedral Choir

As the Choir School to Cardiff Metropolitan Cathedral, St John's College provides more than forty girl and boy choristers (aged 10-18), choral scholars and lay clerks for weekly services at Wales' National Roman Catholic Cathedral. The choir also gives an annual concert at St David's Hall, performances at the Royal Welsh College of Music and Drama, and venues such as St Paul's Cathedral, Bath Abbey, Oxbridge Chapels and Westminster Abbey, and concert tours across continental Europe. The choir performs in regular broadcasts on BBC Radio 4 before an audience of 1.6 million, and the choristers have featured in major productions such as BBC's *The Hollow Crown* and *Doctor Who*, and in a Hollywood feature film. Our choristers have also performed as soloists for Llandaff Cathedral Choral Society and in WNO and RWCMD productions.

Orchestral and Ensemble Provision

The College's many instrumental ensembles include its award-winning Concert Orchestra, which has been a finalist in the Welsh Proms Schools' Competition and performs established orchestral repertoire such as movements from *Tchaikovsky's Nutcracker Suite*. Recent Concert Orchestra repertoire includes Danzon No.2 my Marquez, Beethoven Eroica Symphony, Dvorak Slavonic Dances and movie themes. The Concert Orchestra gives three very popular evening concerts each year to packed audiences, performs at venues such as Christ Church Cathedral Oxford, St David's Hall and the Royal Welsh College of Music and Drama, and has toured Bruges and Ghent in Belgium.

St John's College has a number of other thriving ensembles including the Junior Orchestra, Flute Choir, Brass Ensemble, Close Harmony Groups, Percussion Ensemble, Junior Jazz Band and the Junior Choir. Recent major school productions led by the Music Department include *Beauty and the Beast*, *Trial by Jury* and *The Sound of Music*. In the Junior School, all Junior pupils perform every two years in a musical production, our most recent being 'Joseph and the Amazing Technicolor Dreamcoat.

Please contact Mr Jeff Howard (jhoward@stjohnscollegedcardiff.com) for details on how to join the Catheddral Choir .

Instrumental Teaching

We have a fantastic team of peripatetic staff who teach in school during the week. Their enthusiasm for their instrument motivates our young musicians to become confident solo performers. They also help and support our GCSE and A-Level pupils with their performance examinations.

Instrumental lessons available in school include:

Piano

Classical guitar

Strings: Violin, Viola, Cello, Double Bass, Harp

Woodwind: Flute, Clarinet, Oboe, Saxophone

Brass: Cornet, Trumpet, French Horn, Trombone, Euphonium, Tuba

Percussion: All orchestral percussion instruments including drum kit and marimba

Please contact Mr Jeff Howard (jhoward[@stjohnscollegecardiff.com](mailto:jhoward@stjohnscollegecardiff.com)) if you require further details about instrumental teaching.

Primary Mathematics Challenge

Pupils, who have attained a strong level of Mathematical skills in R11, will be entered into this challenging competition which is run by the Mathematical Association. The initial challenge is sat in November, with successful pupils sitting a final challenge in February.

Chess

St John's College has enjoyed an enviable reputation in school Chess over a number of years. Our players range in age from Infants to Sixth Form and they have achieved success across a range of levels and tournaments, both on a local and national level. Some pupils have represented Wales and Great Britain on the international stage.

St John's College is currently the only school in Wales to offer Institute of Chess examinations. These highly respected qualifications allow children to achieve levels of expertise in the same way as Associated Board examinations measure musical achievement and ability. Chess club is held every Monday from 4:00- 5:30 pm in classrooms of varying ability, from beginners to advanced.

Breakfast Club

All Junior pupils arriving between 8.00am and 8.30am will go directly to the Dining Room where they will be supervised by a member of the Junior staff.

Pupils should not enter their form classroom prior to 8.30am. Pupils will take their school bags to the Dining Room, unpacking them, after 8.30am, in their form rooms when they arrive to greet their Form Tutor.

While in Breakfast Club, pupils will have the use of recreational activities currently available in Homework Club. All pupils arriving between 8.00am and 8.20am will be served toast and juice, for a small charge.

Homework Club

All Junior pupils may attend Homework Club which is a supervised, quiet working session that runs from 4pm until 6pm in the Dining Room. All Junior pupils must be collected by a parent or

guardian. If an older sibling, from the Senior school is required to collect, we will require written consent from a parent. Exemplary behaviour is expected at all times in Homework Club. The Homework Club behaviour policy is clearly displayed in the Dining Room for parents and pupils to read.



6. Appendices

Appendix 1: Marking Policies

N.B. R8 to R10 pupils will be gradually introduced to these whole school symbols. We expect that R11 will be fully versed in their usage. SPAG rewards are given for good use of Spelling, Punctuation and Grammar across all curriculum subjects.

The 'Marking for Literacy' Symbols

Sp	spelling error (correct vital words once)
P	punctuation error
G	grammar error e.g. subject: verb agreement
//	new paragraph needed
?	meaning unclear
^	something missing here
√	excellent point or use of language

English Marking Policy

Marking should:

- Be positive, indicating that which has been done well;
- Pick up individual or group targets, where relevant;
- Indicate an area for further work or target area;
- Inform pupils how to achieve this target;
- Be precise and realistic in expectations;
- Set challenges for more able and talented pupils.

A record should be kept of the weekly spelling test as well as any other marks. In R11, selected work, especially extended writing may be marked out of 20. This aids continuity into KS3 where selected work is also marked out of 20.

Mathematics Marking Policy

Formative assessment needs to ensure that pupils know how they are progressing. It is important that assessment is encouraging, rewards pupils for their efforts, is easy to read, reinforces mathematical vocabulary and that pupils understand the feedback.

- Ensure marking is up-to-date;
- The pupil's name is used;
- Merits are recorded and Targeteers are up-to-date;
- Use positive comments telling them how they are progressing;
- Avoid using an x; instead, mark with a dot to encourage the pupil to revisit their solution;
- Corrections may need to be next to the relevant sum. If there is an error repeated throughout the work, then a comment at the end may also be appropriate to suggest an improvement;
- If the pupil has corrected an answer, mark it with 'c';
- If verbal feedback is given for corrections, then we should note v/b, some indication of the feedback and the pupil may initial it;
- If a pupil misses a lesson e.g. for a peripatetic lesson or illness, it should be noted in their exercise book.

