

Codi Serennau

Family Information Brochure 2024-2025



Codi Serennau Childcare
% Coed Eva Primary School
Cwmbran
Torfaen
NP44 4TG
01633 484131 (School Office)

Email: coedevadaycare@torfaen.gov.uk
Codi Serennau Mobile: 07521613961

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Welcome to Codi Serennau – Rising Stars.

Codi Serennau is an early year's Childcare provision that is registered with Care Inspectorate Wales (CIW) that opened for the Autumn Term 2021. We can cater for a maximum of 30 children at any one time, aged from 2 to 5 years. We offer a variety of sessions and are open Monday to Thursday from 8am until 6p, and Friday's 8am- 5:30pm, term time only.

Codi Serennau is part of Coed Eva Primary School and is registered under Mrs Elizabeth Thomas B.A (Hons) Primary Status with QTS/Masters in ALN, who is also Head of Schools for the Federation of Blenheim Road Community Primary and Coed Eva Schools. The manager appointed is Miss Marie Galeozzi, B.A (Hons) Education / NNEB. Both staffs are qualified and experienced Early Years Practitioners, both having worked in the Foundation and Nursery departments for many years.

Aims and Objectives

At Codi Serennau we shall provide a safe, caring and stimulating environment for your child and will strive hard to ensure that your child becomes a happy ambitious learner. All children in our care are treated with respect and made to feel valued. We will provide *learning through play* opportunities, therefore enable each child to become a healthy, confident individual.

We aim

- To provide a safe, inclusive nurturing learning environment for all children, considering their individual needs, abilities and interests.
- To meet and promote equality and diversity for all children enabling them to gain a sense of belonging, understanding of fairness and to embrace difference as they become active citizens.
- To encourage all children in our care to have a say in their learning, sharing their ideas and to communicate their needs in their preferred way
- To encourage and promote social skills with others, in a positive environment regardless of sex, race, religion, culture or disability.
- That Staff will support and scaffold all children on each child's learning journey to develop their full potential
- That Staff will be positive role models setting age or stage of development activities and meaningful learning experiences
- To work in partnership with our parents and external agencies to ensure smooth transitions for all our children whatever their needs
- To provide a provision that adheres to all regulations and care in support of the growing needs of our children, staff and local community
- To ensure that our physical environment, as far as reasonable, is suitable for all children with additional needs and complies to building regulation for disabled access
- To nurture and care for all children's well-being and that they are respected in accordance with the Rights of the Child.

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Staffing Structure

The Responsible Individual (RI) is Elizabeth Thomas who is also the Designated Safeguarding and Child Protection Officer for Coed Eva and Codi Serennau. The Manager (Person in Charge PIC) of Codi Serennau is Marie Galeozzi, also Designated Safeguarding Lead. In the absence of the Manager the Deputy Managers (PIC) will take over. All Keyworker Practitioners hold L3 Early Years qualifications along with a wealth of experience of working within a childcare Nursery setting, or with under 5's in line with the Care Standards Workforce Qualification Framework. All staff hold current Enhanced DBS disclosures.

Each age group has a designated Keyworker Practitioner who oversees the group. The Session leader ensures children are safe and cared for as they explore the learning activities offered. All Keyworker Practitioners work closely together when supporting the children, sharing knowledge of each child's interests and needs.

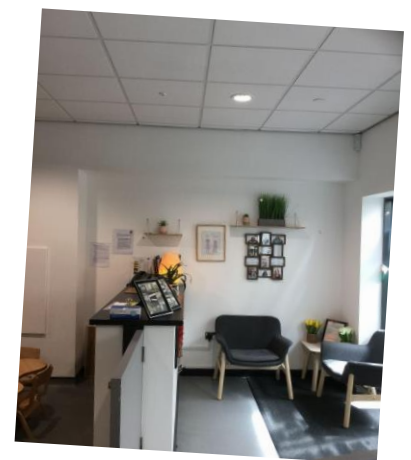
Our Facilities

At Codi Serennau we are able to provide two indoor areas and a large partial covered outdoor play area. We also have access to the large grassed area and a Forest School within the school grounds. The area is secured by fencing and gates for safety. An external fence surrounds the whole school grounds and with access available via the main gates. A member of staff will welcome you on arrival. Please refer to our Arrival and Departure Policy for more information.

Children will arrive at the Codi Serennau class entering through the cloakroom area. Here the children will have their own coat peg for their personal belongings. Staff will welcome and register the children on arrival and departure.

Moonbeams (Toddlers 2-3 Years old)

Moonbeams is a large open area with spotlights that can be dimmed to create a calming space for quiet play and learning. The ratio of staff for 2-3 year olds is 1:4.



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A variety of equipment, such as soft furnishings, book area, small world play and table top activities for example threading, are available for children to explore and develop their fine motor skills. Staff will undertake focus learning tasks in this area too, such as language and communication activities, listening games, and phonic awareness for those children who are at pre-school age or stage of development. Toddlers also have access to *Starlight's* room to explore the range of activities and to have a free-flow throughout both areas. We feel it is more beneficial to children's social interaction development and their self-esteem, to allow movement between the learning areas rather than confining each group to one base room.



Quiet Rest Room - There is a separate area which offers a quiet place for children to rest or to have a nap. Children will rest on comfortable sleep mats that are folded when not in use. A maximum of 3 children can nap at any one time. Regular 'sleepers' have their own bedding box that is cleaned at the end of the week.



Starlights (pre-school 3-4 Year old)

This large room is adjoining *Moonbeams* and has access to the bathroom (changing area) and outdoor area. The ratio of staff in for 3-4 year olds is 1:8.

Starlights is a light and airy room with one wall having floor to ceiling windows, allowing for natural light. There is a large carpet area for joining together for singing and story time. There is also an interactive whiteboard for whole group activities and children's focus group activity. A low-level interactive display board, and a 'working wall' for children to display their own independent drawing, work, and paintings is accessible.



Within the room we provide:

Creative Area – Activities such as painting, water play, playdough, cutting and sticking. Low level children's sink is available along with an under-sink cupboard for storage of creative equipment and to encourage child's independence. Adults cupboards are also here and are locked with no access for little hands.



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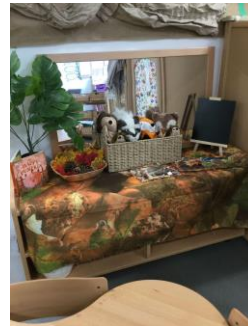
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Curiosity Corner - loose parts to construct, build and explore using natural materials. Our Curiosity Cube encourages children to explore and discover various natural materials such as finding out about ice or manmade objects e.g. A Giant's key! Therefore, encouraging children to engage in discussion.

Roleplay Area – Various themes such as, house corner with dolls, pushchairs and play furniture, or maybe a Vets, hairdressers, depending on the Topic and children's interest.

A Book Den and a 'Sensational Seasons' table are also here along with an interactive number and shape wall, and table for puzzles, playdough and crafts.



There is also a 'sneeze station' for children to learn how to use a tissue and for themselves when catching sneezes. A Hydration station is also available whereby children can help themselves to fresh water. Important skills for independence and awareness of keeping healthy

Outdoor Play Area

At Codi Serennau we are fortunate to have access to our own enclosed outdoor area. This is a secure fenced area with a side gate that is locked. The majority of the area is covered in tarmac with painted markings for trails, number recognition and shapes. Part of the area has artificial grass to provide a soft area for sitting and playing. A large covered sand tray is secured to the ground and used accordingly. Children can explore outdoor play using the trikes, push and pull trolleys, build in the construction area and have access to other outdoor equipment such as balls, tunnels and fixed slide; all important resources to support children's gross motor development. Due to easy access to the outdoor area, construction play equipment and resources can also be used both inside and outside. We have an area for gardening and a wooden hut that is used to explore children's roleplay interests, such as Shop, drive through take-away etc.

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Forest School Area

We believe that all children should have the opportunity to play and learn outdoors. In Forest school we ensure that we provide opportunities where children can experience the awe and wonder of their natural world and promote well-being by becoming more active in the fresh air, therefore instilling a healthier lifestyle.

Children will access a well-established Forest School area on certain days, where staff will encourage and scaffold all children in their decision making. Children will explore a range of outdoor experiences, such as den building, team work, thus developing their self-esteem, confidence and empathy for others and nature. Here children can run and make a noise, get their hands dirty and experience manageable risks, building on their natural curiosity.

The Forest School sessions are taught by Manager, Marie Galeozzi, who is a qualified L3 Forest School Leader.

Wrap-A-Round Service

At Coed Eva Primary School we have a well-established state nursery where children attend part-time sessions. Codi Serennau offers parents and carers the option to register their children for morning breakfast club before attending Coed Eva Nursery and after nursery for lunch.

Breakfast club begins at 8am and includes breakfast and quiet activities. Those children who attend morning nursery are escorted by staff to Nursery, which is next door to Codi Serennau.

Lunch Club begins at 11:30. Children who stay for lunch will be escorted to Coed Eva Nursery where they will have their lunch at mid-day. Morning Nursery children will be collected at 11:30 ready for their Afternoon session at Codi Serennau.

Coed Eva Nursery children may also have the opportunity to stay for the morning or afternoon, depending on availability, therefore offering full day care provision for 3-year olds attending the nursery. Depending on whether they attend morning or afternoon sessions at Coed Eva nursery, these services can be provided within our registered times.

Late Wrap Around Provision (Nursery Class)

Children may also have the opportunity to stay for the late Wrap Around session. For those children attending Coed Eva Nursery Class, we can offer a full day care provision wrap-around facility which is managed by qualified L3 Early Years Childcare/ Playworker Practitioners. Our Wrap-a Round service is available from

Monday – Thursday, 3:15 - 6pm

Friday, 3:15- 5:30pm

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Snacks and Meal Times

Health and Well Being

As a childcare provider we aim to promote positive health awareness from an early age and are enrolled on The Healthy and Sustainable Pre-School Scheme. This scheme is accredited, whereby we support each of the following action areas:

- *Nutrition and Oral Health*
- *Physical Activity/Active Play*
- *Mental Emotional Health, Well-being and Relationships*
- *Environment*
- *Hygiene*
- *Safety*
- *Workplace Health and Well being*

Morning and Afternoon Snacks -Currently we ask if you can provide from home, a healthy snack for your child to enjoy, e.g. an apple, banana. Over the term the Children will be given the opportunity to make their own choices when it comes to snack times, by choosing from a variety of healthy fruit and vegetables that we provide. All children will be encouraged to be as independent as possible, for example, pouring their own drinks and choosing and preparing a healthy snack. During the day, Fresh water is always available to children at all times from our Hydration Station.

High Tea - If your child is staying for the Late Wrap session they will be able to have 'high tea' which will be prepared by the staff and children. All staff hold Food Hygiene certificates and will prepare a healthy selection of sandwiches, wraps, vegetables sticks and fruits. Children will be encouraged to try a variety of choices available. Half termly menu is displayed on the Entrance door Window and a copy is uploaded to Class Dojo.

Lunch provision - Parents of children aged 3-4 years can register with Torfaen School Catering and pay directly online through Torfaen Civica, if they wish to order a School cooked lunch. Children who are not attending all day provision, may bring their own packed lunch from home which is stored on the 'sandwich trolley'. Under 3's lunches are also available if you wish to order a school cooked meal; payment will be made through your Codi Serennau monthly invoice.

Breakfast Club - Breakfast is available for 2-4-year olds before they go to Coed Eva Nursery, or attend their morning or full day provision at Codi Serennau. Please see Session Charges.

Codi Serennau staff will model and support all children with appropriate table manners, encouraging 'please' and 'thank you' at all times. Further information is available parents wishing to pay on-line for lunch.

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Curriculum & Learning through Play

Although we are not currently registered as an educational provider, we recognise that young children can develop at different rates and we reflect this in the way we plan our activities for the children. We provide opportunities and a 'curiosity approach' for learning through play, following the principles of the Four Purposes, What Matters Statements, and awareness of the Curriculum for Wales and the Developmental Pathways. All staff will create opportunities for children to learn and develop individually and as a group through play, being mindful of each child's interests and individual needs. Staff observe, record and plan the next steps with children, encouraging play, learning and development through fun hands-on activities.

We shall encourage each child's 'I am learning to...' based on five key Development Pathways:-

- Belonging
- Communication
- Exploration
- Physical
- Well-being

Alongside the Development Pathways, at Codi Serennau we fully support and promote the new Curriculum in Wales' Four purposes. We plan according to your child's interest, allowing them to become leaders in their own learning and encourage them to be: -

- Ambitious, capable learners who are ready to learn throughout their lives.
- Enterprising, creative contributors who are ready to play a full part in life and work.
- Ethical, informed citizens who are ready to be citizens of Wales and the world.
- Healthy, confident individuals who are ready to lead fulfilling lives as valued members of society

Planning

We believe that children need to feel secure, happy and comfortable and that their rights are fully respected. We encourage all children to be curious, active and creative in their play, sharing their thoughts and ideas on what they already know and like to learn. Through 'In the Moment Planning', Staff observe each child's uniqueness and their individual learning styles, interests and needs, ensuring that all children are progressing at their own pace. When exploring the learning through play environments, all children are supported to be active individuals, creative thinkers and confident learners.

We recognise and respect that as a Parent / Carer, you are your child's first 'educator' and we welcome your involvement in actively taking part in your child's learning. You can support us by completing an initial 'All About Me' booklet, supporting at home with learning through play tasks, sharing your ideas for our topic or joining in with the special events we may plan, e.g. Parent Engagement. We aim to

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encourage all parents/ carers to be fully involved in and informed about your child’s learning, achievements and progress. Together in partnership we aim to bring out the best in your child.

Each week an overview of what we have been learning is shared to all parents/ carers through our DOJO messaging service.

Equality and Diversity

Staff will show empathy and understanding to help children achieve a positive sense of themselves and of others. Our role is to protect and value all children that we care for and to foster empathy and provide accurate information about differences to enable children to think critically and challenge bias. At Codi Serennau we aim to create a childcare ‘homely’ provision where each child and adult feels a sense of ‘Cynefin’ - belonging. Staff will observe and listen to children’s play and interact to identify any bias or discrimination, then develop methods to deal with any issues that may arise. Staff will support all children in their understanding that it is ‘great to be different’ as they become active and well-informed citizens.

Hours of Opening and Fees

Codi Serennau is a private childcare provision that can cater for a maximum of 30 children at any one time, aged from 2 to 5 years. We offer a variety of sessions and are open Monday to Friday from 8am until 6pm term time only. Hours of sessions are as follows:

Session	Times	Charges
Full time (Monday – Friday)	8am -6pm	£220 – per full week
Full day	8am – 6pm	£48
Morning Session & Breakfast (morning snack)	8am – 12:45pm	£21.75
Morning Session	9 am – 12:45pm	£18.75
Afternoon Session wrap around (high tea)	11:30am - 6pm	£30
Afternoon wrap to the end of school	11:30am - 3:15pm	£18.75
Afternoon wrap to the end of school – lunch in Nursery	12:45pm – 3:15pm	£12.50
All day (school day)	9am – 3:15pm	£30
Breakfast only	8- 8:50am	£3
Morning Session – Early Finish	9- 11:30am	£12.50

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After Nursery Session Monday to Thursday (high tea)	3:15 – 6pm	£13.00
After Nursery Session – Friday (High tea)	3:15 – 5:30pm	£11:00

Children may attend for as few or as many sessions, depending on space allowing, however we do recommend a minimum of two sessions a week, either a 1 full day or sessions split over two separate days, to enable continuity and routine for children. (See Terms and Conditions contract)

A fee of £10 per week will be levied for late payments. Payment will be made on a monthly basis and in advance on the **1st of the month.**

Contract and Admissions

Codi Serennau is registered for 30 children at any one time, aged from 2 to 5 years old. Other matters considered in deciding which child can be offered a place in the nursery are:

- Priority for those children already attending Coed Eva Nursery class
- Availability of places, considering the staff/child ratios, the age of the child/ their individual needs, and the registration requirements
- Children who have siblings who are already attend our Nursery Class/ School
- When the application is received – in particular those who have been on the waiting list the longest.
- A child requiring a full-time place may have preference over one requiring a part-time place. This is dependent upon work commitments, occupancy and room availability

Extenuating circumstances affecting the child's welfare or the welfare of his/her family and their needs. We operate an inclusion and equality policy and ensure that all children have access to nursery places and services irrespective of their gender, race, disability, religion or belief or sexual orientation of parents.

To attend Codi Serennau, Parents/Guardians will complete and sign a registration form and contract. If you are interested in applying for a place at Codi Serennau, please email coedevadaycare@torfaen.gov.uk

When registering children at Codi Serennau, a contract between us, the provider and Parent/Carer is established. The contract covers details, such as opening times, sessions, and the conditions and expectations from both Codi Serennau and the Parent/Carer. We require one full calendar months' notice, if you wish to end your contract with Codi Serennau.

Illness

Fees will still be charged at the full rate if your child does not attend for any reason, and for illness. In the first instant of your child being absent please contact us letting us know your child's reason for absence.

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All Parents/ Guardians must read all policies and procedures and sign to confirm that they will abide by these at all times. Parents are also asked to read and sign our Equal Opportunities Policy during admission. Due to the current circumstances, parents / carers are to familiarise themselves with Covid-19 Procedures and expectations.

The following Policies are available when completing the Registration Process:

- Health and Safety
- Term and Conditions
- Safeguarding
- Covid-19
- Positive Behaviour
- Equal Opportunities

Safeguarding.

Bringing & Collecting Your Child

As part of our Safeguarding procedures we will ask you who you have given permission to bring and collect your child in case of an emergency. We will be unable to 'hand over' your child at the end of their session unless you have given staff verbal permission on the day, dojo message or written permission on Registration. Staff will ask you to complete the 'Permission for Collection' form.

In the event of you having to change your arrangements last minute please telephone school / Codi Serennau, or Class DOJO messenger service, so that a password can be set-up for you to inform the person collecting on your behalf.

When you arrive at Coed Eva Primary School please follow the pathway to the Codi Serennau main entrance. On arrival, you will be greeted by staff who will welcome your child and discuss any changes to collection, or your child's personal needs.

We request that you do not drop off your child before the agreed session time, to ensure staff to child ratios are maintained. You are also asked to respect the collection time.

Communication

Along with Coed Eva Primary, we also use the Class DOJO. This is a communication platform that allows parents/carers and staff to share what your child has been learning at school and home, through photos, videos and messages. Access to DOJO Messages and your child's personal profile is only between parent/ carer and staff. No other parent is able to view your child's profile or read your

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private DOJO messages. Staff can upload photos or videos of your child's learning and play that only you will be able to view and comment on. You can also upload a picture or photo to your child's personal profile from home. 'Class DOJO Story' is viewable by all Codi Serennau Parents/ Carers and where staff will share news or information, such as, School Catering Menu, or reminders for events e.g. Children in Need Fancy dress day. Staff will not share individual child information on Class DOJO Story. Invitation and log-in details will be provided when you register your child with Codi Serennau.

Notice Board Window - is situated in the main foyer, where all relevant information is displayed. Useful information, such as Family Support leaflets, is also displayed for you to browse at, including any annual inspection reports, such as Food Hygiene

Class DoJo Story News – Every Friday we will update you with Codi Serennau news and other information such as updates and important dates for the month ahead.

Social Media (Photos, video permission)

During your child's time at Codi Serennau, we will take photos/ videos of learning activities and events that your child may be directly or indirectly part of and these may be shared on our website, on social media sites, class display boards or in your child's Learning Journey books.

It is our aim to ensure that the use of social media is taken responsibly. During registration you will be asked to complete a Social Media permission form which also covers the communication and storage of your child's photo, video or image. We take your decision seriously and will not upload any child's photograph, image or video to any social media site, such as Twitter, Facebook, school website, class dojo etc., unless you have provided written permission on the Social Media Consent form. We are aware that digital platforms and social media are constantly evolving, so we will ensure that you are kept up to date with any changes, as with all our policies.

The Childcare Offer in Wales - Funding

As a childcare provider, we are able to offer funded places for children in the school term following their 3rd and 4th birthday, providing that parents are eligible for funding.

Codi Serennau is registered with the Childcare Offer in Wales with the Welsh Government. This enables working parents to access up to 30 hours of childcare funded by the Welsh Government for the term after their child's 3rd birthday. (LEA funding & Childcare Offer together). There is a charge for meals (if not provided by yourself or you hold an active account with Torfaen Catering Service) and for any additional session over the 30 hours.

Children who attend the educational sessions at Codi Serennau are eligible for **17.5 hours** during term time. Pre-school Children who attend Coed Eva nursery are eligible for additional **12.5 hours**. Further registration for the Childcare offer can be found at the following link: <https://gov.wales/childcare-3-and-4-year-olds>

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Support with Childcare Funding - We are also signed up to the Government's Tax-Free Childcare, Universal credit and Employee Childcare Voucher Scheme, along with Kiddi Vouchers and Sodexo voucher schemes.

Holidays

We follow Torfaen's School Term dates and will close for half term and term breaks the same as School. We will also take 5 Inset days, in accordance with The Federation Schools chosen days. During these statutory school closures, no charge will be applied. We wish to recommend that when booking holiday leave that you consider the agreed School Term and Holidays dates:

Term	Term Begins	Half Term Begins	Half Term Ends	Term ends
Autumn 2024	Monday 02.09.24	Monday 28.10.24	Friday 01.11.24	Friday 20.12.24
Spring 2024	Monday 06.01.25	Monday 24.02.25	Friday 28.02.25	Friday 11.04.25
Summer 2025	Monday 28.04.25	Monday 26.05.25	Friday 30.05.25	Friday 21.07.25

Accident & Emergency

We understand we need to plan for all eventualities to ensure the health, safety and welfare of all the children we care for. With this in mind we have a critical incident procedure in place to ensure our setting is able to operate effectively in the case of any critical incident. These include:

- First Aid Emergencies
- Fire Emergencies
- Lost / Missing Child
- Any other incident that may affect the care of the children in our care.

At Codi Serennau we follow the procedures in our policies to ensure all parties are supported and cared for, and their health, safety and welfare is protected during their time at Codi Serennau. All staff hold current and in date Paediatric First Aid and undertake additional medical needs training as necessary to support those children with medical needs, within our care.

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Complaints

Codi Serennau is committed to dealing effectively with complaints. We aim to clarify any issues about which you are not sure. If possible, we will put right any mistakes we have made and we will apologise. We aim to learn from mistakes and use that experience to improve what we do

Our definition of a complaint is *'an expression of dissatisfaction in relation to the provision or a member of its staff that requires a response.'*

This complaints procedure supports our commitment and is a way of ensuring that anyone with an interest in Codi Serennau can raise a concern, with confidence that it will be heard and, if well-founded, addressed in an appropriate and timely fashion.

In the event of a complaint:

If your complaint has not been resolved informally, formal complaints should be made in writing and addressed to:

Mrs Elizabeth Thomas, RI
Codi Serennau,
C/O Coed Eva Primary School,
Teynes,
Coed Eva
Cwmbran
NP44 4TG

Email: Elizabeth.Thomas@torfaen.gov.uk

Further information is available in our Complaints and Procedures Policy

Policies and Procedures

All parents can request information documents containing the policies and procedures of Codi Serennau. Parents are encouraged to read, support and adhere to the policies and procedures. These are contained in a separate booklet and can be found in the Reception area. Own copies are available on request. An example of some of the policies that we have available:

- Positive Behaviour
- Missing / Lost child Policy
- Complaints Policy
- Child Protection Policy
- Fire Evacuation
- Risk Assessments

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- Additional Learning Needs
- Medication Policy
- Nappy Changing (Intimate Care Plan)
- Equal Opportunities Policy
- Confidentiality
- Health and Safety Policy
- Safeguarding Policy
- Student Policy

How to contact Codi Serennau

We welcome all to keep in touch through our media communication system, such as email, telephone call or through Class DOJO. We encourage and operate an 'open door' policy whereby all parents / carers can approach any staff member regarding any concerns, issues or suggestions. We will endeavour to help in any way that we can, and aim to establish positive relationships with the families that we support.

Staff caring for your child/ children will also provide daily updates on your child through our DOJO service,

If you have any further queries or concerns, please don't hesitate to contact us through the following communication platforms

Mobile: 07521613961 **Emails coedevadaycare@torfaen.gov.uk** **School Phone: 01633 484131**
(When registered, via Class DOJOs)

**We look forward to welcome your child to Codi Serennau and
supporting them on their learning journey!**