
























An A to Z Guide to joining St Nicholas House






	<p><u>Absences</u> Please call the office if your child is absent: 01874 615440. If no one is available to take your call please leave a message or send an email. A whole school absence register is taken twice each day to check for unexplained absences. We will contact you to check your child's wellbeing if we have not received a message. Children who arrive after 9.00 am will be recorded as late. Please avoid passing absence messages via children/siblings. Parents must make contact themselves.</p> <p><u>Activities</u> At the start of each term children will get the chance to sign up for a great variety of activities-eg Art club, Speech & Drama (LAMDA), Lego, Chess etc. These will take place three times a week on Tuesdays, Wednesdays and Fridays. The Junior School will generally encourage children, who have signed up to clubs, to honour their choices until the end of that term, hence encouraging perseverance and commitment.</p> <p><u>After-School Care-Supper Club</u> We are able to offer an After School Care facility to cater for busy families**. Children in St Nicholas House can register for a term at a time and take advantage of supervised table top activities from 5.00pm onwards and the fee includes a delicious hot supper before collection at 6.00pm. The Supper Club will take place in the school dining hall. **Please note this is a chargeable service. More details can be found by contacting the school Bursary alison.rees@christcollegebrecon.com</p>
	<p><u>Breakfast club</u> Runs 8.00 - 8.30 am. Our Early Bird club will provide a delicious breakfast for our pupils. Ask for our Early Bird information leaflet which will give more detail.</p> <p><u>Break times</u> Morning break is at 10.25 am. A selection of fruit will be available to pupils, however children may bring a piece of fruit if they wish (no nuts or other snacks please). Milk will also be available. Children can also bring water for break times - but please make sure all bottles and bags are labelled.</p> <p><u>Buses</u> Christ College provides a daily bus service. Please consult the school website or email julie.rowlands@christcollegebrecon.com for more details.</p>
	<p><u>Coats</u> Children will need to bring their official CCB storm-proof coat every day (other coats are not permitted). We will try to go out as often as possible. Please ensure it is clearly labelled.</p> <p><u>Collection</u> There are three distinct pick up times at St Nicholas House. The first is at 3.30pm, once lessons have concluded from the junior playground (excluding Games days on Monday and Thursdays where earliest pick up is at 5.00pm). The second is at 5.00 pm for those children who are not booked into Supper Club. Collection at 5.00pm will be from the St Nicholas playground. Please aim to be prompt if collecting at 5.00pm. All children staying for Supper Club will be expected to stay until the end of the school day at 6.00pm. Collection at 6.00pm will be from the entrance to the Clive Richards Room in the main school quad. All children who travel by school bus will stay until 6.00 pm if booked onto the service. Please note - there is no facility for pupils to stay in school after 6.00 pm. If your child has out of school commitments and need to leave at the end of the school day, please let us know by email or pop a message in Home/School diaries. Each week we ask parents to complete a collection details outlining your intentions for the week ahead. These are detailed within pupils' Home/School diaries and need to be completed at the beginning of every week. It is extremely important that these are completed each week. Let us know if someone different is collecting your child or they are going home with another parent. We require written authorisation from parents for children to walk home on their own. Our Safe Collection policy is available for you to read, please email if needed.</p>

	<p><u>Contacts</u> Office: 01874 615440. Email: stnicholas@christcollegebrecon.com or Mrs Lewis' email which is julie.lewis@christcollegebrecon.com. The main office is only staffed until 5.00 pm so please leave a message on the answer phone or school mobile if no one takes your call. If it's really urgent, please keep trying to call. The St Nicholas House school mobile number is 07798 823827. We would be grateful if you could only use this number in case of emergency or for messages between 5.00 and 6.00pm. For all other routine messages before 5.00pm, please use the school office number above.</p> <p><u>Calendar</u> We have a calendar for each term (issued to all children on the first day, and to parents too) which tells us everything that is going on, including sports fixtures and special events. All the term's details are also posted on our website www.christcollegebrecon.com and are updated weekly. Parents will also hear about any news in a regular fortnightly newsletter that will be sent out by Mrs Lewis. This has a separate 'dates for your diary' section.</p>
	<p><u>Dinner Menu</u> The school meal menu will be placed on the school website. There will be a 4 week rolling rota of delicious meals for lunch and supper. Pupils can opt for a hot meal or jacket potato with salad, and children will be encouraged to eat healthily and will have a number of alternatives to choose from. Provisions are made for those with particular dietary requirements or allergies.</p> <p><u>Drop off</u> For all pupils who do not wish to attend the Early Bird club they should aim to arrive in the St Nicholas playground between 8.30 am and 8.45 am. Except in bad weather, Junior children are supervised in playgrounds and admitted to class at 8.45 am. All parents are requested to ensure that children do not enter the car parking area unaccompanied. Junior children who walk to school independently should enter the college carefully and be vigilant of cars entering the campus. Pupils should pass around the rear of the St Nicholas school buildings, entering the junior playground via the side gate on the right. The gate will be unlocked at 8.30 am and locked again at 8.45 am when registration begins.</p>
	<p><u>Earrings</u> We discourage the wearing of jewellery in school on health and safety grounds, but simple stud type earrings may be permitted for girls on parental request. These should be removed for PE/Games or swimming.</p>
	<p><u>The Society of Friends of Christ College</u> The Friends do an amazing job of supporting and fundraising for the school. The Friends meet regularly each half term. They are always looking for new members and/or help & ideas. Dates of meetings are circulated through the school email list and on posters in and around the school. New faces are always welcome and it's a great way to get to know other CCB parents. Contact us for more information via friends@christcollegebrecon.com or access the Friend's pages on the school's website.</p> <p><u>Fruit</u> Children are encouraged to eat fruit at morning break which they can bring with them or select from the choice on offer at school.</p>
	<p><u>Games</u> The school offers a variety of sports and it's likely that children will get to try some that they haven't done before. There will be two scheduled Games sessions where pupils will be coached by our senior school specialist staff. Both these sessions will take place between 3.45-4.45 pm on a Monday and Thursday. Over the term we will play various fixtures against other schools. These will usually be held on a Thursday afternoon during their Games session and parents are warmly welcome to attend!</p> <p><u>Gates</u> The side gates will be locked after 8.45 am and opened during specific times of the day to allow pupils to go home etc. If you need to access to school between these times, please use the pedestrian front entrance and report to the St Nicholas House office via the main door.</p> <p><u>Gum shields</u> Children will need gum shields for Games sessions such as hockey and rugby which take place during the Michaelmas Term. These regularly get lost/forgotten and so please label cases clearly and encourage your child to keep them in school for any impromptu sessions or matches where gum shields are required. If children forget gum shields they will be unable to participate for safety reasons. We do hold a small amount of stock and the cost of replacements will be added to the school fees.</p>
	<p><u>Hair</u></p>

	<p>If long, girls should wear their hair tied up in a ponytail. Hair accessories should be not overly flamboyant or excessive and preferably navy in colour. Boys' hair should not exceed collar length and be out of the eyes. Regular trims are recommended!</p> <p><u>Headlice</u> Please check frequently and if you do find them, please let your child's class teacher know in confidence. Copies of a helpful leaflet produced by the Welsh Assembly explaining how to treat and recognise headlice are available from school or via email request.</p> <p><u>Holidays</u> A calendar of term dates is on the website. It is very important that children are present in school and that they do not miss out in their learning through absence. Leave of Absence from school for a day or more (i.e. holiday or family occasion) needs to be requested in writing to the Head. Permission can only be authorised by the Head. (Please give as much notice as possible in these cases).</p> <p><u>Homework/prep</u> Regular reading is recommended. Try to establish a routine with your child that is fun and enjoyable. Pupils are set regular homework which reinforces and/or extends learning in class. Those pupils staying for the supervised homework session from 4.15-5.00 pm will usually complete any homework tasks in that time (Tues/Weds/Fri). However, teachers may also encourage pupils to continue their learning via educational computer programmes via secure log in details.</p> <p><u>Home/School Diaries</u> These are often a primary way of communication between parents and staff and should be brought to school every day. Any messages for parents and also daily prep tasks will be written in diaries and similarly, parents can write brief messages for teachers. We endeavour to check diaries every day and encourage pupils and parents to use them to pass on information.</p>
	<p><u>Internet</u> Children will have access to the internet in school. All computers are safeguarded by the school's smoothwall firewall for their protection. Your consent for children to make supervised use of the internet will be contained in the general permission slips we ask you to sign when your child starts school. These permissions are re-issued each September to renew your consent. Learning about e-safety is part of the curriculum in school.</p>
	<p><u>Jewellery</u> Pupils should avoid wearing jewellery with the exception of a watch or stud earrings for girls with pierced ears. Expensive or 'smart type' watches are discouraged.</p> <p><u>Jumpers (and blazers)</u> They all look the same and do get lost! Please clearly label and if they do stray, there is a lost property box in the main school office.</p>
	<p><u>Kits</u> See swimming and PE sections.</p>
	<p><u>Labels</u> If it comes off, label it! Plenty of websites provide sew-in or quick iron in ones including the schools' uniform suppliers, www.SchoolBlazer.com. Permanent markers work but can tend to fade so please check on items to ensure that handwritten labels are still legible. Please encourage your child to be organised about their belongings. Labelling belongings is essential and helps to avoid time searching for lost items.</p> <p><u>Letters home</u> As part of our desire to be an Eco-school we will email communication where possible. Letters which include permission slips will be sent home by pupil post to oldest or only children (please check your child's book bag). Paper copies are held in the office - just ask if you need a replacement. It is important that relevant permission slips are returned as children will only be allowed to participate in some events when we have received signed consent.</p>

	<p><u>Medication</u> If your child needs regular medication or needs to bring such items to relieve symptoms, <u>they must be handed into the San and the necessary paperwork completed regardless of whether the medication is prescribed or not.</u> St Nicholas staff are not permitted to administer medication to pupils.</p> <p><u>Money</u> Always in a sealed envelope, marked with name and brief explanation of what it is. All payments should be made to the main school bursary and <u>not</u> St Nicholas. Children do not need to bring any other money to school.</p> <p><u>Mobile phones/precious possessions</u> We would like to discourage St Nicholas children from carrying or using a mobile phone, therefore the use of a mobile phone is not permitted unless special permission has been granted by the Head of Juniors. If a child does bring a phone to school, these should be handed into the school office for safe keeping. Hand held games/i-Pads or expensive electronic devices should not be brought to school and the school cannot be responsible for their damage or loss.</p> <p><u>Music lessons</u> There are a range of instrumental lessons on offer to St Nicholas pupils. Please encourage your child to remember their instrument and music on the correct day. For all queries related to instrumental lessons, please email our Director of Music, Mr Jonathan Long- jonathan.ling@christcollegebrecon.com</p>
	<p><u>Non Uniform Days</u> Every so often, we have non-uniform days to raise money for various causes - children come in their own clothes (that you don't mind getting a bit messy) but bring £1.00. Money is collected by House Council members and they decide how to spend the funds.</p> <p><u>Nuts</u> We would prefer that pupils did not bring nuts into school.</p>
	<p><u>Overalls</u> We have a few painting aprons, but clothes can still get a bit messy. School paints are washable but it is worth soaking garments in cold water and/or rubbing in soap/stain remover before machine washing. Please provide your child with a sleeved painting shirt at the beginning of term. Charity shops are ideal places for these.</p>
	<p><u>Parents Evening</u> Parent consultations will be held every Michaelmas and Lent terms and will include a written summary of progress. An annual report will be sent out at the end of the Summer term. Please note the dates in your diary.</p> <p><u>Parent Helpers</u> Yes please! Always appreciated. Have a word with your child's Class Teacher if you have time, energy, skills or enthusiasm to offer. Extra-curricular clubs run by parents can be very successful, giving children the chance to work with other adults who also find this involvement very rewarding. Parents can also frequently accompany trips. In line with our Safeguarding Policy, all regular parent volunteers undergo appropriate DBS checks.</p> <p><u>Physical Education/ PE</u> Kit will need to be in school on a Monday and Thursday, in a PE bag, on your child's coat peg. This includes shorts, polo shirt, hoody, trainers/pumps & bobbles for long hair. The school has its own PE uniform which can be ordered from www.SchoolBlazer.com. Please ensure all of your child's possessions are named. Please mark everything, including shoes, trainers, shin pads etc. N.B Aerosols are not permitted in school. Due to space limitations, we do not encourage pupils to keep PE kit in school but to take home after sessions for washing. For some games lessons, pupils will be expected to bring shin pads and gum shields. PE/sports bags should be not overly big and have the ability to be hung up. A CCB ruck-sack is ideal which can be ordered on request through the school shop. Please contact marianne.lewis@christcollegebrecon.com</p> <p><u>Problems</u> Staff will be on duty on both playgrounds at the start of the day and are available to answer questions and receive updates about your child or snippets of information you may wish to pass on. Morning duties however, are brief and very busy for staff, so please feel welcome to speak with staff at the end of the day if you are able. If you are not around at drop-off or collection or would like an opportunity to discuss matters in detail it is always best to contact the office by letter, email or phone to request an appointment. If we have concerns about your child's wellbeing or progress we will contact you to discuss these as soon as possible.</p>

	<p><u>Queries</u> We've tried to think of everything, but for anything else just get in touch! There's no such thing as a silly question!</p>
	<p><u>Reading bags</u> In school, every day, with reading book and home reading record. Children read daily but not always out of their home reading book or to their Class Teacher. Books for independent/home reading are changed regularly. We try to encourage self choice but will offer some guidance so that they experience a wide variety of reading materials.</p> <p><u>St Nicholas House Rules</u> At St Nicholas House we will aim to develop a sense of responsibility and mutual respect amongst the children, where hard work, perseverance and regard for others are recognised and rewarded. We believe that this leads to the creation of an environment that is conducive to everyone achieving their best. Our rules underpin these aims. The school's rules are:</p> <ul style="list-style-type: none"> • We are gentle • We don't hurt others • We are kind and helpful • We don't hurt anybody's feelings • We listen • We don't interrupt • We are honest • We don't cover up the truth • We work hard • We don't waste our own or another's time • We respect and look after property • We don't waste or damage things
	<p><u>The San</u> The San deals with all things medical. If your child feels unwell during the school day, they will be escorted to the San. We will, of course, notify you if the situation is more than a headache. Please note that the san is run by sisters and not doctors and parents should seek medical support from their own GP for conditions that occur outside of school time or for ongoing medical care.</p> <p><u>Socks</u> Spare pair in PE bag please. Wellingtons + rain = soggy socks!</p> <p><u>Sunshine</u> If it's hot, sunhats and suntan lotion please. Again, labelled please. Sun lotion, where possible should be applied before the school day. CCB cricket style caps are available for sale in school.</p> <p><u>Swimming</u> All children in the school will have swimming sessions during the school year. Children will need a school regulation swimming costume & towel in a swimming bag on swimming days. Please note that girls' costumes should be one-piece and boys' should be above the knee. Children are carefully supervised and never allowed to get out of their depth without a swimming aid.</p>
	<p><u>Teams / Houses</u> Every child will be a member of a House team which will include pupils from Alway House (Years Y7&8) too. The teams are called Usk, Taf and Wye. The main Team Competitions will be in Music, Drama and Sport as they allow the whole House to compete in some way, shape or form. There will be several smaller inter-house competitions held at various points in the school calendar too. Our Teams are small communities in themselves with their own distinctive character and atmosphere. Team loyalty is very strong and the many annual Team competitions will be keenly contested in a spirit of intense, but friendly, rivalry. Each Team has its own Team Leaders and the pupils themselves will be closely involved in the day-to-day running of their teams.</p> <p><u>Toys</u> Try not to bring toys from home in please as they tend to get broken and lost.</p> <p><u>Trays</u> Each child will have their own tray to store books, drawings etc in. They do tend to get full, so we will try to encourage them to take things home as often as possible.</p> <p><u>Twitter</u> St Nicholas uses Twitter as a primary means of sharing good news about what we are getting up to. We advise parents to embrace this platform where we often post messages and useful reminders. You can follow us on Twitter at @CCBStNicks.</p>
	<p><u>Uniform</u> All children will need to wear the correct school regulation uniform. This can be ordered from www.SchoolBlazer.com. Trainers may only be worn during sport sessions. We will let children know</p>

	<p>when casuals are appropriate to wear. Marianne Lewis (marianne.lewis@christcollegebrecon.com) will help you with any uniform queries. The school is happy to sell good quality 2ndhand uniform on behalf of parents. There is a policy of no shirts, but anything else would be happily received. Please contact Marianne Lewis for more details.</p>
	<p><u>Vegetarians/Vegans</u> Let us know if your child is vegetarian or vegan or has any other dietary requirements. The school kitchen will have separate menu choices available.</p>
	<p><u>Website</u> The school website is www.christcollegebrecon.com. It is a very helpful and informative site and we do keep it up to date with information so please refer to it if you need to check on something. Large documents, the school prospectus and policies will be available here as well, to save on print costs. Similarly lunch menus, term dates and calendars etc can be downloaded from here too. St Nicholas House have their own dedicated part of the site and so it is well worth looking on there for the latest St Nicholas House stories and news.</p> <p><u>Wellingtons and waterproofs</u> St Nicholas children will need to have wellies and waterproofs in school, clearly labelled. Wellies will live on the wellington rack in the outdoor classroom. Children will need wellies if they wish to use the playing field/wooded areas when wet.</p>
  	<p><u>X-Factor</u> We know every child has it. Our job is to nurture it.</p> <p><u>Year Groups</u> We currently have approximately 30 children in four year groups. Key Stage 2/Juniors which is made up of Y3, Y4, Y5 and Y6. Children will join Year7 (Form 1) when they move into the Senior School.</p> <p><u>Zzzzzzzzzzzzzzzzzzz</u>. End of another busy day.</p>