



# St John's College

# Parent Handbook

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2017-2018

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# 1. About us

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## Welcome

Welcome to our whole-School Parent Pupil 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.

***Mr Gareth Lloyd, Headmaster.***

## St John's Ethos

Since its inception in 1987, SJC 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 programmes.

## 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 a curiosity and wonder for learning in its broadest sense.

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

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

***“Tros ryddid collasant eu gweud”***

[For freedom they gave their blood]

## Roles and Responsibilities

### Senior Leadership Team

Headmaster	<b>Mr Gareth Lloyd</b> <i>Contact via P.A. Mrs Gillian Lewis</i> ( <a href="mailto:galewis@stjohnscollegecardiff.com">galewis@stjohnscollegecardiff.com</a> )
Deputy Head	<b>Mr Shaun Moody</b> ( <a href="mailto:slmoody@stjohnscollegecardiff.com">slmoody@stjohnscollegecardiff.com</a> )
Assistant Head, Academic	<b>Mrs Jo Gordon-Smith</b> ( <a href="mailto:jgordon-smith@stjohnscollegecardiff.com">jgordon-smith@stjohnscollegecardiff.com</a> )
Assistant Head, Admissions & External Relations	<b>Mrs Maureen Bridge</b> ( <a href="mailto:mbridge@stjohnscollegecardiff.com">mbridge@stjohnscollegecardiff.com</a> )
Assistant Head, Pastoral	<b>Mrs Emma Jones</b> ( <a href="mailto:ejones@stjohnscollegecardiff.com">ejones@stjohnscollegecardiff.com</a> )
Assistant Head, Co-curricular, and Website Technical Manager	<b>Mr Francis Taylor</b> ( <a href="mailto:ftaylor@stjohnscollegecardiff.com">ftaylor@stjohnscollegecardiff.com</a> )
Head of Juniors	<b>Mrs Rebecca Thompson</b> ( <a href="mailto:rathompson@stjohnscollegecardiff.com">rathompson@stjohnscollegecardiff.com</a> )
Head of Nursery and Infants	<b>Mrs Gill Firth</b> ( <a href="mailto:gdfirth@stjohnscollegecardiff.co.uk">gdfirth@stjohnscollegecardiff.co.uk</a> )
Bursar	<b>Mr Andrew Johnson</b> ( <a href="mailto:bursar@stjohnscollegecardiff.com">bursar@stjohnscollegecardiff.com</a> )

### Senior Administration

HR Manager	<b>Miss Nikki Thomas</b> ( <a href="mailto:nthomas@stjohnscollegecardiff.com">nthomas@stjohnscollegecardiff.com</a> )
P.A. to the Headmaster	<b>Mrs Gillian Lewis</b> ( <a href="mailto:galewis@stjohnscollegecardiff.com">galewis@stjohnscollegecardiff.com</a> )
SLT Secretary	<b>Mr Mark Edwards</b> ( <a href="mailto:medwards@stjohnscollegecardiff.com">medwards@stjohnscollegecardiff.com</a> )

Examinations Officer

**Ms Catherine Gale**

[cgale@stjohnscollegecardiff.com](mailto:cgale@stjohnscollegecardiff.com))

### **Administration Support**

Assistant Examinations Officer &  
Administration

**Mrs Helen Gale**

[hgale@stjohnscollegecardiff.com](mailto:hgale@stjohnscollegecardiff.com))

Administration

[admin@stjohnscollegecardiff.com](mailto:admin@stjohnscollegecardiff.com))

**Mrs Linda Meatyard**

[lmeatyard@stjohnscollegecardiff.com](mailto:lmeatyard@stjohnscollegecardiff.com))

**Mr Christopher Sturges**

[csturges@stjohnscollegecardiff.com](mailto:csturges@stjohnscollegecardiff.com))

### **Heads of Year**

Head of R12

**Mrs Cerys Emms**

[cemms@stjohnscollegecardiff.com](mailto:cemms@stjohnscollegecardiff.com))

**Miss Caroline McManus**

[cmcmanus@stjohnscollegecardiff.com](mailto:cmcmanus@stjohnscollegecardiff.com))

Head of R13

**Mr John Morgan**

[jmorgan@stjohnscollegecardiff.com](mailto:jmorgan@stjohnscollegecardiff.com))

Head of R14

**Mrs Rhian Bate**

[rjbate@stjohnscollegecardiff.com](mailto:rjbate@stjohnscollegecardiff.com))

Head of R15

**Mr Jacques Tertois**

[itertois@stjohnscollegecardiff.com](mailto:itertois@stjohnscollegecardiff.com))

Head of R16

**Mrs Michelle Armour**

[marmour@stjohnscollegecardiff.com](mailto:marmour@stjohnscollegecardiff.com))

Head of L6

**Mme Dominique Lhermitte**

[dlhermitte@stjohnscollegecardiff.com](mailto:dlhermitte@stjohnscollegecardiff.com))

Head of U6

**Mr Nick Cooper**

[nacooper@stjohnscollegecardiff.com](mailto:nacooper@stjohnscollegecardiff.com))

### **Heads of Department**

Mr Nick Cooper	Head of English
Mrs Eleanor Tomlinson	Head of Mathematics
Mrs Lowri Chwieseni	Head of Biology
Mrs Louise Boylan	Head of Chemistry
Mr Peter Hagii	Head of Physics
Mrs Michelle Armour	Head of Art
Mrs Rhian Bate	Head of Design Technology
Mrs Laura Beckham	Head of Geography
Mrs Carole Bryan-Jones	Head of History
Mr Francis Taylor	Head of Information and Communication Technologies
Ms Helena Read	Head of Latin
Mme Dominique Lhermitte	Head of Modern Foreign Languages
Mr Anthony Capel	Head of Academic Music
Mr Craig Williams	Head of Academic Physical Education
Mr John Morgan	Head of Philosophy and Religious Studies
Mrs Cerys Emms	Head of Welsh
Mr Jeff Howard	Director of Music ( <a href="mailto:jhoward@stjohnscollegecardiff.com">jhoward@stjohnscollegecardiff.com</a> )
Mrs Natalie Wood	Director of Sport ( <a href="mailto:nwood@stjohnscollegecardiff.com">nwood@stjohnscollegecardiff.com</a> )

### **Junior Subject Co-ordinators**

Mrs Emily Kloosterman	KS2 English
Mrs Laura Taylor	KS2 Mathematics
Ms Kathryn Teideman	KS2 Science
Mrs Claire Crowley-Davies	KS2 Art
Miss Lowri Price	KS2 Geography
Mrs Lowri Burleton	KS2 History
Mrs Rhian Howells	KS2 Information and Communication Technologies
Mrs Rachel Lawrie	KS2 Music
Mrs Danielle Criddle	KS2 Religious Education

### **Nursery/Infants Subject Co-ordinators**

Mrs Gill Firth	KS1 English
Miss Sian Davies	KS1 Mathematics
Mrs Rachael Cooper	KS1 Science

### **ALN Support**

Mrs Julietta Howell (Infants to R12)	<a href="mailto:jhowell@stjohnscollegecardiff.com">jhowell@stjohnscollegecardiff.com</a>
Mrs Heidi Wilcox-Tout (R13 to R16)	<a href="mailto:hwilcoxtout@stjohnscollegecardiff.com">hwilcoxtout@stjohnscollegecardiff.com</a>
Mr Denny Gamble (R13 to R16)	<a href="mailto:dgamble@stjohnscollegecardiff.com">dgamble@stjohnscollegecardiff.com</a>

## The School Day

	<b>Junior School</b>	<b>Senior School</b>
<b>8.00am</b>	Breakfast Club (Dining Room)	
<b>8.30am</b>	Form Tutors to form bases	Form Tutors to form bases
<b>8.40am</b>	Registration in form bases	Registration in form bases
<b>8.55am</b>	PERIOD 1	PERIOD 1
<b>9.45am</b>	PERIOD 2	PERIOD 2
<b>10.10am</b>	<b>BREAK</b>	
<b>10.30am</b>	PERIOD 2 CONTINUES	
<b>10.35am</b>		<b>BREAK</b>
<b>10.55am</b>	PERIOD 3	PERIOD 3
<b>11.45am</b>	<b>LUNCH</b>	PERIOD 4
<b>12.30pm</b>	PERIOD 4 and Registration	<b>LUNCH</b>
<b>1.25pm</b>		Registration
<b>1.35pm</b>	PERIOD 5	PERIOD 5
<b>2.15pm</b>	<b>BREAK</b>	
<b>2.20pm</b>		PERIOD 6
<b>2.25pm</b>	PERIOD 6	
<b>3.05pm</b>	PERIOD 7	PERIOD 7
<b>3.45pm</b>	Return to Form Bases	
<b>3.50pm</b>	<b>End of School day - Homework Club (Dining Room)</b>	
<b>3.50pm</b>		PERIOD 8 - Sixth Form lessons, Choir practice, Co-curricular activities and Homework Club
<b>6.00pm</b>	<b>End of Homework Club</b>	

## Contacting the School

- For all routine pastoral or academic enquiries, please contact your child's Form Tutor via the School Office ([admin@stjohnscollegecardiff.com](mailto:admin@stjohnscollegecardiff.com)) or 02920 778936.
- To arrange an appointment with the Head, please contact the Head's PA.
- 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 and Infant School, please contact the relevant Head of School.
- If you have a routine academic enquiry, please email the relevant teacher via the School Office.
- For all sports related issues, please either email the Director of Sport or contact her via the School Office.
- For all enquiries reference School music, please either e-mail the Director of Music, or contact via the School office.
- To report an unplanned absence, please call 02920 778936 or email [absentee@stjohnscollegecardiff.com](mailto:absentee@stjohnscollegecardiff.com)
- For all enquiries about fees and financial matters, please contact the Bursar.
- 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 small stud earrings, no other jewellery is to be worn. Makeup and nail varnish are not allowed. Long hair must always be tied up with a red or black band. Boys' hair must not go below the collar and extreme or coloured hair styles are unacceptable. We do ask for your support in order to maintain a consistently high standard.

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

**John Lewis, The Hayes, Cardiff, CF10 1EG. (02920) 536000.**

Please visit their website: [www.johnlewis.com/schoolwear](http://www.johnlewis.com/schoolwear)

### Equipment

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

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

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



## 2. Admissions and Fees

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### 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 Headmaster 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 pupil 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.

Contact: Mrs Maureen Bridge, Assistant Head External relations

### Overseas Admissions

For information on overseas admissions, please contact Ms Ivy Greenwood, Overseas Registrar ([overseasregistrar@stjohnscollegecardiff.com](mailto:overseasregistrar@stjohnscollegecardiff.com)).

### Asia Liaison Office

**Address:** Office 2007, 1018 Chang Ning Road, Shanghai, 200042, China

**Telephone:** 0086-21-52383880 / 52383876

**Email:** [stjohnscardiff@163.com](mailto: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 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 bursaries 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 Co-curricular, music, drama, sport and promotion of the School's ethos.

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

## Transport

Five separate bus routes to School exist, covering the Cardiff and Newport area, Penarth/Sully and Bridgend/Pencoed/Miskin/Taffs Well. Individual timetables and details of 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 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 **Martin Prendergast**  
([mprendergast@stjohnscollegecardiff.com](mailto:mprendergast@stjohnscollegecardiff.com))

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



## 3. Academic Life

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### The Curriculum

The School operates a 35-period week; 7 periods per day of 45/50 minutes duration (lesson duration varies in the Junior School).

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 personal, social, health and citizenship 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 Assistant Head, Academic.

### 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 R9 upwards.

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

Pupils are set in English and Mathematics from R12 to R16.

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 Department Handbook on the School website.

### **Senior School**

Homework is set in all subjects according to the published homework timetable. Pupils record homework during the lesson in their School planner. 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 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 form tutor. 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

All pupils from R9 upwards sit internal School assessments in all academic subjects twice per year (once at the end of the Advent term and once at the end of 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 November and March for the Lower and Upper Sixth. The marks of these examinations are discussed with the parents and pupils at Sixth Form parents' evening towards the end of the Advent and Lent terms.

## Reports

St John's College provides detailed feedback to parents and pupils on learning progress.

At the end of the Advent and Trinity terms, a full written report is provided for each pupil in all sections of the School. In the Senior School, at the end of the Lent term a Target Grade review report is also provided.

➤ *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 Special Educational Needs and Disability Code of Practice, 2015 and The Disability Discrimination Act 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 Literacy for Marking 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.

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 exams are held. They will also be fully informed about the regulations regarding exam protocol, including the zero tolerance of mobile phones or other electronic devices in the exam room.

Please be mindful that if pupils don't adhere to this policy, it will be classed as an unauthorised absence.

## **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 2018, GCSE results are released on 23rd August 2018, and A-Level on 16<sup>th</sup> 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 Sixth Form Library 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. 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' evening, "Meet the Teacher" takes place in the Advent term in all sections of the School bar the Sixth Form. This meeting is 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, Meet the Teacher is 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 usually take place in the School Hall (Junior Parents' Evenings take place in the Sixth Form Library). 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 over which teachers have concerns will be invited to meet with the Head of R16.

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

## Absences

If for any unforeseeable reason (illness, travel difficulties, etc.) a pupil cannot attend School, parents should contact the School Office as soon as possible either by telephone or email ([absentee@stjohnscollegecardiff.com](mailto:absentee@stjohnscollegecardiff.com)). 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.

If you need to take pupils out of School, parents are required to request a leave of absence in writing via the Form Tutor.

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

Parents have a legal obligation in this regard 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 the School Office 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 sent to parents before the beginning of each term, giving a paper version of the plans for the coming 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 Trips**

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

The cost of education trips is not included in School fees.



## 4. Pastoral Care

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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 Infants and Nursery Department, children are encouraged to speak to their Form Tutor and the Head of Infants, Mrs Gill Firth. Likewise, in the Junior School pupils will often confide in their Form Tutor, or the Head of Juniors, Mrs Rebecca Thompson. 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 charities and fund raising days correspond with the Liturgical year. All pupils from Nursery to Sixth Form are involved in helping and supporting both the local and world community. Pupils at St John's College are always enthusiastic and keen to help those around them, and as part of the School family, they realise that in order to share the world, we must share our resources and if people are in need, we should join together to do whatever is necessary.

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

During the Lent Term, the School supports a variety of charities including HCPT, Mary's Meals and Mission Together, Pope Francis' chosen charity. Pupils fund-raise 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.

## Contacts

Mrs Emma Jones

Assistant Head Pastoral and Designated Safeguarding Lead

[ejones@stjohnscollegecardiff.com](mailto:ejones@stjohnscollegecardiff.com)

Mr Shaun Moody

Deputy Head and Deputy Designated Safeguarding Lead

[slmoody@stjohnscollegecardiff.com](mailto:slmoody@stjohnscollegecardiff.com)

## Form Tutors and Heads of Year

### Infant School

#### Head of Nursery

Nursery

R5

R6

R7

#### Mrs Gill Firth

Mrs Alison Banks

Mrs Gill Firth

Miss Sian Davies

Mrs Rachel Cooper

## Junior School

### **Head of Juniors        Mrs Rebecca Thompson**

R8G	Mrs Rhian Giannotti
R8P	Miss Lowri Price
R9C	Mrs Danielle Criddle
R9L	Mrs Carol Clint
R10B	Mr Mike Blackburn
R10N	Miss Rochelle Nirenberg
R11K	Mrs Emily Kloosterman
R11T	Mrs Laura Taylor

## Senior School

### **R12                        Joint Heads of Year Mrs C Emms & Miss C McManus**

R12E	Mrs C Emms & Miss R Thomas
R12R	Mr P Ross
R12M	Miss C McManus

### **R13M                      Mr J Morgan (Head of Year)**

R13C	Mrs C Crawley-Davies
R13T	Mrs K Thomas

### **R14B                      Mrs R Bate (Head of Year)**

R14T	Mrs L Thomas
R14L	Mr L Turner

### **R15T                      Mr J Tertois (Head of Year)**

R15M	Mrs L Mumford/Mrs A Kingston
R15O	Miss M Owen

### **R16A                      Mrs M Armour (Head of Year)**

R16C	Mrs L Chwieseni
R16J	Mrs E James
R16 Boys Tutor	Craig Williams

### **L6                         Mme D Lhermitte (Head of Year)**

L6	Miss H Read
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### **U6                         Mr N Cooper (Head of Year)**

U6	Mrs E Tomlinson
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## 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 are required to telephone the School at the beginning of the day;
- If a pupil is collected early for whatever reason, they must sign out with a parent/Guardian;
- Pupils should be courteous and respectful at all times;
- Pupils are encouraged to open doors for visitors, staff and their peers;
- During lesson time, pupils should raise their hand to ask/answer a question;
- Work should always be presented neatly and homework handed in on time;
- When waiting for a lesson to begin, pupils should wait outside the classroom quietly and in an orderly queue;
- All pupils must walk on the left in corridors and speak quietly;
- Pupils must adhere to the School uniform policy at all times;
- Mobile phones should not be used at all during the School day, without permission from a member of staff;
- Pupils should not bring any valuables to School.

➤ *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 Headmaster, Mr Gareth Lloyd, holds a Headmaster's Lunch for Achievers, celebrating academic success. Mr Lloyd also entertains pupils at the Headmaster's Lunch for Effort, during which the pupils are congratulated for always trying their best. Finally, a tea for 'good eggs', hosted by Mr

Lloyd is also held to recognise the pupils that do good for others. In the Junior School, pupils acknowledged as achievers, good eggs or giving good 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 Headmaster may decide to exclude the pupil temporarily or permanently according to the School 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

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### 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.

### The House System

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

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

### LAMDA

St John's College offers opportunities for pupils 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 sixty five 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 two annual concerts at St David's Hall, two at the Royal Welsh College of Music and Drama, and

performances at 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 *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. The Concert Orchestra's recent performance in May 2017 included Bach's *Double Violin Concerto*, Shostakovich's *Festive Overture* and the first movement of Beethoven's *Eroica* Symphony.

St John's College has a number of other thriving ensembles including the Training Orchestra, Flute Choir, Brass Ensemble, Percussion Ensemble, Close Harmony Groups and the Junior Girls' Choir. Recent major School productions led by the music department include *HMS Pinafore*, *Trial by Jury* and *The Sound of Music*.

Please contact Mr Jeff Howard ([jhoward@stjohnscollegecardiff.com](mailto:jhoward@stjohnscollegecardiff.com)) for details on how to join the Cathedral Choir and Concert Orchestra.

### **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

Please contact Mrs Rachel Lawrie ([rlawrie@stjohnscollegecardiff.com](mailto:rlawrie@stjohnscollegecardiff.com)) if you require further details about instrumental teaching.

### **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. The total cost of the award is £60.



## 6. Health and Safety

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At St John's College we are fully committed to providing a safe and healthy environment for all our pupils, teachers and visitors. From September 2017, we will 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. R8 and R9 Form Tutors will collect their pupils, from the Dining Room, at 8.30am. R10 and R11 pupils will be allowed to make their way to their form bases independently.

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.

### After School Care

All Junior and Senior pupils may attend Homework Club which is a supervised, quiet working session that runs from 4pm until 6pm in the School dining room. All Junior pupils must be collected by a parent or guardian. 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 4pm 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/carers will be asked to sign their child out of the building.

### **Playgrounds**

A duty team of teachers 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.

## **School Google Accounts**

Every pupil from R8 to the Upper Sixth are given an online account through Google's GSuite for Education. This provides unlimited cloud storage via Google Drive as well as the ability to create word processed, spreadsheet and presentation documents online. GSuite also

provides pupils with opportunities for collaborative learning and greatly enhances key Digital Skills, very much in line with the new Digital Competence Framework in Wales. 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.

### **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](mailto:@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



## 1. Key Academic Dates 2017-2018

### Lent Term 2018

Lent Term Starts for staff	Mon 8 January 2018
Lent Term Starts for pupils	Tue 9 January 2018
R16 Parents' Evening, 4.30-6.30pm	Tue 23 January 2018
R11 Parents' Evening, 4.30-6.30pm	Thur 25 January 2018
R12 Parents' Evening, 4.30-6.30pm	Tue 30 January 2018
R10 Parents' Evening, 4.30-6.30pm	Thur 1 February 2018
R15 Parents' Evening, 4.30-6.30pm	Tue 6 February 2018
R9 Parents' Evening, 4.30-6.30pm	Thur 8 February 2018
R8 Parents' Evening, 4.30-6.30pm	Thur 15 February 2018
Staff Training & INSET [School closed]	Fri 16 February 2018
Half Term [School closed]	Mon 19-23 Feb 2018
R14 Parents' Evening, 4.30-6.30pm	Tue 27 February 2018
R13 Parents' Evening, 4.30-6.30pm	Tue 6 March 2018
Sixth Form Parents' Evening, 4.30-6.30pm	Thur 22 March 2018
Lent Term 2018 Ends	Tue 27 March 2018
Revision Lessons for R16, L6, U6 April 2018	Wed 28 & Thur 29 March, Tue 3-5

### Trinity Term 2018

Trinity Term 2018 Starts	Mon 16 April 2018
Sixth Form Open Evening, 4.30-7.00pm	Tue 17 April 2018
R13 Options Evening, 4.30-7.00pm	Tue 1 May 2018
May Day Bank Holiday [School closed]	Mon 7 May 2018
Half Term [School closed except for some revision classes]	Mon 28 May - Fri 1 June 2018
R12-R14 Internal Assessments	Wed 13 - Wed 27 June 2018
R8-R11 Internal Assessments	Mon 18 - Fri 22 June 2018
R15 Internal Assessments	Wed 20 - Wed 27 June 2018
R7/R8 Transition Week	Mon 25 - Fri 29 June 2018
Trinity Term 2018 Ends for Pupils	Thur 12 July 2018
Trinity Term 2018 Ends for Staff	Fri 13 July 2018