Introduction
The staff would like to welcome your child and your family to our Nursery, Reception and KS1. We hope you find this handbook a useful guide to your child’s first experience of Nursery and Infant School.

The Headteacher and staff hold a shared vision for our Nursery and Infant department, in which all members care for and respect each other equally no matter what their culture, gender, race or ability. We work together to help the children develop educationally as well as socially and emotionally.

We acknowledge the support that parents give to the school and value the partnership between home and school. We have something in common, the welfare of your child. If there is anything worrying you or your child, please do not hesitate to share the concern with us.

A warm family atmosphere
We strive to provide a welcoming, happy and safe environment where the children can feel secure and enjoy their learning experiences. We hope that your child will be happy and will gain many worthwhile and valuable experiences in our department and we look forward to working with you for the benefit of your child.

Useful Information
School Address: College Green
Newport Road
Old St Mellons
Cardiff
CF3 5YX

School Telephone No.: 029 2077 8936
Fax No.: 029 2077 6182
Email Address: admin@stjohnscollegecardiff.co.uk

Nursery direct No.: 02920776189

School Times: Nursery Department 8.50am - 3.15pm
Infant Department 8.50am - 3.25pm

People You Will Meet
Head Teacher: Dr D. Neville
Music: Mrs M. McMahon
Nursery: Mrs A. Banks
R.E.: Mrs L. Brodie
P.E./Gymnastics: Mrs E. Jones & Mr J. Fowler

R5 (Reception): Mrs G. Firth
R6 (Year 1): Miss S. Davies
Mrs B. Jenkins

R7 (Year 2): Mrs R. Nirenberg
Assistants: Mrs A. Gillespie, Miss G. Sturgess & Mrs J. Thorne

All teachers and support teachers have been CRB checked.
Bursar: Mr A. Johnson.
School Administration: Mrs G. Lewis, Miss C. Gale, Miss S. Thornton.

During the school year, there will also be other people in the classroom.
- Students
- Pupils from Secondary schools who are gaining work experience.

Absence From School
Please inform the school as early as possible in the day, before 9.15am, if your child is unable to attend school because of illness or any other reason. A letter or phone call is necessary to explain an absence. Normally parents need to request leave for other absences. Holidays taken during term time are detrimental to a child’s education and should, if at all possible, be avoided. A request for holiday absence should be sent to the form teacher who will pass it on to Dr Neville for authorisation. We do aim for an attendance of 95%.

Uniform
A full list of uniform can be obtained from the school website. It is important for all items of uniform to be labelled. Hair should be neat and tidy. In the interests of health and safety as well as appearance, hair should be off the face and if longer than chin length or hanging over the face, hair should be tied back with a bobble. Hairbands, bobbles and ribbons should be red. This applies to both girls and boys. A band is permissible for mid-length hair. Jewellery should not be worn although if ears are pierced, a plain stud is allowed. We do ask for your support in order to maintain a constantly high standard.

Admission
Children are accepted into the Nursery Department as soon as they reach their third birthday and provided they are fully toilet-trained. Prior to acceptance, in all age groups, two consecutive visits and an assessment session is required. We would appreciate any information from a previous school (e.g. reports, results etc.). Final acceptance is dependent on this visit.

www.stjohnscollegecardiff.com
Medication / Illness
No medication can be given without written consent. It is very important that all medicine is clearly labelled with your child’s name and in its original container. For the health and well-being of children and staff please keep your child at home if he/she is unwell. If your son / daughter becomes unwell during the school day and requires collection from school, you will be contacted by the member of staff.

Should your child be unwell as a result of Diarrhoea and/or vomiting (with or without a specific diagnosis), Government and School guidelines recommend that the child has to be symptom-free for 24 hours before they return to school. In the case of absence, please telephone the School Secretary or provide a written explanation or email.

First Day in School
The first day in school is an important event in a child’s life, as well as in the lives of the parents. We try to make this day as happy as possible. It helps your child if you arrive on time and leave cheerfully.

Please ensure that your child arrives on time every day. A child will miss valuable instructions if he/she is late.

Leaving School
Please ensure that your child is picked up on time. He/she will become easily upset if you are late. If you are going to be unavoidably late please telephone the school and let us know. Nursery children who are attending for the morning session only should be collected at 11.45am. It is important to inform staff if someone other than yourself will be collecting your child from school.

Behaviour
Your support in assisting the staff to maintain high standards of behaviour will be very much appreciated. It is much easier to teach good habits from the Early Years. We believe children thrive on praise and encouragement and we reward good behaviour. We aim to develop social skills and help children form friendships, take turns and share. We encourage self-discipline, respect, care and consideration of others, their property and the school environment. In the case of persistent anti-social behaviour, the parents will be contacted.

At our School we emphasize the positive aspects of discipline:
- Trust
- Courtesy and consideration for others and their belongings.
- Community spirit; everyone is important.
- High expectations and promotion of self-esteem.
- A positive learning atmosphere.

Please inform us if either you or your child are concerned by the behaviour of anyone else. Problems can then be quickly resolved.

Rules
- Always try your best.
- Take pride in your work and school.
- Be polite to other children, staff, lunchtime supervisors and visitors, and speak quietly.
- Take turns and share with others.
- Always keep your classroom clean and tidy.
- Take care of our school and look after school property.
- Walk quietly inside the school buildings.
- Be punctual at all times.
- Dress appropriately for school every day.
- Pupils are always expected to say ‘please’ and ‘thank you’ and use good table manners.

Homework
The amount of homework varies from class to class, and information will be provided by the class teacher at the beginning of the school year.

Teacher Contact
All staff operate on an ‘open door’ policy. Parents are always welcome, but it is best to arrange a mutually convenient time to see the class teacher or Head of Department about specific problems. Please inform the class teacher of any situations at home that may affect your child in school e.g. family bereavement, a parent admitted to hospital, separation. Parents are invited to discuss their child’s progress at Parents’ Evenings in the Spring Term. In addition, there is an opportunity at the end of September and June to meet your child’s form teacher by appointment at our ‘Meet the Teacher’ evenings. Two written reports identifying progress in the areas of learning will be provided in the Spring and Summer Terms.
Special Needs
Mrs Firth is the teacher with responsibility for special needs. We monitor all children closely and refer to her any children whom we suspect are having any difficulties. You are, of course, welcome to seek her advice at any time.

Assessment
Although work and progress are constantly assessed, formal assessments take place three times a year. This is usually in September, January and June. This is not something to worry about. These reviews guide us in our teaching, allow us to review progress and plan for the future, and to ensure that individual needs are met. Additional computer-based assessments have been introduced into the Nursery and Infant Department.

Sports Facilities
St John's College boasts a newly built multi-purpose sports hall comprising a netball court, four badminton / short tennis courts, a full-size basketball court with retractable goals, two junior basketball courts, and a five-a-side football court; we also have an outdoor netball court. Our extensive sports grounds in nearby Began Road include full-size football, rugby, and cricket pitches with an artificial all-weather wicket. We also have plans to incorporate athletics equipment and a pavilion into the grounds in the near future.

Physical Education
You will be informed at the start of the year of the days on which your child will be participating in P.E. For indoor lessons your child will need the school tracksuit, house t-shirt, white trainers and shorts. The wearing of bracelets, necklaces and earrings is not permitted. During the course of P.E. lessons, pupils are given the opportunity to develop their key skills including: *Thinking/Problem solving *Communication *Numeracy *Curriculum Cymreig *Personal & Social Education.

The annual Nursery & Infants Sports Day is held at the National Indoor Arena Cardiff (N.I.A.C.), and is a highlight of the year for the children and parents alike.

Forest School
Forest School provides an outdoor teaching environment for the children in the Nursery and Infant department. The site contains a log circle and a log square where children sit to discuss their activities, observations and findings. The children are extremely enthusiastic about their weekly trip to Forest School, and through the lessons planned, have increased their knowledge of natural habitats, trees, leaves, woodland creatures (e.g. squirrels and hedgehogs), and also insect and bird life. Many of the lessons are cross-curricular, developing mathematical and geographical skills. High standards of creative work have resulted from Forest School activities, and children have captured images using a digital camera. This area of learning is proving to be very enjoyable and successful, and has been improved further by the addition of an allotment area. The allotment is host to planted vegetables, herbs, flowers and daffodil bulbs ready for the spring, and even has its own scarecrow, Mr Petals.

After School Club
After School Club is available every afternoon from 3.35pm to 5.30pm. It takes place in the Nursery classrooms. At After School Club it is our intention to provide a safe, secure, welcoming and relaxed atmosphere where children whose ages range from 3 to 7 years can relax after a day at school. Children are free to choose from a wide range of activities to include sand, paint, writing/colouring materials, board games, books, library, computer (in the Nursery), construction toys and jigsaws. All equipment in the Nursery is available for the children to use. Two members of staff are always on hand to supervise and take care of the children. All school policies and procedures apply to After School Club. Please see the school website for details.

With supervision and weather permitting, children are able to play outside in the Nursery/Infant playground. Tennis racquets, small and large balls, beanbags, skipping ropes, scooters and trikes are available for the children to choose from. A light healthy snack is provided consisting of toast, fruit, dried fruit and sugar-free squash. All children sit at the table with staff whilst eating and good manners are encouraged and promoted. Parents fill out a consent form with information relating to dietary requirements, contact numbers and any medical conditions that we should know about.

Dining Room
Lunch is available and served to the children in the Nursery and Infant department five days a week. Menus are sent home every Tuesday. We ask parents to indicate their child's choice and return by Thursday morning, enclosing the correct amount of money in the envelope provided.