



UBI AMOR, IBI OCULUS

ST JOHN'S COLLEGE
Cardiff



Parent Handbook - 2023/24 -

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IN CARITATE NON FICTA

ST JOHN'S COLLEGE

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1. About us

Welcome

Welcome to our Parent Handbook. Within it, you will find useful information regarding the day-to-day routines that your children and their teachers follow, together with the main School policies that provide a framework for effective communication between home and School. St John's College, Cardiff has high expectations of good behaviour and commitment to strive for excellence. Your support of the School in this matter is critical, as children thrive when messages are both consistent and clear. This joint covenant between parents and teachers will elicit a positive response from the children; it represents a positive, formal contract which will enable every child to fulfil his or her potential in a happy, healthy and secure environment.

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.



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 & 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@...

HEAD OF NURSERY DEPARTMENT



Mrs Alison Banks
Head of Nursery Department
Email: abanks@...

WHOLE SCHOOL sSUPPORT 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



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



Miss Martha Sanders - *Sixth Form Receptionist/Administrator*
- *Assistant Examinations Officer*
msanders@stjohnscollegecardiff.com



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

HEADS OF YEAR

R12



Mrs Caroline George
cgeorge@stjohnscollegecardiff.com

R13



Mr Lewis Turner
lturner@stjohnscollegecardiff.com

R14



Mr George Braithwaite
gbraithwaite@stjohnscollegecardiff.com

R15



Mr Jacques Tertois
jtertois@stjohnscollegecardiff.com

R16



Mrs Rhian Bate
rjbate@stjohnscollegecardiff.com

LOWER SIXTH FORM (L6)



Mrs Ellen John
ejohn@stjohnscollegecardiff.com

UPPER SIXTH FORM (U6)



Mr Nick Cooper
nacooper@stjohnscollegecardiff.com

Email prefix. (all @stjohnscollegediff.com)

HEADS OF DEPARTMENT

| | | |
|--------------------------|--------------|--|
| Ms Kathryn Thomas | (kthomas) | Head of English |
| Dr James Evans | (jevans) | Head of Mathematics |
| Mrs Lowri Chwieseni | (lchwieseni) | Head of Biology |
| Mr Jonathan Williams | (jwilliams) | Head of Chemistry |
| Mr Nicholas Jones | (njones) | Head of Physics |
| Mr Craig Husband | (chusband) | Head of Art |
| Mrs Rhian Bate | (rjbate) | Head of DT |
| Miss Laura Beckham | (lbeckham) | Head of Geography |
| Mrs Claire-Louise Thomas | (clthomas) | Head of History |
| Mr Ian Jones | (ijones) | Head of Business, Computing, and Economics |
| Ms Helena Read | (hread) | Head of Latin |
| Mrs Cerys Emms | (cemms) | Head of Languages Faculty |
| Mrs Rachel Lawrie | (rlawrie) | Head of Academic Music |
| Mr Craig Williams | (cwilliams) | Head of Academic PE |
| Mr John Morgan | (jmorgan) | Head of Philosophy and RS |
| Mr Jeff Howard | (jhoward) | Director of Music |
| Mr Bryn Evans | (bevans) | Head of Outdoor Activities |

SENIOR SCHOOL SUBJECT COORDINATORS

| | | |
|-----------------------|------------|-------------------------------------|
| Mrs Zahia Rezgui | (zrezgui) | Subject Coordinator for French |
| Miss Ella Cooper | (ecooper) | Subject Coordinator for Spanish |
| Miss Caroline McManus | (cmcmanus) | Subject Coordinator for Welsh |
| Mr Jacques Tertois | (jtertois) | Subject Coordinator for KS3/4 Games |
| Mr James Morgan | (jamorgan) | Subject Coordinator for Business |

JUNIOR KEY STAGE COORDINATORS

| | | |
|---------------------------|------------------|-----------------|
| Mrs Carol Clint | (cclint) | KS2 English |
| Miss Sophie Taylor | (staylor) | KS2 Mathematics |
| Ms Kathryn Teideman | (kteideman) | KS2 Science |
| Mrs Claire Crowley-Davies | (ccrowleydavies) | KS2 Art |
| Miss Lowri Price | (lprice) | KS2 Geography |
| Mrs Lowri Burleton | (lburleton) | KS2 History |
| Mrs Rhian Sheehan | (rsheehan) | KS2 ICT |
| Mrs Danielle Criddle | (dcriddle) | KS2 RE |
| Mrs Zahia Rezgui | (zrezgui) | KS2 French |
| Mrs Caroline George | (cgeorge) | KS2 Welsh |
| Miss Rhiannon Thomas | (rthomas) | KS1/2 PE |
| Mrs Rachel Lawrie | (rlawrie) | KS2 Music |

Commented [J1]: I think this is actually Rachel Lawrie

NURSERY/INFANTS KEY STAGE COORDINATORS

| | | |
|--------------------|-----------|-----------------------|
| Mrs Rachael Cooper | (rcooper) | KS1 English & Science |
| Mrs Alison Banks | (abanks) | KS1 PSE |

ALN SUPPORT

| | | |
|------------------------|------------------|----------------|
| Mrs Noelle McCaffrey | (nmcaffrey) | ALNCo |
| Mrs Julietta Howell | (jhowell) | Infants to R12 |
| Mrs Heidi Wilcox-Tout | (hwilcoxtout) | R13 to R16 |
| Mrs Sian Cwyfan-Hughes | (scwyfan-hughes) | Infants to R16 |

Timings of the School day

SENIOR SCHOOL

| | | | |
|-------|----|-------|---|
| 8.40 | to | 8.55 | Registration |
| 8.55 | to | 9.00 | Walk time |
| 9.00 | to | 9.45 | Period 1 |
| 9.45 | to | 9.50 | Walk time |
| 9.50 | to | 10.35 | Period 2 |
| 10.35 | to | 10.55 | Break |
| 10.55 | to | 11.00 | Walk time |
| 11.00 | to | 11.45 | Period 3 |
| 11.45 | to | 11.50 | Walk time |
| 11.50 | to | 12.35 | Period 4 |
| 12.35 | to | 1.25 | Lunch |
| 1.25 | to | 2.10 | Period 5 |
| 2.10 | to | 2.15 | Walk time |
| 2.15 | to | 3.00 | Period 6 |
| 3.00 | to | 3.05 | Walk time |
| 3.05 | to | 3.50 | Period 7 |
| 3.50 | to | 4.45 | Period 8 - Sixth Form lessons, Choir practice, extra-curricular activities, and homework club. |

INFANT SCHOOL

| | | | |
|-------|----|-------|---------------------|
| 8.00 | to | 8.45 | Early Morning Club |
| 8.40 | to | 9.00 | Registration |
| 9.00 | to | 9.45 | Lesson 1 |
| 9.45 | to | 10.30 | Lesson 2 |
| 10.30 | to | 10.50 | Break |
| 10.50 | to | 11.30 | Lesson 3 |
| 11.30 | to | 12.00 | Lunch |
| 12.00 | to | 12.30 | Playground |
| 12.30 | to | 1.15 | Lesson 4 |
| 1.15 | to | 2.00 | Lesson 5 |
| 2.00 | to | 2.15 | Break |
| 2.15 | to | 3.00 | Lesson 6 |
| 3.00 | to | 3.40 | Lesson 7 |
| 3.40 | to | 3.50 | Departure |
| 4.00 | to | 6.00 | After-school club |

JUNIOR SCHOOL

| | | | |
|-------|----|-------|------------------------|
| 8.30 | to | 9.00 | Registration |
| 9.00 | to | 10.10 | Period 1 |
| 10.10 | to | 10.30 | Break |
| 10.30 | to | 10.55 | Period 2 (Form) |
| 10.55 | to | 11.00 | Walk time |
| 11.00 | to | 11.45 | Period 3 |
| 11.45 | to | 12.35 | Lunch |
| 12.35 | to | 1.20 | Period 4 |
| 1.20 | to | 1.25 | Walk time |
| 1.25 | to | 2.10 | Period 5 |
| 2.10 | to | 2.20 | Break |
| 2.20 | to | 3.05 | Period 6 |
| 3.05 | to | 3.45 | Period 7 |
| 3.45 | to | 3.50 | Return to form bases |

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 |
| 4.00 | to | 6.00 | After-school club |

Contacting the School

- For all routine pastoral or academic enquiries, please contact your child's Form Tutor via the School Office (admin@stjohnscollegecardiff.com) or (0)29 2077 8936.
- To arrange an appointment with the Head, please contact the school office - above.
- If you have a concern about pupil welfare, please contact the Assistant Head, Pastoral or your child's Head of Year in the Senior School. In the Junior School, please contact the (Joint) Heads of Junior School, in the Infant School, please contact the Head of Infants and in the Nursery, please contact the Head of Nursery.
- If you have a routine academic enquiry, please email the relevant teacher via the School Office. In the Junior School, please contact your child's Form Tutor.
- For all sports related issues, please either email the Head of PE or contact him via the School Office.
- For all enquiries regarding School music, please either e-mail the Director of Music, or contact him 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.

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.stjohnscollegecardiff.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 is not permitted and only nude shades of nail varnish are 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/>

Equipment

All pupils should bring to School a small to moderate size pencil case (named) containing:

- Several pens, black or blue ink (blue ink only, in the Junior School)
- Pencils, pencil sharpener and eraser
- Range of coloured pencils
- Glue stick
- Ruler
- Scientific calculator (*Senior School only*)
- Protractor, set square, pair of compasses (*Senior School only*)
- Protractor (*R10/R11 only*)

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

2. Admissions and Fees



Admissions

Application to St John's College is made by completing an Application Form and submission of a latest academic report, often following a preliminary visit by parents of a prospective pupil. The prospective pupil is usually invited to join us for a normal School day. Evaluations of the pupil's academic potential and social awareness are made by staff when considering making an offer of a place at SJC. The final decision to allocate a place rests with the Headteacher who is advised by senior colleagues. Cognitive Ability Tests will be administered, both as a basis for assessing future progress, and to ensure a match between the School's teaching programme and the ability of the candidate. We are keen to ensure that both pupils and parents will embrace the ethos of the school. We expect pupils and parents to support the School ethos in matters of work, disposition, full participation in the life of the School, and adherence to codes of conduct, dress and appearance. Any formal offer of a place at St John's College is subject to the receipt of references from the child's current School as well as any current assessment data. All applications require a £125 non-refundable registration fee.

Contact: Mr Francis Taylor - *Assistant Head, Admissions & External Relations*.

Overseas Admissions

For information on overseas admissions, please contact Ms Ivy Greenwood, Overseas Registrar (overseasregistrar@stjohnscollegcardiff.com).

Asia Liaison Office

Address: Office 2007, 1018 Chang Ning Road, Shanghai, 200042, China
Telephone: 0086-21-52383880 / 52383876
Email: stjohnscardiff@163.com

Fees

The current fee structure can be found on the school website:

<http://www.stjohnscollegecardiff.com/admissions/fees>

Scholarships and Bursaries

Some scholarships and means tested bursaries are available for Sixth Form Study based on outstanding GCSE results. There are also a limited number of academic, music and choral scholarships available at other age ranges which are means-tested and relate to the specialist nature of St John's College as a choir School. All awards require a strong commitment to the co-curriculum, music, drama, sport and promotion of the School's ethos. Choral bursaries require an audition with Mr Jeff Howard, our Director of Music.

For all enquiries about fees, scholarships and bursaries, please contact the School office.

Transport

Five separate bus routes to the School exist, covering the Cardiff and Newport area, Penarth/Sully and Bridgend/Pencoed/Miskin/Taffs Well. Individual timetables and details of the fee structure can be obtained from the School office. Any number of journeys per week can be accommodated.

All pupils from R8 to R10 are accompanied to the buses by a Junior school staff member at the end of the School day.

Please note that pupils in R7 or below must be accompanied on the bus service by an older sibling who is in R8 or above.

The contact co-ordinator for Transport is **Mr Martin Prendergast**
(mprendergast@stjohnscollegecardiff.com)

➤ *For full details on Admissions, please see **Admissions Policy**.*

3. Academic Life



The Curriculum

The School operates a two-week timetable of 70 periods; 7 periods per day of 45-minutes duration.

St John's College provides full-time supervised education for pupils from aged 3 to 18. We aim to help pupils develop their gifts and talents through the provision of a broad and balanced curriculum. Our curriculum is responsive to, and supportive of, pupils' needs and aspirations. It fosters intellectual curiosity and academic achievement, and motivates pupils to grow to their full potential. Coupled with the School's PSE (Personal and Social Education) programme, the curriculum seeks to provide pupils with an excellent preparation for the opportunities, responsibilities and experiences of each phase of their education, and of their adult life.

➤ *For full details, please see **Curriculum Policy**.*

Any queries related to the School curriculum should be directed to the Directors of Academic Studies or the Deputy Headteacher.

Setting Policy

Setting helps 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 upwards.

In the Senior School, many new pupils join in R12. Pupils are sorted into four form groups to achieve a balance of gender, academic, musical and sporting ability and friendship groups.

Pupils are set in English from R12 to R16.

In Mathematics, pupils are initially taught in their form groups but are set during the Lent term of R12. Pupils in Higher tier groups from R14 will be encouraged to sit their GCSE examinations at the end of R15. Parents will be informed by letter once plans have been finalised.

Setting in Science begins in R14. All pupils follow the common Double Award Science syllabus in R14. Pupils suited to the Separate Science pathway are invited onto the course following their internal examination results at the end of R14.

Setting is under continual review and is also revisited at the end of each academic year. Sets are rearranged as and when the need (either pastoral or academic) arises. However, frequent set movements are not advantageous to learning and are avoided. Parents are always informed if a set move is thought to be necessary.

➤ *For further information, please see **Setting Policy**.*

Homework

Nursery and Infant Department

The amount of homework set each week varies from class to class, and information will be provided by the class teacher at the beginning of the School year. For further information regarding homework, please see the Nursery and Infant Department Handbook on the School website.

Junior School

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. 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.

*For further information regarding homework, please see the **Junior School Information and Policies**.*

Senior School

Homework is set in all subjects according to the published homework timetable. Pupils record homework during the lesson in their School diary. As a matter of good practice, whenever practicable, homework tasks are differentiated in order to meet the needs and abilities of pupils; to offer challenge to stretch individuals but not be overbearing for those who find the subject more difficult.

➤ *For further information on homework in the Senior School, please see **Homework Policy**.*

External Assessments

Throughout their time at St John's College, 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 and generate predictions of GCSE grades in each subject. The predicted grades represent a statistical probability and experience has shown us that almost all of the pupils at St John's College exceed these predictions.

In the Nursery, Infants and Junior School, the results of these assessments are used internally to track pupil progress and inform planning. In the Junior School, subject specific targets are set for all pupils and are recorded in their diaries and exercise books. If staff are concerned about a pupil's progress, they will communicate with the parent or, parent and pupil, as required throughout the academic year.

In the Senior School, we use the results of the assessments to generate Target Grades for each pupil. In the majority of cases, we raise the predicted grades generated for each pupil by one grade, to a challenging 'Target Grade'. Each teacher has the opportunity to adjust the grades up or down as we recognise that, since predictions are statistically generated, there are a number of reasons why they may not be correct for some pupils.

In Key Stage Three, Target Grades range from Grade 1 to 5. At GCSE and A-Level, the Target Grades are equivalent to the GCSE / A-Level grades of A*- G, but are commensurate with the Year group of the pupil.

Termly reports are provided to parents on the progress pupils make against their Target Grades. Pupils analyse their performance in each of their termly reports and create personal targets for improvement under the guidance of their subject teachers. These termly reviews of progress create attainable goals for pupils and maintain motivation. Pupils can quickly see the effects of their hard work when they receive their next review grade. Similarly, poor effort can quickly be identified and support and encouragement given to help a pupil turn the situation around. If a pupil consistently performs at a higher standard throughout the academic year, their Target Grade will be increased. Conversely, a Target Grade may be decreased if it is deemed too high.

➤ *For further information, please see **Assessment Policy**.*

Internal Assessments

In the Junior School, all pupils sit internal School assessments in English, Mathematics, Science, Geography and History during the Trinity term. The results of these assessments are reported to parents.

In the Senior School, all pupils sit internal assessments in all academic subjects annually (in the Trinity term). Results of assessments, as well as progress towards Target Grades, are entered on the final report to parents. The assessment grades give a summative assessment of pupils' standards in each subject and provide a basis for pupils to set targets for the

following year. They may also be used for setting purposes in English, Mathematics and Science in the Senior School.

An examination timetable is drawn up for all pupils that allows for extra time for eligible pupils.

Mock A-Level examinations are held in the Advent and Lent terms for R15, R16 and Sixth Form students. The results of these examinations are discussed with the parents and pupils at parents' evening.

Reports

St John's College provides detailed feedback to parents and pupils on learning progress. At the end of the Trinity term, a full written report is provided for each pupil in all sections of the School. In the Junior School, an Interim Progress Summary will be provided in January. In the Senior School, a progress report is also provided as well as a Target Grade review report.

➤ *For further information on reports, please see **Reporting Policy**.*

Parental Feedback

We believe in regular communication with parents about academic progress through reports, grades, pupil diaries and meetings with parents.

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.

Learning Support

St John's College is committed to providing the best possible learning environment for all pupils. The School is guided by the Additional Learning Needs Code for Wales (2021) and The Equality Act (2010) when dealing with all matters concerning pupils with Additional Learning Needs (ALN). We work closely with pupils and parents to ensure that parents are notified when Learning Support provision is deemed necessary for their child. All teachers are kept well informed of the Learning Support needs of individual pupils and this informs their lesson planning.

Marking

We recognise 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;
- Some class work (*as appropriate*);
- Examinations and class tests;
- **Spelling mistakes (subject specific words)**, and **faulty common punctuation** should be corrected in line with the Marking for Literacy policy.

Coursework drafts will not necessarily be marked, but feedback, both verbal and written, will be given, where appropriate and in line with examination board guidelines.

All assessments should be marked according to specific criteria that the pupils understand. Marked work is signed and dated by the teacher before being returned to pupils.

Written and/or verbal feedback is given to pupils to help them move forward. Pupils are expected 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. Self-evaluation is a very useful skill to acquire and develops maturity towards work. Marks are recorded by subject teachers and used to inform Target Grade Reviews.

➤ For full details, please see **Marking and Feedback Policy**.

Public Examinations - Revision Leave

R16 pupils sitting GCSE modules in the Summer term are entitled to revision leave according to the School's revision leave policy. Pupils will be given explicit instructions regarding revision leave by their Form Tutor / Head of Year.

In R15, revision leave is not permitted. Pupils are expected to attend all academic lessons during the period of external examinations. This reduces disruption to lessons and ensures that pupil's academic studies are minimally disrupted.

Please be mindful that if pupils do not adhere to this policy, it will be classed as an unauthorised absence. We appreciate the full support of parents in this matter.

In the Trinity term, GCSE and A-Level pupils start revision leave from the middle of May and return to School to sit their public examinations. Year 12 pupils return to School once their examinations are complete, to continue their A2 studies.

It is important for fire safety that all pupils remember to sign in and out of School according to the School guidelines.

GCSE pupils should wear their uniform whenever in School in term time and Sixth Formers should adhere the Sixth Form uniform policy.

If it is anticipated that a pupil will be late in arriving for a public examination, please telephone the School office as soon as possible.

Pupils will receive explicit instructions about where and when the examinations are held. They will also be fully informed about the regulations regarding examination protocol, including the zero tolerance of mobile phones or other electronic devices in the examination room.

Public Examinations - Results Day

The dates for release of GCSE and A-Level results are confirmed each year; usually around the second/third Thursday in August. For 2022, GCSE results are released on 25th August, and A-Level on 18th August. Pupils are welcome to come to School in person to collect their provisional certificates at 9.00am, and we always delight in seeing pupils in person to congratulate them. Results will be issued in the David Neville Hall and refreshments will be provided.

SLT will be present and available to offer advice and support, if needed.

Parents' Evenings

Parents' Evenings are held for each Year group on two occasions in the year (three in the Nursery and Infants).

In the Junior School, the first parents' evening, "Meet the Form Tutor" 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. For pupils new to the School, "Meet the Form Tutor" is within the first few weeks.

Full Parents' Evenings take place in the Lent term, according to the published calendar. Parents' Evenings begin at 4.30pm 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 monopolised by just a few people. If a more in-depth meeting is required, it should be arranged outside the Parents' Evening.

In the Senior School, pupils are usually invited to attend with their parents, so that they are involved in the dialogue which is, of course, about their progress and success.

The first parents' evenings, our 'KS3 Pastoral Catch Up' and 'KS4 Progress Evening' (previously, Meet the Teacher) take place in the Advent term in all sections of the School. These meetings

are an opportunity for parents to meet their child's Form Tutor and gain feedback on their performance and progress during the first term. For pupils new to the School, these meetings are an excellent opportunity to check that pupils are settling in.

Full Parents' Evenings take place in the Lent term, according to the published calendar. Parents' Evenings begin at 4.30pm and end at 6.30pm and either take place in the School Hall (R12 and R13) or virtually (R14 upwards) using School Cloud. Appointment times are kept to 5 minutes to ensure that conversations are kept crisp and to the point, and that parents do not have to wait in long queues while a teacher's time is monopolised by just a few people. If a more in-depth meeting is required, it should be arranged outside the Parents' Evening.

In the Lent term of R16, parents of pupils about which teachers have concerns will be invited to meet with the Head of R16.

Parents may be contacted at any time by subject teachers, the Form Tutor, Head of Year, Director of Academic Studies, the Assistant Heads or Deputy Head, should the need arise, either to discuss academic progress or to inform of disciplinary matters relating to a pupil's work.

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. Please send any requests via the **iSAMS Parent Portal** using the **Special Absence Request 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 Head 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.

Registration

All pupils should be in School no later than 8.40am. Pupils should go immediately to their form base and register with their Form Tutor.

Signing in Late

It is incumbent on all pupils to register as quickly as possible after arriving at School. If a pupil is late, they must immediately go to School Reception to sign in. Repeated lateness and failure to sign in will be followed up on as a matter of discipline.

School Calendar

A termly calendar is produced and shared with parents on the Parent Portal before the beginning of each term, to help parents keep abreast of what is going on and plan their commitments. The School's annual term dates can be found on the School website: <http://www.stjohnscollegecardiff.com/term-dates> and an overview of the School's key academic dates can be found in **Appendix 1**.

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 visits 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.

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.

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. Most areas of concern can be dealt with entirely by the Form Tutor or the Head of Year. Likewise, they may consult with the Designated Safeguarding Lead (DSL), Mrs Emma Jones, or in her absence, the Deputy Safeguarding Lead, Mr Shaun Moody. Pupils may approach any member of staff about a pastoral issue, and this teacher will liaise with the pastoral team.

In the Infant and Nursery Department, children are encouraged to speak to their Form Tutor and the Heads of Nursery/Infants, Mrs Alison Banks and Mrs Rachael Cooper. Likewise, in the Junior School pupils will often confide in their Form Tutor, or the Heads of Juniors, Mrs Carol Clint and Mrs Laura Taylor. All concerns that need to be discussed further will be forwarded to Mrs Emma Jones (DSL).

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 R12 ('R' stands for 'rising') will have their 12th birthday during the course of that academic year. Accordingly, R12 is the equivalent of Year 7 in the maintained sector, while R8 is the equivalent of Year 3.

Charity Work

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 Family Fast Day and 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 instill a sense of respect and compassion in all our pupils as they find their place in life.

Our Parents' Association (Friends of SJC) work tirelessly throughout the academic year to support and augment the School's charitable fund raising schemes such as the Christmas card project and the Easter and Christmas raffles.

Heads of Year (HoY) & Form Tutors 2021/22

| NURSERY & INFANTS | | | |
|-------------------|--|-----------------|-------|
| Infants | Emma Drain (<i>Head of Infant School</i>) | EDr | Mews |
| Nursery | Alison Banks (<i>Head of Nursery Department</i>) | AB | Mews |
| R5 | Gemma Sturges | GS | Mews |
| R6 | Elise Mitchell | EMi | Mews |
| R7 | Mon-Thu: Rachael Cooper (<i>A/B: Mon-Thu</i>) Fri: Emma Drain | RC ED | Mews |
| JUNIORS | | | |
| Juniors | Laura Taylor (<i>Head of Juniors</i>) | LTa | Room: |
| R8C | Danielle Criddle | DC | 3.4 |
| R9S | Rhian Sheehan | RSh | 3.1 |
| R10C | Tue-Fri: Rhian Clifford (<i>A/B: Tue-Fri</i>) / Bethany Hawker (<i>A/B: Tue-Fri</i>) Mon: Carol Clint (<i>A/B: Mon & Tue</i>) | RCI BH CC | 3.2 |
| R10N | Rochelle Nirenberg | RN | 3.3 |
| R11P | Mon-Thu: Lowri Price (<i>A/B: Mon-Thu</i>) Fri: Kathryn Teideman (<i>A/B: Wed-Fri</i>) | LP KT | 0.4 |
| R11T | Sophie Taylor | ST | 0.2 |
| Junior Shadows | Lowri Burleton (<i>A/B: Mon-Wed</i>) - note: Mon = House points admin Kathryn Teideman (<i>A/B: Tue-Fri</i>) Rebecca Thompson (<i>A/B: Wed-Fri</i>) | LBu KT RT | - |
| SENIORS | | | |
| R12 | Caroline George (HoY) | CG | Room: |
| R12E | Bryn Evans (Deputy HoY) | BE | 1.5 |
| R12B | Laura Beckham (<i>A/B: Mon-Fri, out Wed/Fri PM</i>) | LBe | 2.4 |
| R12H | Cressy Harrington | CHa | 1.3 |
| R12R | Zahia Rezgui | ZR | 1.4 |
| R12 Shadows | Jeff Howard | JHo | - |

| | | | |
|--------------------|---|--------------------------|---------------|
| | <i>Peri Palmer (A/B: Tue-Thu)</i> | <i>PP</i> | |
| R13 | Lewis Turner (HoY) | LTu | Room: |
| R13S | Mon/Wed-Fri: Emily Sanders (Deputy HoY) Tue: Lewis Turner | ES LTu | 1.7 |
| R13C | Clare Crowley Davies | CCD | 3.5a |
| R13K | A: Tue-Fri / B: Mon-Thu: Emily Kloosterman (<i>A: Tue-Fri /</i> <i>Thu</i>) <i>B: Mon-</i> A: Mon / B: Fri: Jonathan Reddy | EK JRe | 2.7 |
| R13L | A: Mon/Thu / B: Mon/Tue/Thu: Rachel Lawrie (<i>A/B: Mon,</i> <i>Thu</i>) <i>Tue,</i> A: Tue/Wed/Fri / B: Wed/Fri: Anthony Capel (<i>A/B: Tue-Fri</i>) | RL AC | 0.11 / 0.3 |
| <i>R13 Shadows</i> | <i>Jonathan Reddy</i> <i>Heidi Wilcox-Tout</i> | <i>JRe</i> <i>HWT</i> | - |
| R14 | George Braithwaite (HoY) | GB | Room: |
| R14T | Rhiannon Thomas (Deputy HoY) | RTh | 2.8 |
| R14N | Phyl Campbell-Nichols | PN | 2.3 |
| R14K | Lucy Kaid | LKa | 2.9 |
| R14J | Tue-Thu: Emilie Cousins (<i>A/B: Tue-Thu</i>) Mon/Fri: Ian Jones | EC IJ | 5.2 |
| <i>R14 Shadows</i> | <i>Helena Read</i> <i>Cerys Emms</i> (<i>A/B: Mon, Tue-Fri, excl. Fri Reg., 1 & 7</i>) | <i>HR</i> <i>CE</i> | - |
| R15 | Jacques Tertois (HoY) | JT | Room: |
| R15K | Lauren Knight (Deputy HoY) | LK | 1.1 |
| R15E | James Evans | JE | 1.6 |
| R15J | Lauren Jones B: Thu: Sara Southern | LJ SSo | 1.2 |
| R15N | Maurice Ngwenya | MN | 1.8 |
| R15 Shadows | Sara Southern Christine Atkinson (<i>A/B: Mon-Wed & Fri</i>) | SSo CAAt | - |
| R16 | Rhian Bate (HoY) | RB | Room: |

| | | | |
|---|---|-----------------------------|--------------|
| R16S | Ffion Smith (Deputy HoY) | FS | 5.1 |
| R16W | Craig Williams | CW | ART1 |
| R16J | Mon-Wed: Elizabeth James (<i>A/B: Mon-Wed</i>) Thu & Fri: Claire Louise Thomas | EJa CLT | 0.1 |
| R16P | Krishnan Pillai | KP | PO1 |
| <i>Shadows: R16</i> | <i>Craig Husband Marissa Bancroft Thomas Tyrrell</i> | <i>CH MBa TT</i> | - |
| <i>R12-R16</i> | <i>John Morgan Ashley Normansell (A/B: Mon-Wed) Joshua Kim (A/B: Mon (AM only), Wed-Fri)</i> | <i>JM AN JK</i> | - |
| SIXTH FORM | | | |
| L6 | Ellen John (HoY) | EJo | Room: |
| L6C | Ella Cooper (Deputy HoY) | ECo | EBP1 |
| L6M | James Morgan | JAM | EBP7 |
| L6B | Ian Brown | IB | EBP8 |
| U6 | Nick Cooper (HoY) | NC | Room: |
| U6J | Nick Jones (Deputy HoY) | NJ | EBP3 |
| U6F | Rebecca Ford | RF | EBP5 |
| U6A | Sam Aylward | SA | EBP2 |
| <i>Sixth Form (L6 & U6) Shadows</i> | <i>Carole Bryan-Jones (A: Mon-Wed / B: Tue-Thu) Robyn Brotherton (A: Mon-Wed (AM only on Wed) / B: Mon-Wed, excl. Wed Reg., 1, 2 & 7) John Williams (A: Mon-Thu (AM)) / B: Mon-Wed)</i> | <i>CBJ RBr JWil</i> | - |

School Rules

A list of common School rules is 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;
- 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 are not permitted in school – pupils who have requested permission to bring a mobile device to school need to hand these in at reception at the start of every School day;
- Pupils should not bring any valuables to School.

➤ For further information, please see **Behaviour, Rewards and Sanctions Policies**.

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.

Rewards and Sanctions

At St John's College, we reward good behaviour, a positive work ethic and achievements in all aspects of School life, in a variety of ways. In the Senior School, the Headteacher, Mr Shaun Moody, holds a Headteacher's Lunch for Achievers, celebrating academic success. Mr Moody also entertains pupils at the Headteacher's Lunch for Effort, during which the pupils are congratulated for always trying their best. Finally, a tea for 'good eggs', hosted by Mr Moody is also held to recognise the pupils that do good for others. In the Junior School, pupils acknowledged as achievers, good role models or showing exceptional effort are invited to lunch to celebrate success as a combined group.

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

Teachers will deal with unacceptable behaviour in an appropriate manner. This may be pointing out the consequences of a certain course or action, or a simple quiet word. Details of the situation/incident will go straight to the Form Tutor and the Head of Year. The Tutor or

Head of Year, in liaison with the pupil, 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 according to the School's Behaviour, Reward and Sanction policy. Parents/Guardians will be notified of any incidents that involve their child/children behaving in an unacceptable manner.

5. Co-curricular Life



Co-curricular Provision

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. Our full co-curricular timetable is available via our website: <http://www.stjohnscollegedcardiff.com/school-life/co-curricular>

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 (London Academy of Music and Dramatic Arts)

St John's College offers opportunities for pupils 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 8-18), 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*. 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 and Senior Jazz Bands 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 'Pantastic'.

Please contact Mr Jeff Howard (jhoward@stjohnscollegcardiff.com) for details on how to join the Cathedral Choir and Concert Orchestra and Mr Anthony Capel (acapel@stjohnscollegcardiff.com) for musical opportunities in the Junior School.

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 Anthony Capel (acapel@stjohnscollegcardiff.com) if you require further details about instrumental teaching.

The SJC Award

The St John's College Award is a fantastic opportunity for pupils in Key Stage 3 to improve on existing skills, whilst undertaking new challenges, meeting different people and taking part in exciting adventures. To achieve the St John's College Award pupils must complete the following five sections: physical; creative and skill; community and social; academic challenge; and a day-walk expedition.

Upon completion of the Award, pupils will be able to harness these new skills in preparation for the Duke of Edinburgh's Award, which is well established at SJC and available to pupils from R14. The skills and qualities gained through the St John's College Award and the Duke of Edinburgh's Award will help pupils to stand out when applying for work experience placements, universities and jobs.

Duke of Edinburgh's Award

The Duke of Edinburgh's Award is a voluntary, non-competitive programme of practical, cultural and adventurous activities, designed to support the personal and social development of young people. It offers an individual challenge and encourages young people to undertake exciting, constructive, challenging and enjoyable things in their free time. The Award is widely recognised by educationalists and employers.

There are four sections to the Award. Participants should complete at least six months on two of the sections and at least three months on another section. The sections are Volunteering, Physical and Skills. Pupils will be expected to make their own arrangements for these sections although this could involve participation in an existing club either at School or elsewhere. In every case, an appropriate adult will be expected to act as a supervisor and complete a brief assessment of the participation in the activity. The fourth section is the Expedition. Bronze, Silver and Gold Awards are offered at St John's College.

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- 6:00 pm in four classrooms of varying ability, from beginners to advanced.

6. Health and Safety



At St John's College we are fully committed to providing a safe and healthy environment for all our pupils, teachers and visitors. We work in partnership with Thomas Carroll Consultancy, with the aim of making our systems as robust as reasonably practicable.

The Health & Safety Committee meet to monitor and risk assess the many areas of Health & Safety. Some of these areas include, School visits, departmental responsibilities, First Aid, fire safety and property management. The committee is represented by staff from all major areas of the School and a member of the board of trustees.

Members of the committee and a copy of the Health & Safety policy, can be found on the School website.

Educational Visits

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.

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.

Whilst 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.

Senior pupils should not arrive in School before 8.30am. Senior pupils should go straight to their form room on arrival in School.

After School Care

All Junior and Senior pupils may attend Homework Club which is a supervised, quiet working session that runs from 4.00pm until 6.00pm in the School dining room. All Junior pupils must be collected by a parent or guardian. If an older sibling, from the Seniors, is to collect a Junior pupil, written parental consent is required. Senior pupils may sign themselves out of Homework Club but must leave the School premises immediately. 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.

No pupils should be present on the School site after 4.00pm unless they are engaged in a supervised after-School activity.

Arrival and Departure of Pupils at School

Please supervise pupils at all times when using the School car parks. 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.

Buses and Arrival/Departure of Pupils

Pupils are supervised over the crossing and into School when arriving on the School bus each morning. Supervision is also in place to ensure the safe boarding of the buses at the end of the School day.

At the end of the School day, Nursery and Infant pupils are collected by parents, from the main gates of the Nursery and Infant classrooms. Teachers from the Junior School will escort pupils ready for collection, from the waiting area adjacent to the top car park. Parents are kindly requested to closely supervise their children at all times when waiting in this area.

Collecting Pupils during the School Day

All pupils must be collected from the main reception where parents/guardians will be asked to sign their child out of the building.

Playgrounds

A duty team of teachers and lunchtime supervisors supervise the playground areas during break and lunchtimes.

Making Appointments

Parents who wish to speak to a teacher during School opening hours are kindly asked to make an appointment at the main reception of the School.

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 should report the School reception if unwell.

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.

For pupils in the Senior section of the School, all other medication must be handed into reception 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, which is available from reception staff.

For pupils in the Nursery, Infants and Junior sections of the School, 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. The School's sickness guidelines are available to all parents to help assist them in making decisions about when their child can return to School following an illness.

School Google Accounts

Every pupil from R8 to the Upper Sixth is 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. G-Suite 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. Through Google Classroom, an online virtual learning environment, teachers are able to set homework and provide a library of resources specific to their subject. A range of digital devices are used within the curriculum, including iPads and Google Chromebook laptops.

Our Nursery and Infant pupils also have access to G-Suite accounts and these are managed by their parents, allowing access to Google Classroom and a wealth of other online content provided by the Nursery and Infant staff.

Parental Contact

St John's College is committed to the online safety of every member of the School, pupils and teachers 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'.

School Policies

All our School Policies are available on the School's website, please visit <http://www.stjohnscollegecardiff.com/about/policies>

7. Appendix



Key Academic Dates 2023-2024

ALL dates and times are subject to change.

ADVENT TERM 2023

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|---|------------------------|
| Advent Term Starts for Staff (INSET) [school closed until Thursday] | Mon 4 Sep |
| Advent Term Starts for Pupils | Thur 7 Sep |
| R8-R14 Induction | Thur 7 & Fri 8 Sep |
| Sixth Form Residential | Thur 7 - Sat 9 Sep |
| MidYIS Tests R12 | Thur 7 Sept |
| Yellis Tests R15 | Fri 8 Sep |
| Whole School Assembly | Fri 8 Sep, 9am |
| ALIS Tests (L6) | Mon 11 & Tue 12 Sep |
| Pupil and Staff Photographs | Thur 14 Sep |
| Prize Giving Evening | Thur 14 Sep |
| R7 NGST | By Fri 15 Sep |
| Junior NGRT & NGST | By Fri 15 Sep |
| R5 BASE Assessment | By Thu 21 |
| Open Afternoon for Prospective Parents | Fri 22 Sep |
| Professional Development Session | Mon 25 Sep |
| Nursery & Infant Department Meet the Teachers | Tue 26 Sep |
| R8-R11 Pastoral Catch-up | Wed 27 Sep |
| R12&R13 Pastoral Catch Up with Tutors (School Hall) | Thu 28 Sep |
| ASPIRE Grade Changes Deadline R13-U6 | Fri 29 Sep |
| SLT Learning Walk Week | Mon 2 – Fri 6 Oct |
| R11 Tracking Meeting | Wed 5 Oct |
| R14-U6 Progress Evening with Tutors | Thu 5 Oct |
| Flu immunisations - Infant & Junior pupils | Wed 11 Oct (all day) |
| Whole School Harvest Assembly | Thu 12 Oct, 9am |
| Entrance Assessment Morning | Fri 13 Oct |
| R16 into L6 Sixth Form Experience Afternoon | Fri 6 Oct |
| Senior NGRT & NGST | By Fri 13 Oct |
| University Entrance Examinations | Wed 18 Oct-Fri 20 Oct |
| Sixth Form Open Evening, 4.15pm-5.15pm | Thu 19 Oct |
| Nursery baseline ASPECTS 1 | By Thu 19 Oct |
| Half Term [school closed] | Mon 23 Oct – Fri 3 Nov |
| University Entrance Examinations – CAT, MAT, etc. | TBC |

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| HoDs SWOR Completion Deadline | Mon 6 Nov |
| R12 Residential Trip – Llangrannog | Wed 8 - Fri 10 Nov |
| R9 Tracking Meeting | Wed 8 Nov |
| Whole School Remembrance Service | Fri 10 Nov, 10.45am |

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| SLT Whole School Book Scrutiny Week | Mon 13 – Fri 17 Nov |
| Sixth Form Formal Assessment Deadline | Tue 14 Nov |
| Professional Development Session | Tue 14 Nov |
| R8 Tracking Meeting | Wed 15 Nov |
| R15 and R16 GCSE Mock Examinations | Mon 20 Nov – Fri 1 Dec |

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| U6 Interim Report Subject Deadline | Tue 21 Nov |
| L6 Interim Report Subject Deadline | Thu 23 Nov |
| U6 Interim Report Tutor Deadline | Fri 24 Nov |
| U6 HoY & SLT Report Deadline | Mon 27 Nov |
| L6 Interim Report Tutor Deadline | Tue 28 Nov |
| St David's Hall Concert | Tue 28 Nov |
| L6 HoY & SLT Report Deadline | Thur 30 Nov |
| U6 Parents' Evening, 4.30-6.30pm (Virtual) | Thu 30 Nov |
| Flu immunisations - Senior pupils only | Mon 4 Dec (all day) |
| N&I Nativity Tableau, 2:00pm TBC | Tue 5 Dec |
| Junior School Interim Report Deadline | Wed 6 Dec |
| L6 Parents' Evening, 4.30-6.30pm (Virtual) | Thu 7 Dec |
| ASPIRE Grade Deadline for Staff (R13-U6) | Fri 8 Dec |
| ASPIRE Grade Deadline for Staff (R12) | Fri 8 Dec |
| Sixth Form Christmas Ball | Fri 8 Dec |
| N&I Existing Parent Invite to Classrooms, 3:15pm | Mon 11 Dec |
| Senior School Production Dress Rehearsal | Tue 12 Dec |
| ALL STAFF Appraisal Deadline | Wed 13 Dec |
| Infant Puppet Theatre, 1:30pm | Wed 13 Dec |
| Infant Christmas Lunch | Wed 13 Dec |
| Senior School Production (All Nations) | Wed 13 Dec |
| Junior Theatre trip | Wed 13 Dec |
| Junior Christmas Lunch | Thu 14 Dec |
| Senior School Production (All Nations) | Thu 14 Dec |
| Senior Christmas Lunch | Fri 15 Dec |
| Whole School Christmas Assembly | Fri 15 Dec |
| Advent Term 2023 Ends for Pupils & Staff | Fri 15 Dec |

LENT TERM 2024

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| Lent Term Starts for Staff (INSET)[school closed] | Mon 8 Jan |
| R15 and R16 Subject Report Deadline | Mon 8 Jan |

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| R13 Progress Report Tutor Deadline | Mon 8 Jan |
| R8-R11 Form Tutor Interim Report Deadline | Mon 8 Jan |
| Lent Term Starts for Pupils | Tue 9 Jan |
| R16 English Literature Examination (Resit - external) | Wed 10 Jan |
| R13 HoY Report Deadline | Wed 10 Jan |
| R13 SLT Report Deadline | Thur 11 Jan |
| Nursery and Infants Form Tutor Report Deadline | Fri 12 Jan |
| R12, R15 and R16 Form Tutor Report Deadline | Fri 12 Jan |
| ASPIRE Grade Review Fortnight for Pupils (R12-U6) | Mon 15 – Fri 26 Jan |
| R8 Parents' Evening, 4.00-6.30pm | Wed 17 Jan |
| R12, R15 and R16 HoY Report Deadline | Wed 17 Jan |
| Academic Scholarship Exams (R11 and R13) | Wed 17 Jan |
| R13 Parents' Evening, 4.15-6.30pm (Hall) | Thur 18 Jan |
| R12 and R16 SLT Report Deadline | Fri 19 Jan |
| SLT Learning Walk Week | Mon 22 – Fri 26 Jan |
| Nursery and Infants SLT Report Deadline | Mon 22 Jan |
| Sixth Form Mock Examination Week | Mon 22 – Fri 26 Jan |
| R11 Parents' Evening, 4.00-6.30pm | Wed 24 Jan |
| R12 Parents' Evening, 4.15-6.30pm (Hall) | Thu 25 Jan |
| Holocaust Memorial Day Year Assemblies | Mon 22 - Fri 26 Jan |
| N&I Interim Reports Issued | Fri 26 Jan |
| Deadline for referrals to ALNCo for Examination Access Arrangements | Mon 29 Jan |
| R15 SLT Report Deadline | Mon 29 Jan |
| R14 Progress Report Tutor Deadline | Tue 30 Jan |
| Nursery and Infant Parents' Evening | Tue 30 Jan |
| R7 NGST Deadline | By Wed 31 Jan |
| R10 Parents' Evening, 4.00-6.30pm | Wed 31 Jan |
| R16 Parents' Evening, 4.15-6.30pm (Virtual) | Thu 1 Feb |
| CISC Conference | Thu 1 & Fri 2 Feb |
| Nursery Baseline ASPECTS 2 | By Fri 2 Feb |
| Junior NGRT & NGST | By Fri 2 Feb |
| Senior NGRT & NGST | By Fri 2 Feb |
| R14 Progress Report HoY Deadline | Mon 5 Feb |
| Senior Pre-Eisteddfod Competitions begin | Mon 5 Feb |
| R9 Parents' Evening, 4.00-6.30pm | Wed 7 Feb |
| R14 Progress Report SLT Deadline | Wed 7 Feb |
| R15 Parents' Evening, 4.15-6.30pm (Virtual) | Thu 8 Feb |
| U6 Subject Report Deadline | Fri 9 Feb |
| Half Term [school closed] | Mon 12 – Fri 16 Feb |
| Lent Term Starts for Staff (INSET)[school closed] | Mon 19 Feb |

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| U6 Form Tutor Report Deadline | Mon 19 Feb |
| L6 Subject Report Deadline | Mon 19 Feb |
| U6 HoY Report Deadline | Wed 21 Feb |
| R14 Parents' Evening, 4.15-6.30pm (Virtual) | Thu 22 Feb |
| U6 SLT Report Deadline | Thu 22 Feb |
| L6 Form Tutor Report Deadline | Thur 22 Feb |
| Whole School Lent Assembly | Thu 22nd Feb, 9am |
| Appraisal Review fortnight (all staff) | Mon 26 Feb – Fri 8 March |
| L6 HoY Report Deadline | Mon 26 Feb |
| Junior Eisteddfod (Hall) | Wed 28 Feb |
| L6 SLT Report Deadline | Wed 28 Feb |
| Senior Eisteddfod Finals morning (Hall) | Thu 29 Feb |
| U6 Parents' Evening, 4.15-6.30pm (Virtual) | Thu 29 Feb |
| Nursery and Infant Eisteddfod | Fri 1 March |
| R13 GCSE Taster Day | Wed 6 March |
| L6 Parents' Evening, 4.15-6.30pm (Virtual) | Thu 7 March |
| World Book Day | Thu 7 March |
| R16 – U6 Lent ASPIRE Grade Deadline | Fri 8 March |
| R13 Options Evening, 4.00-5.00pm | Thu 14 March |
| R12 - R15 Lent ASPIRE Grade Deadline | Fri 15 March |
| ASPIRE Grade Review Week for Pupils (R16-U6) | Mon 18 – Fri 22 March |
| SLT Whole School Book Scrutiny Week | Mon 18 – Fri 22 March |
| Infant Visit to St Cadoc's - Stations of the Cross | Tues 19 March |
| R13 Options Deadline | Wed 20 March |
| Junior School Tracking Deadline | Wed 20 March |
| Professional Development Session | Wed 20 March |
| Whole School Assembly | Fri 22 March |
| Lent Term 2024 Ends | Fri 22 March |
| Revision Lessons for R16, L6, U6 | Mon 25 – Thu 28 March |
| <u>TRINITY TERM 2024</u> | |
| Trinity Term 2024 Starts for Staff and Pupils | Mon 15 April |
| ASPIRE Grade Review Fortnight for Pupils (R12-R15) | Mon 15 - Fri 26 April |
| SLT Learning Walk | Mon 22 – Fri 26 April |
| DofE Silver Practice Expedition | Thu 25 - Sat 27 April |
| R16 Final Teaching Day | Wed 8 May |
| GCSE Examinations Commence | Thur 9 May |
| DofE Bronze Expedition | Fri 10 - Sat 11 May |
| L6/U6 Final Teaching Day | Fri 10 May |
| A Level Examinations Commence | Mon 13 May |

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| Infant visit to St Cadoc's - Crowning of Mary (TBC) | TBC |
| Professional Development Session | Thu 16 May |
| R15 Science Report Deadline | Fri 17 May |
| Deadline for HODs to submit budget proposal | Mon 20 May |
| R8-R11 Internal Assessments | Mon 20 – Thu 23 May |
| R7 NGST | Mon 20 - Fri 24 May |
| Junior Multisports | Fri 24 May |
| Nursery Baseline ASPECTS 3 | TBC |
| Deadline for HoDs to complete SWOR (excluding results) | Fri 24 May |
| Half Term [school closed] | Mon 27 May – Fri 31 May |
| R12-R14 Internal Assessments | Mon 3 – Tue 11 June |
| L6 Return to Lessons | Mon 3 June |
| Appraisal Review Week (all staff) | Mon 3 – Fri 7 June |
| Junior InCAS | Mon 3 - Fri 14 June |
| Junior NGRT & NGST | Fri 7 June |
| Junior School PTE and PTM Assessments | Mon 10 – Fri 14 June |
| Nursery and Infant Report Deadline | Mon 10 June |
| Junior Subject Report Deadline | Fri 14 June |
| R6 and R7 InCAS | Mon 17 - 21 June |
| Nursery and Infant SLT REport Deadline | Tue 18 June |
| New Junior Parents' Induction Evening | Wed 19 June |
| New R12 Parents' Induction Evening | Thu 20 June |
| Junior Form Tutor Report Deadline | Fri 21 June |
| Professional Development Session | Fri 21 June |
| Trinity ASPIRE Grade Report Deadline | Fri 21 June |
| Nursery and Infant Reports Issued | Fri 21 June |
| Senior NGRT & NGST | By Fri 21 June |
| R12-R14 PTM | By Fri 21 June |
| LNF & DCF Week | Mon 24 - Fri 29 June |
| SLT Whole School Book Scrutiny Week | Mon 24 – Fri 29 June |
| Nursery & Infant Parents' Evening | Tue 25 June |
| R12-R15 Subject Report Deadline | Tue 25 June |
| Nursery & Infant Sports Day | Wed 26 June |
| Junior Sports Day | Thu 27 June |
| R12-R15 Form Tutor Report Deadline | Fri 28 June |
| SJC Award Day | Fri 28 June |
| R5 BASE Follow-Up | Mon 24 - Fri 29 June |
| ASPIRE Grade Review Week for Pupils (R12-R15) | Mon 1 – Fri 5 July |
| L6 UCAS Week and end-of-term trip | Mon 1 – Fri 5 July |
| Textbook Return Week | Mon 1 – Fri 5 July |

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| R11 Leavers' Assembly | Mon 1 July |
| R12 Welcome Day | Tue 2 July |
| R7/R8 Transition morning | Tue 2 July |
| Junior Transition pd | Tue 2 July |
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| N&I Transition Morning | Tue 2 July |
| Junior School HoJ Report Deadline | Tue 2 July |
| Senior Sports Day | Thu 4 July |
| R12-R15 HoY Report Deadline | Thu 4 July |
| DofE Silver Expedition | |
| R7 Leavers' Assembly 2:30pm | Fri 5 July |
| Nursery ASPECTS End of Year assessment | By Fri 5 July |
| R15 Work Experience Week | Mon 8 – Fri 12 July |
| L6 Work Experience Week | Mon 8 – Fri 12 July |
| Junior School Trinity Reports Issued | Tue 9 July |
| R12-R15 SLT Report Deadline | Tue 9 July |
| Nursery and Infant End of Year Service | Tue 9 July |
| Handover Day | Wed 10 July |
| Whole School Assembly | Wed 10 July 11.00 |
| Junior & Senior Trip Day | Thu 11 July |
| Infant End of Year Celebration Day | Thu 11 July |
| Trinity Term 2024 Ends for Pupils | Thu 11 July |
| HoDs DDP Completion Deadline | Fri 12 July |
| Trinity Term 2024 Ends for Staff (INSET) [school closed] | Fri 12 July |
| Junior School Tracking Deadline | Fri 19 July |
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| A Level Results Day | Thu 15 August - TBC |
| GCSE Results Day | Thu 22 August - TBC |