



ST JOHN'S COLLEGE
Cardiff



Nursery & Infant
Parent Handbook
- 2023/24 -

Contents

1. About Us

Welcome	4
St John's Ethos	5
Choir School	5
School Motto.....	5
Nursery and Infant School Motto	5
Mission Statement	5
Nursery and Infant School Staff - 2023-2024	6
▪ Form Teacher and Teaching Assistants	
▪ Further Teaching Staff	
▪ After School Staff	
▪ Playtime Supervision Staff	
Leadership Team	7
▪ Senior Leadership Team	
▪ Other Senior Contacts	
Admin Support Staff.....	8
Term Dates.....	9
The School Day.....	10
What to bring to school	12
Lunch.....	12
School uniform.....	12
Contact between school and home	13

2. Academic Information

Curriculum.....	15
▪ Nursery	
▪ Infants	
▪ Outdoor Learning	
▪ <u>Sport</u>	
Homework.....	16
Monitoring Progress	17
Reporting to Parents	18
Learning Support.....	18

Educational Trips.....	18
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3. Pastoral Care

Form Groups	20
Charity and the Local Community	20
Collective Worship	20
School Rules	20
Rewards and Consequences	21
Medication	22
Transition	23
Anti-bullying	23
Birthdays	23

4. Co-Curricular Provision

Co-curricular opportunities.....	24
Instrumental Teaching	24
The House System.....	24

1. About Us

Welcome

Dear Parents and Carers,

We are delighted that your children will be joining St John's College Nursery and Infant School. Our welcoming, vibrant and nurturing setting provides an ideal environment for your child to embark upon what we hope will be a lifelong love of learning. From the very start, we encourage children to question, explore and to learn about themselves, others and the world around them. Our highly skilled and dedicated teaching team ensures that whilst there is a strong focus on establishing firm foundations in literacy and numeracy, we also offer a rich and broad based curriculum, which gives all children the opportunity to flourish. Our children also benefit from specialist teaching for PE, Drama, Music, and Welsh.

We look forward to seeing your child develop under our care and attention. We treat each child as an individual, thus ensuring that their academic and pastoral needs are met. Each child is important to us and we seek to foster confidence and independence so that your child makes friends and relates well to the wider community.

If you have any further queries, please do not hesitate to contact us, or your child's form teacher, via email, phone or in person

Best wishes,



Miss Emma Drain
Head of Infant School



Mrs Alison Banks
Head of Nursery Department

St John's Ethos

Since its inception in 1987, St John's College has grown to become a leading independent School in Wales and its Catholic ethos aims to be truly universal and embrace all faiths into its welcoming, inclusive community. At St John's College, Cardiff, we aim for elite standards in all areas, without being elitist. Striving for excellence in academia, music, sport and drama is a key objective, yet achieving excellence in these areas is but one part of the process in which we prepare our pupils for life. Through our exceptional co-curriculum, we promote opportunities to develop leadership and teamwork skills, engendering appropriate self-confidence, the ability to empathise and think critically and independently. Inculcating values of self-discipline, integrity, honesty, kindness, universal respect and compassion - especially for those less fortunate than ourselves - has never been more important. There is a genuinely warm welcome to everyone at St John's, regardless of background, and we take enormous pride in the strong sense of family and community spirit, kindled by our dedicated teachers and support staff. Our core philosophy 'work hard, play hard and look after one another' is at the very heart of our teaching and learning programs.

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 8-18) for weekly services, two annual concerts 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 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.

Nursery and Infant School Staff - 2023-2024

Head of Infant School

Miss Emma Drain
edrain@stjohnscollegecardiff.com

Head of the Nursery Department

Mrs Alison Banks
abanks@stjohnscollegecardiff.com

Form Teachers and Teaching Assistants

Nursery



Mrs Banks



Miss McCarthy



Mrs Brodie



Miss Howell

R5



Miss Sturges



Mrs Bhangwanani

R6



Mrs Mitchell



Ms Porter (M, W, F)



Miss Howell (T)



Mrs Brodie (Th)

R7



Mrs Cooper



Mrs Jenkins (M/T/W)



Mrs Thorne (W/Th/F)

Further Teaching Staff

Mrs Brodie - RE (all)
Ms Golesworthy - Drama (all)
Miss Thomas - PE (N, R5, R6)
Mr Tertois - PE (R5, R7)
Mrs Emms - Welsh (R5, R7)
Mr Nichols - Music (R5, R6, R7)
Signr Pretteggiani - Italian (R6, R7)

After School Care Staff

Mrs Brodie
Miss McCarthy
Mrs Taak
Mr Dennis

Playtime Supervision Staff

Mrs Feneck
Miss Murphy

Leadership Team

Senior Leadership Team



Mr Shaun Moody
Headteacher & DSL Support
Email: s Moody@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 Senior Contacts



Miss Melissa Owen
Director of Academic Studies
Email: mowen@stjohnscollegecardiff.com



Mrs Alison Banks
Head of Nursery Dept.
Email: abanks@stjohnscollegecardiff.com



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

Admin Support Staff

For all enquiries, or to report an unplanned absence, please contact our main School office via:

Tel: 02920 778936

Email: admin@stjohnscollegecardiff.com



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



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



Mrs Rabia Benincasa - School Receptionist/Administrator
rbenincasa@stjohnscollegecardiff.com

Term Dates

Advent Term 2023	
Monday 4th September - Wednesday 6th September	Staff INSET
Thursday 7th September	Advent Term Begins
Monday 23rd October - Friday 3rd November	Half Term (School closed)
Friday 15th December	Advent Term Ends

Lent Term 2024	
Monday 8th January	Staff INSET (School closed to pupils)
Tuesday 9th January	Lent Term Begins
Monday 12th February - Friday 16th February	Half Term (School closed)
Monday 19th February	Staff INSET (School closed to pupils)
Friday 22nd March	Lent Term Ends

Trinity Term 2024	
Monday 15th April	Trinity Term Begins
Monday 6th May	Bank Holiday (School closed)
Monday 27th May - Friday 31st May	Half Term (School closed)
Thursday 11th July	Trinity Term Ends
Friday 12th July	Staff INSET

The School Day

NURSERY DEPARTMENT

8.00	to	8.40	Crèche
8.40	to	9.00	Registration
9.00	to	9.30	Learning Time
9.30	to	10.00	Toast & Milk
10.00	to	10.30	Break
10.30	to	11.00	Learning Time
11.00	to	11.30	Learning Time
11.30	Collection for AM only nursery pupils.		
11.30	to	12.30	Lunchtime
12.30	to	1.00	Playground
1.00	to	1.30	Learning Time
1.30	to	2.00	Learning Time
2.00	to	2.15	Break
2.15	to	3.00	Learning Time
3.00	to	3.40	Story time
3.40	to	3.50	Departure
3.50	to	6.00	After-school club

INFANT SCHOOL

8:00	to	8:40	Before School Supervision
8:40	to	9:10	Registration Collective Worship
9:10	to	10:10	Lesson 1
10:10	to	10:30	Break
10:30	to	11:30	Lesson 2
11:30	to	12:30	Lunch
12:30	to	12:40	Registration
12:40	to	2:00	Lesson 3
2:00	to	2:15	Break
2:15	to	3:15	Lesson 4
3:15	to	3:40	Story time
3:40	to	4:00	Departure
4:00	to	6:00	After School Club

Before school:

We offer a flexible drop off time for all Nursery and Infant pupils between 8:00am and 8:40am. During this time, Nursery children will have free play in their classrooms and Infant pupils will be supervised on the playground by members of the Infant staff. Please bring your child to The Mews gates where staff will be waiting to welcome them. Access to the school site may be made via the brown side door which leads from the Junior Playground.

The school day begins at 8:40 and so we ask for all pupils to be in school by this time.

Registration takes place at 8:45am for all Nursery and Infant Pupils and pupils will be marked as late after this time.

It is beneficial for your child to be in school on time to start the day in a settled way with their peers and not disrupt the subsequent teaching time. However, if you arrive between 8:40 and 9am please arrive at the Nursery and Infant playground and ring the buzzer to drop your child off. If you are later than 9am, please go to the main Reception and wait with your child until a member of staff arrives to take them to their form room.

End of the Day:

School finishes for Nursery and Infant pupils at 3:40pm. The gates to The Mews playground will be open from 3:30pm and you are welcome to wait in the playground until the classes are dismissed.

Pupils will only be released to a parent or known carer. If the pick up arrangements for your child change, please ensure that their Form Tutor is made aware through an email, phone call or message. You may also phone School Admin to pass a message on. We are unable to let a pupil leave with an unknown adult if we have not had any notification.

At 4:00pm, pupils will be taken to After School Club and registered.

Pupils who are attending a co-curricular club will be taken to their activity and, unless informed otherwise, may be collected from the Mews gate. Any pupils not collected will be taken to After School Club.

After School Club:

After School Club is provided for all pupils in the Nursery and Infant Department and there are always two members of staff on duty. It is a paid for provision which runs from 4:00 pm until 6:00 pm and takes place in The Mews. Pupils are able to play games inside and out, enjoy creative activities and are provided with a light snack and drink.

Pupils may attend After School Club on a regular or intermittent basis. If you are delayed or unexpectedly need your child to attend, please email admin@stjohnscollegecardiff.com or your child's Form Tutor and a message will be passed on.

To collect your child from After School Club, make your way on the path past the main reception until you reach the secured gate entry system. Please ring the bell to allow staff to see and hear who you are coming to collect. The staff will then give you access through the main gate and bring your child out to the playground gate to meet you.

Occasionally, After School Club will be moved to a different location due to Parents' Evening or other activities. You will be informed in advance of this via the weekly update and on the notice board.

Costs for Nursery and Infant After School Club are as below:

Collected before 4:45 pm	£6:00 per session
Collected between 4:45 pm and 6:00pm	£8:00 per session
Late collection Charge	Session fee +
	❖ £10:00 if collected between 6:00 pm and 6:15 pm
	❖ £10:00 per every additional 15 minutes

What to bring to school

Infants

- Named water bottle;

- Fruit snack for morning playtime (please ensure grapes are cut lengthwise and avoid fruits with small stones);
- **One** small treat for afternoon play (e.g. biscuit, cake bar, packet of crisps);
- Homework bag and reading book;
- Any kit or equipment needed for co-curricular activities.

Nursery

- Named water bottle;
- A complete spare set of clothes: shirt, jumper or cardigan, trousers, tunics, vest, two pairs of pants, socks or tights;
- Winter - school woolly hat and mittens;
- Summer - school sunhat;
- Wellies - to be placed on the boot rack.

Please name all items of uniform clearly and remember that all snacks need to be **nut free**.

Lunch

Pupils may bring a packed lunch to school or order a dinner from the dining room.

School catering is provided by *Cleverchefs* and the menus and prices for this term can be found on the school website by clicking [HERE](#).

A weekly email is sent out for parents to order dinners for the following week and you will be billed via Parent Pay. We offer a flexible lunch format so you can make your choices on a weekly basis.

Please inform catering staff and your child's form tutor of any dietary requirements or allergies.

School Uniform

We ask for your support in ensuring that uniform is maintained to a consistently high standard.

School uniform and sports kit is available online from:

School Uniform



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

Sports Kit



<https://playerlayer.com/>

Eco Wear is a charity that provides Saint Johns' College parents with quality, second-hand and low cost uniform items. Please click on the logo to visit their website.



A full list of uniform requirements can be found on the school website by following the link below: <https://www.stjohnscollegecardiff.com/beyond-the-classroom/uniform>

General information

- Black leather school shoes are required for all pupils. No coloured shoes, heels or boots are acceptable. Trainers are only to be worn with PE kits.
- Long hair must be tied back with a red, black or school hair band. Coloured hair or shaved styles are not appropriate.
- Nail varnish is not allowed.
- No jewellery is to be worn except for one pair of small stud earrings
- The revere collar blouse for girls is currently being phased out and will not be part of required uniform from September '24

Please ensure all uniform items are clearly labelled so lost property can be returned easily to its rightful owner.

School blazers may be left on pegs in your child's classroom and the regulation red coat may be worn to travel to and from school.

Contact between school and home

❖ Administrative

For all Form based queries, please contact your child's Form tutor in person or via email or note.

For admin issues, please contact the School Office admin@stjohnscollegecardiff.com or 02920778936.

For all financial enquiries, please contact our Finance Manager, Mr. Daryl Bartlett (dbartlett@stjohnscollegecardiff.com)

If you are interested in your child learning a musical instrument, please contact Mr J Howard (jhoward@stjohnscollegecardiff.com)

Please remember that we aim to answer all communications within two working days

❖ Letters/Emails

Other information may be sent via email, post or by hand so please do ensure that your details are kept up to date to avoid missing important information.

❖ Weekly Updates

Weekly updates are emailed to parents every Friday via Mail Chimp. These will include a review of what each class has been learning that week as well as information for the following week and events that are upcoming. Please do ensure that you read these communications.

❖ Newsletters

A whole school digital newsletter will be sent to keep you informed of achievements and events from across the school

❖ X/Twitter

The school has a range of active accounts on twitter. We post regular photographs and information and you will be asked to sign a consent form to allow us to use your child's photo. Please do follow us @SJCCardiff, @SJC_Infants and @SJC_Nursery

2. Academic Information

Curriculum

We believe that learning should be a rewarding and enjoyable experience. In both the Nursery and the Infants, we aim to lay firm foundations upon which all further knowledge may be based. We strive to help all the children in our care to develop their individual talents through the provision of a broad and balanced curriculum.

Our Nursery and Infant staff plan purposeful activities that are challenging but achievable, based on the areas of learning. They take into account the age and previous experiences of the children and their development level; recognising and planning for the needs of all our pupils to help them reach their full potential.

We aim to provide an environment in which all children will flourish; we are committed to providing equality of opportunity, regardless of race, gender, belief, disability and religion.

● Nursery

Nursery shadow the Early Years Foundation Stage (EYFS) curriculum. We place a strong emphasis on the development of Numeracy and Literacy. Throughout the Nursery and Infants, stress is placed upon understanding each child and their family as unique, with different strengths, talents and needs.

The key areas of learning are:

1. Mathematics;
2. Language and Literacy;
3. Knowledge and Understanding of the World (*Science, Geography and History*);
4. Physical;
5. Creative;
6. Personal, social, well-being and cultural diversity;
7. Welsh.

These areas of learning are taught through focused and free play activities with a strong emphasis on developing pupils' personal, social and emotional needs. We ensure that pupils have a wide variety of experiences which are meaningful to their own development and their growing understanding of the world around them. They especially enjoy their

weekly cooking lesson and taking care of their own allotment patch where they grow vegetables, herbs and plants.

Foundation to phonics is taught through the Monster phonics programme and JIGSAW for PSE is also followed; both of these schemes are followed through the Nursery and Infant School to allow for consistency and coherence.

● **Infants**

The curriculum is based upon the foundations of the National Curriculum for Wales for Foundation Phase and KS1 and is enhanced through the provision of Drama, Italian, PE, Music and Welsh which are supported and taught by specialist teachers.

We use a number of well known schemes to support our planning and learning such as Monster Phonics, Oxford Reading Tree, Abacus Maths Objectives, Collins English, and Jigsaw PSE, which are supplemented by activities designed to engage and provide for the abilities of all the children working within each class.

● **Outdoor Learning**

Exploring the world around them is a key part of the Nursery and Infant curriculum as the children learn about natural materials and textures, how plants grow and living things. They have opportunities to learn indoors and also outdoors in our school environment.

They will develop excellent observational skills, and success with outdoor activities can boost confidence in the classroom. The Nursery and Infant children will need the school outdoor coat as we promote outdoor learning and play in a range of weather conditions. We have a stock of waterproof trousers for wet activities.

● **Sport**

All pupils have two PE sessions each week and on those days they should wear their Sports kit including their house t-shirt. Pupils will be given opportunities to develop their physical skills, learn how to develop teamwork skills, and increase their individual fitness levels.

Whilst in R7, pupils will also have swimming lessons at one of the local Cardiff pools and led by experienced swimming coaches. We hold a traditional Sports Day event in the Trinity term.

Homework

You are important partners in helping your children to learn and we ask that you spend quiet and purposeful time with your child reading and completing their homework activities. We strongly encourage all parents to read and share stories with their child every day and enjoy a bedtime story together.

Homework helps to reinforce the skills and topic work covered in class. It also establishes a routine and this makes life easier as children get older and need to study. Time spent on Nursery and Infant activities should also be fun and an opportunity for you to talk to your children about their day. Be positive, encourage and praise whenever possible. If your child is finding it difficult to complete their homework, please do let us know.

Every child will be given a red homework bag which is also used for communications from your child's teacher. Please check the bag each night, especially if your child attends After School Care.

In Nursery, homework and a bedtime reading book will be sent home once a week and pupils will start to receive pupil reading books when they are ready for this next step.

In the Infants, in addition to reading and spelling, your child may be asked to complete a numeracy or literacy based activity and activities could also be RE, Science, History or Geography based. The amount of homework is tailored to the child's age and in R7 it may take around 30 minutes to complete. Please use a writing pencil and coloured pencils to complete written work; felt pens are not allowed.

Monitoring Progress

Every pupil's progress is carefully monitored to ensure that our teaching is appropriate to their needs and they are working to achieve their potential.

All assessments are age appropriate and arrangements are reviewed regularly and currently consist of:

Nursery: On-entry Baseline and end of year follow up

R5: On-entry Baseline and end of year follow up
Standardised Literacy and Numeracy assessments throughout the year

R6: Standardised Literacy and Numeracy assessments throughout the year

R7: Standardised Literacy and Numeracy assessments throughout the year

Assessments are kept as low key as possible and, for our younger pupils, are often completed through observations.

Reporting to Parents

We operate an open door policy so parents are encouraged to contact their child's teacher should they have any queries about their child's academic progress. Teachers are available at the start and end of the day though if you require a longer discussion please do arrange an appointment.

Parents' Evenings

Each term there is an opportunity to meet with your child's teacher. These meetings enable you to discuss academic and pastoral progress, raise any concerns you may have, see their classrooms, and to look at the work they have been completing.

Dates will be shared according to the annual calendar and further information for booking appointments will be sent approximately a fortnight before the evening. If you are unable to attend the given date, please arrange a different time with your child's Form tutor.

Reports

Formal written reports will be sent home in February and at the end of the school year. These will highlight pupil progress as well as areas of development which you may be able to support further at home. Where there is a concern about the progress of a pupil, the Form Tutor will arrange to meet with the parent to discuss the way forward.

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 the Learning Support needs of individual pupils and this informs their lesson planning.

In the Nursery and Infant Department, we are able to offer Snappy and Nessy lessons with Mrs Howell, our specialist member of staff. We work in partnership with parents and Mrs McCaffrey (the school ALNCO) to discuss any additional learning needs and the support we offer. We also recognise when, unfortunately, we may not be able to meet a child's specific needs. Mrs McCaffrey is able to advise parents on how to support a child with ALN. Our staff will work together with Mrs McCaffrey and parents to follow any intervention strategies.

Educational Trips

Educational trips are a valuable part of any pupil's learning. They enable pupils to gain experiences outside the classroom which enhance their academic and personal development.

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.

The cost of educational trips is not included in School fees. Payments for School trips will be added to your School Fee Account, on a termly basis.

3. 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, Form staff are available at all times to support, guide and assist pupils. In the Nursery and Infant school, further support may be given by the Head of the Nursery or Head of the Infants. All concerns that need to be discussed further will be forwarded to Mrs Emma Jones (DSL).

Form Groups

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 R5 ('R' stands for 'rising') will have their 5th birthday during the course of that academic year. Accordingly, R7 is the equivalent of Year 2 in the maintained sector, while R6 is the equivalent of Year 1.

Charity and the Local Community

At St John's College, our charity 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 the world community and hope to instil a sense of respect and compassion in all our pupils as they find their place in life.

In the Nursery and Infants, we also have regular visits to St Cadoc's Church, where we celebrate key festivals such as Christmas, Stations of the Cross and the Crowning of Mary.

Collective Worship

We have registration and a short act of worship every day for R5, R6 and R7. These worships include a reading for the day, prayers and a hymn. Once a week, we have a diversity and celebration assembly and pupils are welcome to bring any badges, certificates or trophies into school for activities they have completed outside of school.

During the course of the school year, each class prepares an assembly to which parents and family members are warmly invited. The assemblies are towards the end of the school day and are held on the school site.

School Rules

A list of common school rules are provided below.

- 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;
- All pupils must walk on the left in corridors and speak quietly;
- Pupils must adhere to the School uniform policy at all times;
- Pupils should not bring any valuables to school.

Rewards and Consequences

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.

It is known that positive encouragement promotes good behaviour and raises self-esteem. and in the Nursery and this is acknowledged through:

- Verbal and written praise;
- Stickers;
- *Star of the Week* certificates;
- Form tutor reward systems;
- Termly 'Good Egg' afternoon tea with The Headteacher for pupils who exemplify a positive attitude and kindness towards others;
- Infant pupils are awarded merits which are added towards their House total. All teachers can award merits and each week, in our celebration assembly, the House with the highest weekly total is announced.

Our main emphasis is on promoting positive behaviour through modelling and holding high expectations. Teachers will though deal with unacceptable behaviour in an appropriate manner according to the age of the pupil and behaviour demonstrated.

Individual staff will address minor behaviour problems through intervention strategies such as reminders, nonverbal signals, redirecting a pupil, encouragement of positive behaviour and one-to-one discussions. This may result in an informal verbal warning, which should clearly indicate the consequences if there is repetition or no change in the behaviour.

If a serious incident occurs, a pupil may receive a *Time Out* which will be taken during the next playtime and gives the pupil time for further reflection and an opportunity to talk to an adult to resolve the issue, understand the consequences of their behaviour, and to move forward in so the behaviour will hopefully not be observed again.

Depending on the severity of the behaviour, Form Tutors will inform parents verbally or by email. More serious incidents would involve a phone call from the Form Tutor. Parents play a vital role in ensuring consistently good behaviour and we aim to build positive relationships and good communication in order to support and reinforce the school's policy on behaviour at home. A consistent message from home and school is vital for pupils to develop and understand our behavioural expectations.

Medication

Parents are asked to sign a medical form at the start of each year which grants permission for the administration of Calpol, sun cream, Piriton, antiseptic wipes and plasters.

- Nursery and Infant staff will only administer prescription medicines that have been prescribed for the named child and are in date.
- Any medication given to a child is recorded in the class medical book and is witnessed by another staff member.

- Medication is kept out of reach of children
- Any medication requiring refrigeration is kept in the Cottage fridge.
- All parents will be phoned before any Calpol is administered in school
- Any pupils with specific medical needs such as a diabetes will have a separate care plan outlining their individual requirements

Transition

We endeavour to ensure a smooth transition for pupils on entry, between year groups and as they move to the Junior school. These are significant changes in a young person's life and they need to have opportunities to familiarise themselves with their new teachers and learning environment.

All pupils participate in a transition day during the second part of the Trinity Term. This enables them to spend a day with their new teachers in their new classrooms and begin getting to know their new room and teacher. New pupils are also invited to this day to enable them to feel more comfortable in starting school.

To prepare for moving to the Juniors, R7 pupils also enjoy a couple of extra sessions with their new teacher as we acknowledge this is a big step for a lot of children. They also get to spend a playtime in the Junior Playground exploring the new space.

Parents of R7 pupils are invited to a transition meeting where Mrs Taylor, Head of the Junior School, is able to share key information and answer any questions you may have about the move to the Juniors.

Teachers and support staff also need to know about their new children before they start in the class and so the passing on of the right information along with time to discuss their new classes is essential.

To help prepare the children for the move to the Junior School, children in R7 enjoy a series of transition activities throughout the year. During this time, the R7 children visit the Junior classrooms and meet their new teachers, undertaking a series of varied activities.

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.

The school's [Anti-Bullying Policy](#) can be found on our website.

Birthdays

We are happy to celebrate your child's birthday if you wish to provide a birthday cake for the class. (Please ensure it is nut-free) If your child is unable to eat items provided by other parents, please give the class teacher a supply of suitable treats so that they are not left out. We will place party invitations in homework bags but please ensure everyone is included.

4. Co-curricular Provision

Co-curricular Opportunities

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

The list of co-curricular clubs is shared at the beginning of term and parents are able to sign up via School Cloud.

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 Howard (jhoward@stjohnscollegecardiff.com) if you require further details about instrumental teaching.

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.