



ST JOHN'S COLLEGE

General Guidelines for New Parents

January 2024

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General Guidelines for New Parents

Dear New Parents

Welcome and thank you for choosing St John's College. As you and your son/daughter settle into the new routines of the College, we would like to make the transition as smooth as possible. There are undoubtedly many unknowns for those first-time parents, especially when it comes to understanding the protocols to be followed when needing to communicate with the school about various issues. You will appreciate that the Headmaster has a busy schedule and hence we respectfully ask that you address your initial concerns to the respective people listed below and only in the event of unresolved issues should you then direct your query to the Headmaster.

Our primary method of communication is via email and as such we also encourage parents to use this platform. We ask that parents avoid sending WhatsApp messages directly to staff members unless there is an emergency, and always to be respectful of staff's working hours.

Please be guided as follows:

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| Headmaster | Cav C Trinci (info@stjohns.co.zw) |
| Deputy Head (Student Affairs) | Mr A Sakala (asakala@stjohns.co.zw) |
| Deputy Head (6 th Form) & IT issues | Mr J Mariani (jmariani@stjohns.co.zw) |
| Senior Master (Disciplinary) | Mr G Nyawata (gnyawata@stjohns.co.zw) |
| Head of Academics (F1 & F2) | Mrs M Hofmann (mhofmann@stjohns.co.zw) |
| Head of Academics (F3 & F4) | Mr C Mutwira (cmutwira@stjohns.co.zw) |
| Head of Academics 6 th Form & Head of Studies | Mrs S Hrusa (shrusa@stjohns.co.zw) |
| Da Vinci Centre Co-Ordinator | Miss L Cawood (lcawood@stjohns.co.zw) |
| Safeguarding Officer | Miss S Ndhlovu (sndhlovu@stjohns.co.zw) |



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|--------------------------|---|
| School Counsellor | Miss S Harris (sharris@stjohns.co.zw) |
| Sports Director | Mr C Fourie (sports@stjohns.co.zw) |
| Cultural Director | Mr J Kalonga (jkalonga@stjohns.co.zw) |
| Lost Property | PLC (plc@stjohns.co.zw) |
| Fees/Accounts issues | Bursars' Office (bursars@stjohns.co.zw) |
| Lockers | Mrs R Atkinson (ratkinson@stjohns.co.zw) |
| Educational Psychologist | Mrs W Beamish (wbeamish@stjohns.co.zw) |
| School Nurse | Miss K Johnston (kjohnston@stjohns.co.zw) |
| Examinations Officer | Mrs M Soendergaard (msoendergaard@stjohns.co.zw) |
| Absences | Email office (absent@stjohns.co.zw) giving student's name, form class and reason for absence. Doctor's notes are required for any absence longer than 2 days. |

1. THE COLLEGE DAY

Students to be at the College by 7:00 AM

| | | | |
|----------------------------------|------------------------------|----------|----------|
| Monday | Class Registration | 7:10 AM | 7:20 AM |
| | HM's Assembly | 9:40 AM | 10:15 AM |
| Tuesday | House Assembly | 7:05 AM | 7:20 AM |
| Wednesday | 6 th Form Contact | 7:05 AM | 7:20 AM |
| | Class Registration | 7:10 AM | 7:20 AM |
| Thursday | House Assembly | 7:05 AM | 7:20 AM |
| Friday | Friday War Cries | 6:55 AM | 7:20 AM |
| | Class Registration | 7:15 AM | 7:20 AM |
| | Sports Assembly | 9:40 AM | 10:15 AM |
| Lessons | | 7:20 AM | 1:30 PM |
| Break | | 10:15 AM | 10:35 AM |
| Lunch | | 1:30 AM | 1:55 PM |
| Prep and Academic Support | | 1:55 PM | 2:30 PM |
| Sports and Clubs | | 2:30 PM | 5:30 PM |



2. EARLY DEPARTURES AND ABSENCES

If a student arrives at school after registration period, their name will be logged by the guard in the “Late Arrivals” book and the student database will be updated accordingly. An explanatory note or email should be sent to school, either by email to absent@stjohns.co.zw, or to the Registration Teacher. Where applicable, the excuse note must be sent 48 hours in advance. A gate pass will be issued by the front office immediately before they are due to leave only in the event of prior notification. Students leaving school early, without prior notification, can only be signed out by the Deputy Heads/Head of Academics or the school nurse. Upon their return to school, students are expected to catch up on any missed work due to absences.

3. SPORTS AND CLUBS COMMITMENTS

All students are expected to fulfil their afternoon commitments as per the afternoon timetable requirements. U14, U15, U16 must choose a minimum of 3 co-curricular activities - one major sport, one minor sport and one club or two major sports and a club each term. U17 upwards must choose a minimum of 2 co-curricular activities- one major sport or minor sport and one club. They will be required to select their co-curricular activities at the start of each term and cannot change anything without the prior agreement of either the Director of Sport or the Director of Culture. Students must excuse themselves in person from teachers and coaches well in advance before missing commitments even when an email has been sent to the school.

4. SUPPORT CARDS

All students are expected to support the College 1st Teams in the major sporting disciplines as well as selected cultural events. Students are required to support at least 4 additional 1st Team games throughout the term over and above the calendared Compulsory Supports. We would obviously encourage them to support as many as they can but as a minimum, they must support 4. Support cards are signed by the Prefects at the applicable events.



5. UNIFORM

Please note that our only two official stockists are **Glen Abbey (Arundel Village) and the St John's Uniform Shop (St John's Squash Courts)**. We have worked very hard with our stockists to ensure that a high standard is maintained, and we will not have this compromised by cheaper, rogue stockists, especially for Blazers and Tracksuits.

The Form 1 students are formally welcomed into the College at a special Welcome Assembly at the start of the term and at this they are presented with their College Tie. Please note that this will be provided by the College and billed on your first invoice. There is no need to purchase a tie unless you are wanting a second "backup".

We will order sew-on name badges and will advise when these are ready for collection. These are sewn onto the exterior of the shirts, blazer, tracksuit top, jersey, fleece, hat **as a means of identifying them to staff (not for general labelling)**. We use your child's first name as shown on their birth certificate. Should they be more commonly known by their second name then this should be indicated.

Sew on Name Tags

1. *Grey with black embroidery:
(Form 1-4)*
2. *Green with black embroidery:*
3. *White with black embroidery:
(6th form)*

Clothing Item and Position

- All grey school shirts, above the top left pocket.
Grey school jersey, left side.
- Blazer, above the top left pocket.
School fleece, above the Ram.
School tracksuit above the Ram.
School hat, outside back centre of crown.
- White school shirt, above the top left pocket.

Please note the following guidelines for the day-to-day expectations:

- 5.1. **Standard Greys (Summer):** (worn every day unless otherwise specified)
Branded short sleeved light grey shirt (Form 1-4); branded short sleeved white shirt (6th Form), grey shorts with side elastic; grey skirt (girls), long school grey socks with garters (compulsory); short white socks (girls), laced - up plain black school shoes, broad brimmed emerald-green hat, woven striped tie.



- 5.2. **Standard Greys (Winter):** (worn every day unless otherwise specified) As per Summer wear except long grey trousers can be worn in place of shorts, grey jersey (white jersey optional for 6th Form), green fleece – winter term only (cannot be worn under blazer)
- 5.3. **Number Ones:** (worn first and last day of school, Awards Assemblies, compulsory supports, excursion visits, any official functions, dress parade or when on Special Report) Long sleeved plain white shirt, long grey trousers, tie, blazer (Form 1-4); branded short sleeved white shirt, black trousers (black skirt for girls), tie, blazer (6th Form)
- 5.4. **Monday Headmaster's Assembly:**
Standard Greys with blazers to be worn
- 5.5. **Friday Sports Assembly:**
Standard Greys (no blazer required)
- 5.6. **Travelling to an Away Fixture:**
Sports: Full tracksuit, grey shirt underneath with trainers. Cricket and Tennis players can travel in their playing kit worn with a blazer and a hat/cap Cultural: Number Ones
- 5.7. **Dressing after sports:**
Half tracksuit in summer and full tracksuit in winter before leaving the school gates
- 5.8. **PE Kit:**
Green shorts and grey shirts/house vests
- 5.9. **Sports kit:**
Please refer to the sports specific uniforms in the Uniform Policy document



6. LOST PROPERTY

For safety reasons, any unattended belongings will be removed from corridors, bag racks, etc. By 17h30 daily by the guards on duty and stored in the guard house. This is catalogued and handed over to lost property the following morning. Lost Property is run by Form 3 volunteer parents, under the PLC, from their office located by the main gate. Students will have an opportunity to redeem their lost property either during breaktime or lunchtime. A schedule of fines is available at the lost property office. All items of clothing and equipment must be clearly labelled with a student's name. At the end of every term, any unclaimed items are either donated to Interact Society for their community outreach programmes or sent to the St John's Thrift Shop (located within the St John's Uniform Shop) at the Squash Courts for re-sale. Please try to check your child's bag regularly and make sure that all the contents are his/hers.

7. LOCKERS

Lockers are available upon request. It is the responsibility of each student to purchase a key and lock for his locker (not a luggage lock nor a combination lock). Students are encouraged to make use of the lockers to safeguard their personal belongings. All lockers must be cleared, and padlocks removed at the end of every term. Any issues to do with lockers must be reported to Mrs. Atkinson.

8. ELECTRONIC DEVICES

Electronic devices are an integral part of our lives and are being used increasingly within the classroom environment. The school has very clear policies which the students will need to adhere to (as outlined in the Code of Conduct). Whilst the school will try and ensure that students are educated on the safe and responsible use of devices, dangers of social media, etc. we also rely on parents to monitor and set your own rules regarding access, usage time, etc. We encourage parents to know what groups, apps, games, etc. are being used by your son/daughter and random checks would not go amiss.

Whilst it is not compulsory for a student to have a phone, if they do then it should preferably be one which can run WhatsApp. We do not encourage top of the range smart phones to be brought to school, merely what suits your budget.



Staff (academic, sporting, and cultural) make daily use of the student groups to send messages pertaining to work assignments, activities, last minute event changes, cancellations, etc., And hence this is a critical daily communication tool. However, email remains the main means of communication for any official notices.

Laptops and iPads are also permitted – please select the device best suited to your circumstances and budget. The College has a 1000 user network with a Bring Your Own Device (BYOD) policy and we will authenticate any device your son/daughter may bring. In terms of practicality, laptops and iPads are more functional than smartphones for taking notes and researching information. These devices are optional and not essential to daily school life, but we do encourage incorporating technology into learning.

The College network is regulated through a hardware firewall with strict protocols and web filtering policies. Daily monitoring and checks are carried out to ensure no harmful content can be accessed through the College network.

Please be aware that any electronic device which a student may bring to school is not covered by any school insurance policy and hence parents must ensure that you have arranged for your own insurance cover should you feel this is necessary. We also reserve the right to check devices from time to time if there is a justifiable reason to warrant this course of action.

9. TEXT AND EXERCISE BOOKS

The school supplies textbooks and exercise books to students for which there is no charge, unless otherwise specified for a particular subject. Students are expected to treat any books issued to them with respect. Should a text book be lost or damaged it must be reported to the subject teacher immediately. At the end of each year all text books are to be returned as part of the end of year clearance procedure. Any books not returned will be charged at the current replacement cost.

Exercise books must be covered in brown paper and plastic, clearly marked with the student's name, subject and teacher.

10. STATIONERY

We have put together a basic list of stationery requirements but please bear in mind that certain teachers may also give the students a list of additional items, particularly



for art once they start. Please ensure they have always at least 2 pens and 2 pencils. We recommend that you keep a small stock of stationery items at home to avoid panic when they have run out or lost an item!

- 10.1. Ballpoint pens (black or blue)
- 10.2. HB pencils
- 10.3. Eraser
- 10.4. Sharpener
- 10.5. Highlighters
- 10.6. Scissors
- 10.7. Glue Stick (there are lots of handouts which are best stuck into books immediately to avoid getting lost!)
- 10.8. Maths set
- 10.9. Calculator (we recommend the entry level **Casio fx-82ES** Plus which is very user friendly)
- 10.10. Homework notebook (can be a diary or just an ordinary notebook)

11. SCHOOL BAGS

There are no regulations regarding the type of school bags or sports bags which are used but these should be of a good hard-wearing quality fabric which can handle the number of books which are carried around, and preferably a dark neutral colour. Students are encouraged to make use of the lockers which they will be provided with and should visit their locker first thing each morning to lock away the books only needed after break and then at the start of break they can put away the earlier session books and take out the after-break session books. This will not only ensure they are not carrying too heavy a load but will also help to ensure the books do not get damaged in an overfull bag.

12. SETS FOR MATHEMATICS, SCIENCE AND COMPUTERS

The Science and Computers departments set according to the Mathematics sets.



13. 9TH PERIOD (14H00 – 14H30)

This period is set aside for either mandatory academic support or supervised Prep and is compulsory for all Form 1 and 2 students.

14. DISCIPLINARY MEASURES

14.1. Detention

Students are placed on Detention for poor academic performance, incomplete work, or late assignments.

14.2. Manual Labour

Students are given Manual Labour for general discipline infringements as described under categories A to D in the Code of Conduct.

Detention and Manual Labour take place on **Saturday from 06h30 to 08h30**. Names of students on Detention and Manual Labour are published weekly to the students.

It is the responsibility of the student to communicate this information to their parents.

Failure to attend Detention and Manual Labour on the correct day and time will result in further disciplinary consequences. Both Manual Labour and Detention take precedence over Sporting and Cultural activities and any other College commitments that the student may have. Continued failure to attend a given Detention or Manual Labour will incur a period of suspension.

You are encouraged to go over the Code of Conduct with your son/daughter so that you are all familiar with the full text of the Code (<http://stjohnszim.com/downloads>). The Code of Conduct is the set of rules which govern all students at St John's College. It is expected that all College students involve themselves with a high standard of conduct in their relationship with others and the school, embodying the core values of Respect, Integrity and Empathy. We take discipline seriously and the Code is equally applicable to all students firmly but fairly, including the Sixth Form and the Prefect Body.

Should you have any further queries, please do not hesitate to ask. Best wishes for 2024.

