



# Handbook

Building Successful Futures





# Welcome

It is with great pleasure that I take this opportunity to welcome you to Victoria College Preparatory School.

---

We are a lively, friendly, and caring community, where innovative teaching is underpinned by our strong core values. We aim to provide a broad curriculum so that our pupils develop a wide appreciation and understanding of the world. The academic subjects and class work are enhanced by school trips, timetabled weekly enrichment, visitors to the classes along with events and activities designed to extend and offer learning beyond the traditional subjects.

As pupils progress through Victoria College Preparatory School, they are encouraged to develop their growing independence so that when the time comes to leave us at the end of Year 6, they are well-placed to fully thrive in the world of opportunity that awaits them at Victoria College.

We hope you will find this handbook a useful tool to help navigate through the first few months at Victoria College Preparatory School.



**Mr Dan Pateman**  
**Headteacher**

## School Office

admin@vcp.sch.je | 01534 723 468

Victoria College Preparatory School, Pleasant Street, St Helier,  
Jersey JE2 4RR | [www.victoriacollege.je](http://www.victoriacollege.je)

The school office is open Monday to Thursday 8am - 4.30pm and Friday 8am- 4pm. If you need to contact the school please call 723468 or email [admin@vcp.sch.je](mailto:admin@vcp.sch.je). Please note this email account is only monitored between the hours of 8am and 1.30pm.



# Communication

We endeavour to keep parents informed of all aspects of school life and you will receive emails from school via SIMS Intouch. Please do read the emails as they contain important information in relation to your son, school activities, and events. If we have an urgent message and need to communicate with parents at short notice you will receive a text alert.

---

## Weekly Update

Every Thursday you will receive a weekly email with reminders for the coming week and other useful information.

## Calendar

The Prep Calendar, which can be found on our website contains a wealth of relevant information, not least important diary dates, and we encourage you to review as often as possible.

## Social Media

We have active and engaging Facebook, Instagram, and Twitter feeds. You can re-post and share with family and friends all the exciting things happening at VCP. As part of the Home-school Agreement you will be asked to give permission agreeing to your son appearing on social media and you are, of course entitled to decline this. However, we never post a pupil's full name in public domains.

## Information Evenings

Parent Information Evenings take place for each year group in the first term and provide an opportunity for parents to find out about the year ahead.

## Open Classroom Events

Parents are encouraged to be an active participant in their son's educational journey and throughout the year, staff will actively engage with parents through classroom events.





# Parent Teacher Association

At Prep we have a successful Parent Teacher Association, their aim is to support VCP by organising social and fundraising activities whilst promoting a spirit of community within the parent body and between the parents and the staff.

These activities enhance the life of the school and raise funds to help buy extra resources, additional equipment, and fund outings/events to benefit all the boys.

The Parent Teacher Association provide a range of opportunities for you to get involved in school life, many of which don't take up too much of your time. We would be delighted if you could be involved and bring your ideas and energy.

For more information about how to get involved please email [vcpta@gmail.com](mailto:vcpta@gmail.com).





*Our mission: To create well rounded, resilient individuals who have the skills, attitudes and values to be successful and make a positive contribution to society.*



# Our Daily Routine

## School Day Arrangements

Our playground is open from 8:15am when it is supervised by a member of staff.

A member of staff will be in the Bistro from 7.45am. If boys arrive early, they are most welcome to head to the Bistro to sit quietly or have some breakfast. Boys should use their Top up card to purchase breakfast.

Pupils who are dropped at the College Arch at the bottom of Pleasant Street/Grosvenor Street in the morning must enter school via the brown gate and not the main drive due to traffic.

The playground gates open at 2:45pm for parents of boys in Years 3 and 4 who may wish to park in the playground and collect their child from outside the main school office. Alternatively, boys can be collected from the College Arch. Our caretaker and members of staff are always on duty to supervise and ensure boys are collected safely. Parents collecting on foot should not exit the school premises through the green playground gates.

## Registration

Registration is taken twice a day, in the morning and after lunch. If your child is late to school, they will need to sign in at the office. Registration is an important safeguarding requirement to ensure we know where the children are at different points of the day. Please ensure your child understands the importance of registration.



## Absence

If your child is unwell, please inform the school office by emailing [admin@vcp.sch.je](mailto:admin@vcp.sch.je) or calling 723468 to report the absence.

Taking children out of school during term time is strongly discouraged. Under exceptional circumstances, a leave of absence will be authorised, but parents must complete and return a leave of absence request form at least 10 days before the intended absence. This form is available on our website and should be submitted online.

If your son has a medical appointment or music exam during school time, please advise the school office by emailing [admin@vcp.sch.je](mailto:admin@vcp.sch.je). A leave of absence form will not be required.

## Daily Routine – Monday to Friday

### Start of School Day

8:45am

### Lunch Time

12:00 - 1:00pm

### End of School Day

3:00pm

## Pupil Messages

Boys should keep an eye on the Information Screens situated around school - if their name appears here a message will be waiting at the school office for them.

## Travel/Walking Bus

If your son catches a bus at the end of the school day, the school office [admin@vcp.sch.je](mailto:admin@vcp.sch.je) should be notified of the route/bus number. Boys will be registered at 3:00pm and together will walk through the College grounds to the JCG car park at 3:15pm with our supervising adult.



# Houses

The five Houses were named after valiant Old Victorians, former pupils who fought during the World Wars and were awarded the Victoria Cross. Each pupil is allocated a House which they belong to during their time at Prep and when they continue their education at Victoria College.

House competitions are fiercely contested whether in sport, music or other activities with a terrific House spirit generated across all year groups.

Over the year a number of House competitions are held and pupils participate to gain Housepoints on behalf of their house. Pupils also gain credits day to day by demonstrating high standards of behaviour, manners, effort, attainment or any of our four core values.

The winning house is awarded the Thomas Harris Trophy and has their coloured pennant flown from the flagpole for the half term. There is a great sense

of House pride and boys quickly become loyal to their House working hard to earn points in an effort to win the Hopewell Cup at the end of the school year!

Trophies for various competitions are kept in the House cabinets. The 'ladder' shows the current position of the Houses in their progress to win the Hopewell Cup. This trophy sits at the top of the 'ladder', tied with the house ribbon of the previous year's winner.

- 3 Credits = 1 Housepoint
- 10 Housepoints = Silver star
- 50 Housepoints = Gold star
- 60 Housepoints = Diamond star
- 70 Housepoints = Platinum star

Silver and Gold Star certificates are signed by the Headteacher and awarded by House Captains during the weekly assemblies.







# Medical Care and Wellbeing

The wellbeing of our boys at VCP is of great importance. We understand that children need help to manage their emotions and to develop resilience and self-confidence.

At VCP we regularly review our first aid policies and procedures to ensure that your son receives the best possible care during their time at school.

Minor bumps and injuries, however small they appear to be, are assessed, treated, and recorded by a qualified first aider.

## Medication

If your child needs medication during school hours a consent form should be completed for the period

required and submitted online. Please ensure medication provided is in its original packaging (this is so that drug type, dosage and expiry date may be checked), clearly labelled with your son's full name. If your son has an ongoing medical needs an Individual Healthcare Plan should be shared with the school. VCP cannot administer medication for ongoing conditions unless the medication has been prescribed by a medical professional.

Medication which is required to go home each day (e.g. antibiotics) must be collected from the school office at the end of the school day. Boys who require an inhaler/EpiPen must provide two for school – one for the classroom 'grab box' and the other as a spare to be kept in the medical room. It is the responsibility of the parent to ensure that medication is in date.

# Learning

During your son's time at Prep, they will hear a lot about our 'Core Values'. Together we actively use our core values to guide our daily interactions with one another and our approach to schoolwork.

---

We aim to help boys discover their special interests and skills which inspire them to love learning and enjoy life. We aim high and celebrate everyone!

We offer a broad and balanced curriculum together with a large variety of extra-curricular activities. This combination provides a well-rounded education and a solid base for their future. Our teaching is focused but also dynamic and imaginative, both inside and beyond the classroom.

As well as having fun, forging friendships, and creating memories, our boys work hard to achieve the high academic standards for which our school is renowned.

VCP aims to nurture respectful, resourceful, and resilient young people and to help them build successful futures. We encourage boys to aspire to excellence in everything they do and make the most of all the opportunities we offer.

## Academic Progress

Your son's academic progress is closely monitored throughout his time at VCP, through class work, termly standardised tests in English and maths and teacher judgement. We aspire for all boys to be working at or above Age Related Expectation. Verbal parent and teacher consultations are held in the Autumn and Spring terms culminating in a final end of year written report.

## Our Four Core Values are:

### Respectful

Behaving in a courteous, kind, and polite way towards everyone in the school and the wider community. Listening to and celebrating different views and achievements. Supporting others.

### Resourceful

Being curious and brave in solving problems. Facing challenges and learning where to get help and how to help others. Looking for intelligent and inventive solutions and being prepared to try new ideas.

### Resilient

Developing a positive approach to learning and life. Understanding things might go wrong and there is always another way or a different option. Learning when to persevere and when to ask for help.

### Aspirational

To set your standards higher and stretch yourself further, and passionately pursue the next level of personal best in everything you do: academic work, sport, creative arts, behaviour or just being a supportive friend.







# Specialist Subjects

## French

French is taught in every year group. The primary aim is to inspire a love for French in all our children at Prep. Boys receive one hour of French each week and lessons are creative and playful in their approach, with a focus on games and role plays.

Pupils are encouraged to listen and repeat, helping them to speak with a clear French accent. They are taught everyday language and cover areas such as personal greetings, numbers, days of the week, colours, clothes and food.

## Music

The musical life at VCP is vibrant and filled with lots of fun activities and events and all pupils have a weekly music lesson. Music is a very practical subject and boys in each year group will have the opportunity to experience music in its many forms and genres, whether by playing an instrument, listening, and appraising, composing their own, or performing alongside their friends.

### Individual Music Lessons

We offer a huge array of different musical instrument lessons via the Victoria College Music Academy, Jersey Music Services and by our talented peripatetic music teachers. If you would like your child to learn a musical instrument or have any general questions regarding music, please get in touch, we will be happy to provide you with further information.

## Science

Science is a core subject within our curriculum, harnessing the boys own natural interest in the world around them.

The boys thrive on the practical approach and become adept at planning and carrying out their own investigations. VCP is incredibly well-resourced, and the large, spacious, and well-equipped science laboratory gives the boys the opportunity to complete a wide range of investigations within a stimulating learning environment.

## Sport

Sport can help to develop confidence and a positive mental attitude that permeates all aspects of a child's life. Here at VCP we aim to develop a love of sport that will last our boys a lifetime and in offering such a wide range of sports feel confident that we have something for every ability and interest.

We have access to excellent facilities which are utilised in PE and Games lessons throughout the year. We aim to provide the opportunity for pupils to represent the school in competitive fixtures should they wish by the time they have reached Year 6 to experience the team ethos and camaraderie associated with Game situations.





# Uniform and Appearance

We take great pride in our appearance, and it is very important that boys are encouraged to maintain the highest possible standards regarding their presentation.

- Hair should be smart, tidy, kept out of the eyes and must not be a distraction to learning. If hair extends beyond the collar, it should be tied back
- Hair length of less than grade 3 is not permitted and neither are shaved lines or patterns in hair
- Top buttons are done up when a tie is worn
- Shirts are always tucked in
- Trainers are not worn with school uniform
- Pupils travel to and from school in full school uniform or full tracksuit
- Boys are not permitted to wear any form of jewellery including earrings. Newly pierced ears can take up to six weeks to heal before earrings can be removed and we would therefore remind parents that if they are considering this they should have their son's ears pierced at the start of the summer holidays to allow sufficient time for earrings to be safely removed

All school uniform and sports kit may be purchased from our uniform supplier, Redvers, who operate from their shop by appointment. Redvers are also able to supply trainers, football boots and a range of school shoes and other necessary items.

## Redvers

24-28 Bath Street, St Helier JE2 4ST  
redversjersey@outlook.com | 01534 731707

We also run a second-hand uniform shop where you can buy good quality uniform, please email [vcp2hushop@gmail.com](mailto:vcp2hushop@gmail.com) for further information.



## Labelling

All school uniform and sportswear articles must be clearly marked on the inside with the boy's full name. Magic Touch is a well know leading supplier of printed & embroidered clothing to Jersey.

## Magic Touch Jersey

87 St Clement's Road, St Saviour JE2 7PX  
[sales@magictouchjersey.com](mailto:sales@magictouchjersey.com) | 01534 766845

*We aim to foster an inclusive culture based on personal and social responsibility including spiritual sensitivities.*



# Electrical/Digital Items

Digital technology is a crucial part of young people's lives in and out of school and a valuable tool for learning. We are committed to helping our students stay safe online and use technology responsibly.

Each pupil is given an iPad for the duration of their time at VCP, and the Pupil Acceptable Use Policy Agreement will be discussed with boys when they join VCP.

The Acceptable User Policy helps to keep your son and family safe. When your son signs this form, he is agreeing to follow the policy when using any of the school's computers, devices or other IT equipment.

## Personal Items

### Smart Watches

Smart watches can be worn but boys must not have access to the internet and should not contain images or photos.

### Mobile Phones

Mobile phones should be handed into the class teacher or stored safely in your son's bag for the duration of the school day. All contact with parents throughout the school day should be made on the school office telephone and not by mobile phone.

Please note that any electronic item brought into school is done so at the owner's risk and Victoria College Preparatory School cannot be held responsible for the loss of any personal possessions which are left on school premises.



# Stationery

We always encourage our pupils to arrive for lessons fully prepared and equipped.

**Year 3 & 4:** Boys are not required to bring a pencil case to school as all stationery is provided, however please ensure your son has the necessary equipment for homework.

**Year 5 & 6:** Boys should bring in their own pencil case with labelled basic stationery:

- Handwriting pen of their choice in **blue** only – Frixion pens are permitted
- Selection of colouring pencils/pens/felt tips
- Ruler
- Rubber
- Glue stick

VCP will supply other equipment.



# Lost Property

Lost property baskets can be found in the school hall and in the gym. Parents and boys are encouraged to check these baskets on a regular basis. We strongly advise all parents to clearly label all items. Please be mindful of sending any expensive items into the school.

Lost property will be cleared every term and all named items returned to their owner. The remaining unnamed items will be given to the second-hand uniform shop.



*We encourage boys to aspire to excellence in everything they do and make the most of all the opportunities we offer.*



# Healthy Eating and Snacks

Boys have the option of either bringing a packed lunch or registering for a hot lunch. The provision of hot food at VCP is outsourced to Caring Cooks of Jersey 'Flourish' who work closely with primary schools' island wide to tailor menus to the tastes and preferences of primary aged pupils. The catering team create nutritious, balanced meals.

---

If your son chooses to bring a packed lunch from home, please make sure it is in a sturdy lunch box and not in a paper or plastic bag. Lunch boxes should be clearly named.

To protect children with severe nut allergies, packed lunches should not contain nuts.

Boys should bring a named reusable bottle of water only.

For breaktime children should bring a healthy 'waste-free' fruit or vegetable snack.

If parents wish to bring a cake or treats into the school to celebrate their son's birthday, it is essential that the treat does not contain nuts.



# Co-Curricular

Our staff offer a variety of clubs each term, catering to a wide range of interests, for which parents are not charged. The variety and quality of the club provision encourage the learning and development of new skills. Boys build positive relationships with staff and often develop friendships with children in other year groups.

---

Some of the staff-run clubs that are on offer during the year:

- Athletics
- Basketball
- Chess
- Choir
- Circuit Training
- Climate Challenge
- Creative Colouring
- Cricket
- Cross country
- Dodgeball
- Fitness Club
- Forest School
- Italian
- Kwik Cricket
- Library
- Orchestra
- Origami
- Outdoor Science
- Spanish
- Tennis
- Textiles

## After School Club – The Beehive

The Beehive after-school provision runs every day during term time from 3:05 – 5:00pm and is charged on a per session basis and includes an optional snack.

If you have any questions or concerns, please contact the After School Club Supervisor by email [thebeehive@vcp.sch.je](mailto:thebeehive@vcp.sch.je) or call 07797 923 549. The After School Club Supervisor should be called or emailed directly for any changes to your son's session once booked.





# School Policies

School Policies can all be found on the Victoria College Preparatory website.

## Health and Safety

The Health and Safety of all of our pupils is of paramount importance and we conduct regular safety drills and checks ensuring our boys know where to go in case of an emergency and have systems and processes in place to ensure our pupils are safe at all times, both in school and whilst under supervision off site.







*We aim high and  
celebrate everyone.*





Victoria College Preparatory School, Pleasant Street, St Helier, Jersey JE2 4RR  
01534 723 468 | [admin@vcp.sch.je](mailto:admin@vcp.sch.je) | [www.victoriacollege.je](http://www.victoriacollege.je)

Building Successful Futures  
Respectful • Resourceful • Resilient • Aspirational