



St John's Preparatory School

# FAMILY HANDBOOK



## INTRODUCTION

The purpose of this handbook is to assist our community of pupils and parents by providing information about the school, its resources and policies to foster a school and home partnership to ensure the best outcome for the children in our care.

To truly succeed as a learner and as a school, we believe that our parents' role should be active and informed. One of the key indicators for the success of a child and individual in life is the quality of relationship with their primary caregiver. We therefore require of our parents a truly engaged and participatory role in their son's academic and cocurricular life.

We place great emphasis on the relationship between the school and community and trust that this leads to an education experience where fond memories are built.

The extent of what our pupils learn is not confined to the classroom and it is at this point that staff and parent commitment to the welfare, physical and social development of our boys is a common expectation. We seek that at the end of your son's time at St John's Preparatory School, he does not leave only having developed in the acquisition of academic skills but also his character.

When our past pupils look back at their education journey and life journey, we hope that they look back on St John's Preparatory school as a place where their positive core values were initially shaped.

**Dominus Pastor**



**SCHOOL PRAYER****Most Gracious God and Father**

Your servants of old founded our School  
That we, your children, might sing your praise with our lips  
and by our lives.

We thank you for the goodly heritage that is ours  
And pray your blessing upon  
The community of St John's Prep School.

Grant that whatever things are true and honourable,  
Lovely and of good report,  
May here abound and flourish.

Equip us for your service in the world  
And grant us with saints and angels  
To share in your eternal kingdom  
Through our Lord and Saviour Jesus Christ  
Who lives and reigns with you and the Holy Spirit  
One God, now and for ever.

**Amen**





## SCHOOL MOTTO AND CORE VALUES

**The school motto is Dominus Pastor, the Lord is my shepherd.**

This is drawn from **PSALM 23**

### A Psalm of David

<sup>1</sup>The Lord is my shepherd;  
I shall not want.

<sup>2</sup>He makes me to lie down in green pastures;  
He leads me beside the still waters.

<sup>3</sup>He restores my soul;  
He leads me in the paths of righteousness For His name's sake.

<sup>4</sup>Yea, though I walk through the valley of the shadow of death, I will fear no evil;  
For You are with me; Your rod and Your staff, they comfort me.

<sup>5</sup>You prepare a table before me in the presence of my enemies;  
You anoint my head with oil; My cup runs over.

<sup>6</sup>Surely goodness and mercy shall follow me  
All the days of my life; And I will dwell in the house of the Lord Forever.





**Our school's core values are;**

**1. RESPECT**

**2. INTEGRITY**

**3. EMPATHY**



These form a large part of our day-to-day experience, teaching, and the way we lead the school. We hold these dearly and expect that these are exemplified in our boys and staff.

We are delighted that you have chosen to enrol your son at St John's Preparatory School and by doing so you have chosen to accept our value system. We will support our boys and where necessary our parent body to understand these, but we will not alter or compromise on these to suit personally held beliefs that are contrary to ours.



## WELFARE

We have deliberately placed this section on welfare early in the handbook. For a child to truly succeed and thrive holistically nothing is more critical than a secure environment, both at home and school, where a child knows they are valued and loved.

As such, great importance is placed on this. We strive to provide this daily and guard our space to create this environment. St John's Preparatory school is committed to safeguarding and promoting the welfare and care of its pupils and expects all within its community to share this commitment.

This is done in two main ways. Firstly, through our Safeguarding Policy, which captures our commitment and the due process in ensuring the physical, emotional, and mental well-being of our boys and staff. The offices of the school counsellor and safeguarding officer are the second key component. Both are full-time employees who keep guard over the welfare of our boys. The counsellor's room is open throughout the day and is a safe space for boys to visit.



## THE STRUCTURE OF THE DAY

The school day runs from 07:25 -16:30  
Monday to Friday. The timetable is structured as follows:

**DEAR (Drop everything and Read) 07:30 – 07:45**

**Period 1 07:45 - 08:20**

**Period 2 08:20 - 08:55**

**Period 3 08:55 - 09:30**

**Period 4 09:30 - 10:05**

**BREAK 10:05 - 10:40**

**Period 5 10:40 - 11:15**

**Period 6 11:15 - 11:50**

**Period 7 11:50 - 12:25**

**Period 8 12:25 - 13:00**

**LUNCH 13:00 - 13:30**

**Club and culture session 13:30 - 14:30**

**Sports session 1 14:30 - 15:30**

**Sports session 2 15:30 - 16:30**

**Grade 1 – end of day/lessons is at 12:25**

**Grade 2 – end of day/lessons is at 12:25**





## ACADEMICS

A hybrid Cambridge and ZIMSEC curriculum is taught at St John's. It is implemented from Grade 1, beginning with Stage 1 where we focus on the core competencies of numeracy, literacy and science, and follows through to Stage 6, where the Grade 6 boys write the Cambridge Checkpoint examination. In grade 7 our boys take the ZIMSEC grade 7 examinations.

The Prep School is divided into phases; Grade 1 and Grade 2 comprises of the Infant's Department, headed by Ms. Janine Harvey as Infants' Coordinator. Ms. Harvey works alongside the Director of Academics of the Prep, Mrs. Nicola Crouch, who oversees the implementation of the curriculum from Grade 1 to 7.

Each year group is headed by a Grade Coordinator who manages all matters that pertain to academics and pastoral welfare of the grade.

### Our subjects include;

- Mathematics
- English Language
- Shona
- Science
- Global Perspectives
- Information Technology
- Agriculture
- Music
- Religious Instruction
- Art
- Life Skills





## PEDAGOGICAL ETHOS

We believe in stretching our boys' cognitive ability and are guided by a comprehensive and dynamic curriculum. We aim to create conceptual thinkers who understand the material and can apply it to multiple problems.

A rigorous dynamic between teaching and learning is coordinated to allow us to achieve this goal. We place value on the traditional system but have embraced new methodology, integrating technology and AI in all areas.

We are proud to have pioneered a system of co-teachers through grade 1 – 4. A qualified teacher supports the grade unit on a permanent basis. Our co-teachers do exactly what their name suggests - teach. This allows for greater engagement, more personalized support for each pupil and each class, as well as increasing our learning touch points.

## ACADEMIC AWARDS

Academic certificates are awarded fortnightly during assemblies for hard work in various areas of the curriculum. The Champion Badge is awarded to the boy who attains the most house points which are achieved for both a high standard of class work as well as one's positive conduct both in and outside of the classroom.

We have recently introduced academic colours, these are based on the outcome of the Cambridge Checkpoint examinations and our internal assessments. We delight in rewarding our academics, whose hard work often takes place out of sight, but is a demonstration of significant discipline at a young age.



## LEONARDO'S CENTRE

The Leonardo's Centre is home to our learning support system. Here, boys who require extra support or extension are assisted. We are a mainstream school, and our focus is on push-in support. However, we recognize in some instances the need for pull-out support that focuses on educational therapy and remediation where professional therapists and experts can be engaged. At this level we aim to develop mechanisms within these boys to adapt and thrive despite difficulties that they may have encountered. We will persist in this area until we believe their tools are sharp enough to allow for competent personal learning. In conjunction with our Da Vinci Centre at the College, should our boys require further support, extra steps are taken to ensure a smooth transition to the senior learning phases, including some compensatory methods.

## REPORTING AND ASSESSMENTS

We have a unique reporting system at St John's Prep. Each pupil can expect to receive a half term mark order and a full-report at the end of the Trinity and Christmas Term. This generally includes an attainment mark and an effort symbol based on each boy's application and ability level.

Twice yearly we have internal assessments where boys' progress is assessed via common grade papers and the CEM Test.

This allows us to make informed decisions to tailor our system or support for the individual.

## CO-CURRICULAR: SPORTS AND CULTURE

The core purpose of the St. John's Preparatory School co-curricular program is to encourage our pupils to discover their passions, and to explore a range of new skills and experiences in an environment that emphasises our core values of Respect, Empathy, and Integrity. We strive to make every individual feel valued, happy and successful. Responsibility, enthusiasm and participation are actively encouraged, and commitment is emphasised.

We have a proud history of being competitive opponents at St John's. We push our boys to be the best that they can be in every sphere of the school life. Pursuing a passion offers room for great personal growth, but by pushing for the highest standards boys often find a fulfilment which can readily translate into other areas of school life.





Below is a list of the main sports and clubs on offer;









We offer an infant's sport programme twice a week, where our boys are introduced to fundamental sporting skills and disciplines. This is voluntary at this level, but the benefits make it a worthwhile commitment.

Our upper school boy generally commits to 2 sports and 1 club in a term and are therefore occupied for a minimum of two afternoons a week. Fixtures for all co-curricular activities are arranged in advance and can be found on our termly calendar.

## LEADERSHIP

A prefect system, accompanied with a portfolio where students across the entire grade 7 body are selected based on merit, and service to the school and student body is instituted at St John's Prep. The boys appointed to the prefect body will form the core student leadership and will diligently uphold and exemplify our three-core values, **Respect, Integrity and Empathy**.

In headship and guidance, we ultimately look to the leadership of Jesus Christ, the greatest teacher and leader, who said.

*“But whoever would be great among you must be your servant, and whoever would be first among you must be your slave, even the Son of Man came not to be served but to serve”.*

The body is led by a head boy and deputy head boy. Prefects and monitors, house captains and sports captains are appointed to serve and mentor.



## HOUSE SYSTEM

Each boy is assigned to a games and sports house that creates internal loyalty, brotherhood and develops the competitive nature of our boys. We have three houses at St John's named after saints. These are,



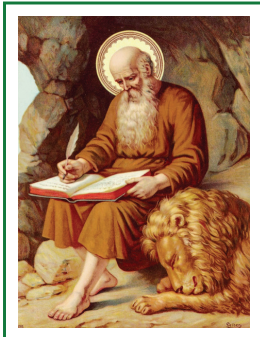
### AMBROSE

The story is told that when Ambrose lay as a baby in his cradle, a swarm of bees settled on his lips and then flew heavenward. They are said to have given him eloquence. This story explains how Ambrose is often pictured with a beehive nearby.



### GREGORY

Saint Gregory The Great. He was raised in Rome and Called himself the servant of the servants of God and preached that justice must be accompanied by humility. A dove, representing the Holy Spirit, is his special insignia. As it was said that during the writing of his homily, a dove whispered in his ear.



### JEROME

The lion which appears so often with him in his pictures is the one which, as the story goes, came into a monastery with a thorn in its paw. St Jerome removed the thorn and the lion remained with him from that day on.



## FACILITIES

As part of the St John's Educational Trust, we boast a tremendous breadth of facilities and infrastructure. We strive to offer our boys a world class experience and allow them the opportunity to develop themselves in a set of facilities that complements our staff effort.

It is an ongoing effort to refurbish, reenergise, develop and construct amenities that assist our endeavour of producing boys who are the best they can be.

All facilities are at the disposal of our pupils who on arrangement and with appropriate supervision can use any of the facilities available.

## SCHOOL UNIFORM SHOP

The School Uniform Shop is located on our Trust's campus and stocks all the necessary daily uniform and sportswear that our boys need.

For a detailed list of what is available and cost, please visit the shop during its opening hours.

**Opening hour Monday – Friday 12:00-13:00**



## MEDICAL

With over 500 boys to serve we have a fully serviced and stocked First Aid Station on campus run by a medical team led by Sr. K. Johnston. If your son is sick or gets injured, they are referred to the First Aid Station for an assessment and treatment. In most cases boys return to class, but where necessary the medical team will call you to collect your son.

If your son is sick, please do not send him to school and inform your son's class teacher.

Medical information is required when joining the school. However, if there are any changes or new clinical issues that arise, please inform the school immediately. Additional information may be requested for fieldtrips and tours.

## ABSENTEEISM

As obvious as it may sound, school attendance is critical to your son's performance and success. Pupils with poor attendance records tend to achieve less, have difficulty in forming strong school relationships and are generally less committed to any task. It is reasonable for a boy to miss school on occasion. At this age school attendance is expected to be at 95%. However, as part of our welfare system, if a pupil's attendance is erratic or drops below the 95% mark, we will request a meeting with his parents.

**Attendance for all academic lessons is compulsory.  
No exceptions exist in this instance.**

Should your son need to miss school, a request must be put in writing to their class teacher. Unless for medical or bereavement reasons these requests are frowned upon.



## CONCERNS AND COMPLAINTS

We value your feedback and endeavour to respond to all communication we receive from our parents in a timely and transparent manner. We aim for positive resolutions to complaints and view these as constructive suggestions.

## SECURITY AND SAFETY

We endeavour to maintain the highest level of security and safety on campus. This is an ongoing process and we continually look to improve. However, below are some guidelines for parents to adhere to.

When visiting the campus during school hours you will be asked to sign in at the front gate. As far as possible, unless visiting the front office or bursars, please ensure that you have an appointment with a member of staff.

Parents/guardians are most welcome to come and support their son and the school during calendarized fixtures and performances, or by other invitation. Unless permission is granted by a staff member, parents are not permitted on corridors or in classrooms, and are not permitted to attend sports' practices.



**DROP-OFFS AND PICK-UPS**

**Your sons need to be at school no later than 07:15**

**JUNIOR DROPOFF****(Grade 1-4)**

**Along the Hickman Field  
slip road (College end)**

**SENIOR DROPOFF****(Grade 5-7)**

**Along the Mackenzie  
field slip road**

Boys filter down through the Bawden gates every morning where duty staff welcome them and inspect their uniform.

**COLLECTION****Grade 1 at 12:25****At Hickman Field gate****COLLECTION****Grade 2 at 12:25****At Hickman Field gate**

**Grade 3 and 4 exit at the Hickman field  
Senior lunch time pick up is at the Mackenzie field gate.**

**Parents should park and collect their sons at the appropriate gate.**

We strongly urge that boys are not left waiting longer than 15 minutes after their official finish time. Boys not picked up timeously will be sent to the library for collection.

Parents have the responsibility of informing the school of any person who does not have legal access to their son or who have not been given permission to collect their child for any reason. Where necessary and/or appropriate, the school may ask to be provided with court orders or agreements. This information will be held on a child's safeguarding/child protection file.



## LOST PROPERTY

It is compulsory for the provided name badges to be sewn onto your son's uniform. The placement of these is illustrated in our Uniform Policy. These are important in helping us identify any lost articles of clothing. In addition, please ensure that books, kit and lunch bags are labelled, along with his stationery items.

Labelled items are returned to pupils on a daily basis first thing in the morning and again from 1005 - 1040. If a careless trend is noted, parents will be asked to collect these with their son.

## POLICY DOCUMENT

When joining the school, you signed an Acceptance of Entry Form. We trust that you maintain a copy of the document for your records. As noted, we have a number of policies, rules and requirements that must be adhered to by each family. Below is a list of all our policies which can be found on our website.

- **Decorum Expectations and Behaviour Policy**
- **Uniform Policy**
- **Haircut Policy**
- **Safeguarding Policy**
- **Drug Testing Policy**
- **PLC Constitution**



## OFFICE HOURS

### **Front Office and Bursar**

**Monday to Thursday** 07:00 -13:00 and 14:00-15:00

**Friday** 07:00 – 13:00

### **School holidays**

**Monday to Friday** 08:00 – 12:00

## PARENT LIASSON COMMITTEE (PLC)

The PLC is a voluntary non-profit body led by an elected Chairman and a committee of at least ten parents, who are all parents of current pupils. The main objective of the PLC is to act as a representative body for and on behalf of the larger parent body. Each grade is represented and a number of portfolios exist to ensure the smooth operation of the committee.

The PLC facilitates communication with the Headmaster, assists the Trust with matters of mutual interest, raises funds to support various campus developments and pupil endeavour, and promotes interaction amongst the parents and school to create understanding of school matters relevant to parents.

**CONTACT LIST**

Staff can be emailed directly using the following format

[**initialsurname@stjohnsprep.co.zw**], e.g. **bmustonziwa@stjohnsprep.co.zw**

**Below is a list of departmental contacts.**

<b>DEPARTMENT</b>	<b>QUERY</b>	<b>CONTACT EMAIL</b>
Office	General	<b>info@stjohnsprep.co.zw</b>
Academics	Academic	<b>ncrouch@stjohnsprep.co.zw</b>
Culture	Culture & clubs	<b>nseager@stjohnsprep.co.zw</b>
Sport	Sport	<b>bchauhan@stjohnsprep.co.zw</b>
Infants	Grade 1 and 2	<b>jharveyECD@stjohns.co.zw</b>
Pastoral	Counselling	<b>charris@stjohnsprep.co.zw</b>
Pastoral	Discipline	<b>mmbundire@stjohnsprep.co.zw</b>
Finance	Fees & payments	<b>bursar@stjohnsprep.co.zw</b>
Finance	Director	<b>azvidzai@stjohns.co.zw</b>
Safeguarding	Pastoral	<b>lrademeyer@stjohnsprep.co.zw</b>
Lost property	Lost items	<b>jschoultz@stjohnsprep.co.zw</b>
Medical	Health	<b>kjohnston@stjohns.co.zw</b>
Heads PA	Administrative	<b>office@stjohnsprep.co.zw</b>
Library	Textbooks	<b>gdebeer@stjohnsprep.co.zw</b>

Class WhatsApp groups are for announcements and notifications from the class teacher only. WhatsApp is not a method of communication between teacher and parents regarding pupils. Please send these via email.



### **Information**

**School address:** 179 Fisher Avenue, Rolf Valley, Harare, Zimbabwe

**Website:** <https://stjohnszim.com>

**Telephone:** (+263 24) 2885121 / 2885128

**Email:** [info@stjohnsprep.co.zw](mailto:info@stjohnsprep.co.zw)

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