

# *Victoria College*

## *Jersey*



### Information for New Students

2010 - 2011

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## **Term Dates 2010-2011**

### **AUTUMN TERM 2010**

Thursday 2 September – Wednesday 15 December (inclusive)  
International Air Display Day – Thursday 9 September  
Half Term, Monday 25 October – Friday 29 October (inclusive)

### **SPRING TERM 2011**

Wednesday 5 January – Friday 8 April (inclusive)  
Half Term, Monday 21 February – Friday 25 February (inclusive)

### **SUMMER TERM 2011**

Thursday 28 April – Friday 22 July (inclusive)  
Public Holiday, Monday 2 May  
Half Term, Monday 30 May – Friday 3 June (inclusive)

## **Behaviour**

The College expects you to behave with courtesy, good manners and consideration for others at all times. To achieve this you will be expected to:

- Treat other students and members of staff with respect
- Demonstrate an eagerness to learn
- Be quiet and orderly in preparation for lessons
- Ensure the College environment is clean and tidy
- Wear your uniform correctly and with pride
- Respect the property of others and take responsibility for your own property
- Be welcoming to visitors

## **Student Support**

Every effort is made to help you feel welcome and to ensure a smooth transition from primary school to College. Support and guidance are provided both by your tutor and your House Director of Studies. We are able to offer the services of a schools counsellor who visits College on a weekly basis for any student who wishes to discuss anxieties or concerns on a confidential basis.

## **Bullying**

At Victoria College we believe that all students have the right to be educated in an environment where there is mutual respect and co-operation. We recognise that every student has

- The right to feel safe
- The right to learn
- The right to be treated with respect

Bullying is contrary to this approach and we do everything possible to eliminate it.

Bullying is when someone deliberately goes out of his way to **threaten, frighten, abuse or hurt** someone else. It is also **taunting, name calling or damaging a person's property, clothing or schoolwork**. It is **ganging** up on someone or isolating him.

If you think you are being bullied, **TELL SOMEONE**.

If you see someone else being bullied, **TELL SOMEONE**.

If you cannot do this ask your parents to contact the College. Reporting bullying is not tale telling. If you do not report it, it will not get better.

Bullying is an issue which is taken very seriously at College and every effort is made both to prevent and deal effectively with any incidents which might occur.

## **Uniform and Appearance**

You are an ambassador for the College and are expected to dress and behave in a way that reflects the standards we seek to achieve. Your uniform should be smart with all items clearly labelled. If you are unable to wear your uniform for any reason the College must be notified in writing by your parents. Hair must be kept neat and tidy, cover the scalp but not the ears, eyes or collar. Jewellery, other than a watch or a medical bracelet, is not permitted.

The uniform consists of:

- College Blazer (R)
- Dark Grey or Black Trousers (R)
- College Tie with House Stripe (R)
- Plain White Short Sleeved Shirt (R)
- Plain Black V-Necked Pullover, (optional) (R)
- College Scarf, (optional) (R)
- Black Polished Shoes, (boots and trainers are not acceptable)
- Plain Dark Grey or Black Socks
- A Plain Dark Blue or Black overcoat, (no stripes or prominent logos)

**The College outfitter is Redvers, Bath Street, St Helier, they alone are authorised to supply items marked (R).**

Students in Year 11 and above may wear a plain dark grey or black suit. Colours and Prefect ties, awarded by Houses and the College, replace the standard College tie.

Suitable brightly coloured protective clothing may be worn over the uniform when travelling by motorcycle or bicycle, but it may not be worn about the College.

## **Equipment**

You are to have the following equipment with you for all lessons:

- Fountain pen with spare black ink cartridges.
- 2 pencils
- Pencil sharpener
- Rubber
- 30cm ruler
- Geometry set containing setsquare, protractor and compass
- Glue stick
- Coloured pencils
- Ink eraser
- A4 stiff folder for storing worksheets
- Electronic calculator. These can be purchased from the Mathematics department. If you need to buy a calculator outside of College please buy a “Casio”

All this equipment should be labelled with your name. Ballpoint pens are not permitted. All exercise books must be covered, on receipt, in clear plastic film available from stationary shops.

For Art, Design Technology and Science lessons a white laboratory coat is required. This must be labelled with your name on the top of the outside breast pocket. Laboratory coats can be purchased at Redvers of Bath Street. An old large shirt may be used for Art.

## **Bags**

All students need a strong bag large enough to hold an A4 folder. If kit is brought in a separate bag it should be small enough to fit in a locker. At break and lunch time bags should be in a locker or placed on the bag racks. PE kit and food should not be left in lockers overnight.

## **Lockers**

Students are advised to apply for a locker. The form is available from College Reception. A key deposit of £10 is required, this being refunded upon return of the key either at the end of the student’s school career or when he decides that he no longer requires a locker. Replacement keys will cost £10.

## **Sports Kit**

All students require the following kit. Kit marked ( R ) is only available from the College outfitter, **Redvers, Bath Street, St Helier.**

### **Games/Outdoor Kit**

- College Reversible Rugby Shirt ( R )
- College Black Shorts with crest ( R )
- College Football Socks ( R )
- Football Boots
- Outdoor Training Shoes (suitable for astro-turf)
- Hockey Stick
- Shin Pads
- Gum Shield

### **PE/Indoor Kit**

- House Colour Polo Shirt with crest ( R )
- College White Shorts with crest ( R )
- White PE Socks ( R )
- College Swimming Shorts with crest ( R )
- White Indoor Sports Shoes

### **General Kit**

- College Tracksuit with crest ( R )
- Towel

All kit must be labelled and placed in a suitable distinctive sports bag clearly marked on the outside with your name. This should be taken home after each Games session. Drawstring plastic bags supplied by various sports shops are not an acceptable kit bag.

## **Valuables**

Valuables and money, other than small amounts, should not be brought to College. If this is unavoidable, all valuables and money must be handed into Reception for safekeeping or locked in a locker. All valuables must be handed into a games master before sports lessons and not left unattended in changing rooms. **College takes no responsibility for ipods or other electronic devices brought onto the premises.**

## **Lost Property and Nearly New Uniform Shop**

Lost property is located in 'The Pound' and is open each weekday during lunch time from 1.05pm – 1.30pm. There is a charge of £2 levied to retrieve unnamed items from the pound this money is donated to charity. The Nearly New Uniform shop is run by our parents and is open on the first Thursday of each month during term time from 3.00pm – 4.00pm.

## **Rewards**

Staff can award credits to students for a particularly good piece of work or for work which is consistently good.

All departments award their own certificates for outstanding work in their area.

Each month Certificates of Excellence are awarded to a member of each year group and their names are entered into the book displayed in the main College corridor.

Students are awarded House ties for their contribution to House activities. Ties are also awarded for College sporting, art and music achievements and prefects are presented with a Prefect tie when they are appointed.

At the end of each year, prizes are awarded to the top students in each subject in each year.

There are also many individual trophies which are presented for academic work, sport, the arts and the CCF. The major trophies are presented at the annual Prize Giving Evening.

## **Sanctions**

There is a College detention from 3.30pm until 4.30pm each Friday. Departments also run their own detentions at lunchtime or after school. If a student is in detention after school he will bring home a detention slip to be signed by his parents at least 24 hours in advance.

'Book' is a detention held once a month on Saturday afternoons for serious offences.

## **Houses**

Each student is in one of the five houses, Braithwaite, Bruce, Diarmid, Dunlop or Sartorius. Students who were at Victoria College Preparatory School will normally be placed in their Prep House. Students with a family tie are usually placed in their family House whilst other students are placed in a House to make the Houses as equal as possible. The Houses organise Inter-House competitions in Sport, Drama, Music and Art. Each House supports its own charity and organises fund raising events.

Students are in a form registration group, which is based on Houses. They have a House Form tutor. A House Master is responsible for all the students in the House.

Each House also has a Director of Studies who is responsible for the behaviour and progress of students in that year group.

## **Assemblies**

All students have a main College assembly once a week.  
Each House holds a House assembly once a week.

## **Presentation of Work**

Presentation of work is always important. Careless presentation will create a bad impression. Some readers will make judgements about your general ability and even your attitude, if the presentation of your work appears to be careless.

- Books must not be decorated with stickers or graffiti; they must be covered with clear plastic.
- Write in black fountain pen or word process your work. Use colour when it is necessary to aid presentation.
- Always head written work with a title and date, underlined.
- Try to draft your work and then check for content, organisation and accuracy. Rework as necessary, and then write up clearly.
- Take care with layout, making the proper use of margins and indented paragraphs.
- Proof read all work for spelling, punctuation and grammar. Make sure your work is correct otherwise your marks and grades will suffer.

## **Homework**

Homework is an essential part of the learning process. It helps to make sure that you have understood what has been done during a lesson and to prepare for work to come. It should also help you to work independently at research and in planning. You will be issued with a homework timetable which states when homework is set and when it is to be handed in.

All homework must be recorded in the student planner. If you are absent it is your responsibility to see the teachers concerned and catch up the work missed.

## **Homework Club**

These sessions are held from Monday to Thursday 3.30pm – 5pm and are open to all students from the beginning of each term. The sessions are run by teaching staff from Victoria College.

The scheme needs to be self financing and therefore a nominal sum of £2 an evening is charged. The session will be for supervised homework with the support Sixth Form students. Many parents have said that they value this opportunity for their son to take part in supervised homework sessions and we are attempting to meet the wishes of our parent body.

## **Student Planners**

You will be given a student planner. All homework must be recorded in this planner. Your parents are asked to check the planner weekly and sign each week's page. There is a space on each week's planner for parent and teacher comments. This is a good way for parents and teachers to communicate about any aspects of your work.

## **Reporting and Assessment**

Apart from the usual school testing, you will take additional tests as outlined below. These tests take place in September/October.

### **CATS: (Cognitive Ability Tests)**

All Jersey students take CATS tests in Year 7. These are used to create a student profile for Jersey. Results are posted to parents.

### **Periodic Reports**

These are issued at regular intervals throughout the year. They indicate how well you have been working (Effort) and the standard that you have achieved (Attainment).

### **Summative Reports**

These will be issued once during the academic year.

### **Subject and Tutor Evenings**

An evening when your parents can consult your tutors will be held in the second half of the Autumn Term. Your parents will also have an opportunity to meet with your subject teachers during the Spring Term.

Should your parents have any queries about your school life their first point of contact will be your Form Tutor.

### **Punctuality**

Punctuality is an important part of self-discipline and is essential to good time management. You must ensure you are in the appropriate classroom no later than the times stated in the timetable.

If you arrive after registration you must go to your lesson where you will be signed in by your teacher. You will be marked late in the register and a note to explain this late arrival should be given to your tutor.

### **Absences**

If you are unable to attend College your parents should telephone or email College. However, **all students returning to College after an absence must bring a signed, dated letter explaining the absence.**

Your parents are requested not to arrange family holidays during term time. Where this is unavoidable requests for leave of absence should be made in writing well in advance of the date.

## **Illness, Accidents and Signing Out**

If you feel unwell or have an accident in College you must tell a teacher straight away. Normally you will be sent to the office where a trained First Aider will take care of you. If you are too ill to remain at College or if hospital treatment is required then your parents will be contacted. This is why it is so important to have an emergency contact number. Under no circumstances must you leave the College or go home without permission.

It is essential to make medical appointments outside College hours if possible. If you must leave College during the day for any reason you must bring a note from your parents. You must then sign out in the College office. If you return to College later on the same day you must sign in, again in the College office.

## **Times of the College Day** (at time of publication)

08.30	-	09.30	Session 1
09.35	-	10.35	Session 2
10.35	-	10.55	Break
10.55	-	11.55	Session 3
12.00	-	01.00	Session 4
01.00	-	01.55	Lunch
01.55	-	02.25	Assembly, PSE, Careers, Mentor, Tutor time
02.30	-	03.30	Session 5

## **Music**

All students at KS3 are taught Music on a weekly basis as part of their timetable. The course that is followed is called 'Opus', and for each of years 7, 8 and 9 there are 6 projects to be studied. Each project involves the study of a variety of musical styles and genres, and includes performing and composing tasks, as well as listening activities, and each project builds on previous knowledge. In addition, students in year 7 also receive one lesson each week working on Music Technology. In Year 10 Music becomes a GCSE option subject following the Edexcel syllabus. At Sixth Form level the Music A level course is taught jointly by staff at Victoria College and Jersey College for Girls, following the OCR examination syllabus. Further details and information about the Music Curriculum can be found on the Music Department website.

The Music Department offers a wide range of musical activities to cater for all ages and abilities. There are a variety of ensembles run on a regular weekly basis, including a String Ensemble, a Big Band and a Recorder Consort.

The Music Department offers a wide range of musical activities to try to cater for all ages and abilities. There are a variety of ensembles run on a regular weekly basis, including an Orchestra, a Big Band, Brass Ensemble, Saxophone Ensemble, String Quartet and a Recorder Consort. In addition to the instrumental ensembles there are currently two vocal groups - a full 4 part Choir and a Close Harmony Group. All boys with a keen interest in singing are encouraged to audition and to take part.

The Music Department puts on 2 concerts each year, one at Christmas and one in the summer, and singers and instrumentalists also perform in the end of term services. There are also other performances in concerts outside of College from time to time.

All students who reach a suitable standard are expected to take part in an appropriate music ensemble. The ensembles are open to all instrumentalists whether they learn with the Jersey Instrumental Service (JIS) or with private teachers.

All Ensemble rehearsals take place during the lunch break or after school. The rehearsal times are published in the College calendar and a weekly list is always published on the Music Department website. All students who participate in instrumental lessons and ensembles are expected to attend on a regular weekly basis and devote time to practice. Practice facilities are available at College in the Music School.

Instrumental lessons with the JIS, which are funded by College, are offered by ten visiting peripatetic instrumental teachers and all students who have started lessons at their previous school are automatically included in the College timetables. Instrumental lessons take place on a rotating timetable designed to cause as little disruption as possible to academic lessons.

### **Music Enquires**

Further information on Music activities can be obtained by contacting Mr Peter Davis, Director of Music, on 638247 or email [p.davis@vcj.sch.je](mailto:p.davis@vcj.sch.je)

For inquires regarding new lessons with the JIS please phone 832230 or email [jis@music.sch.je](mailto:jis@music.sch.je)

## **Information Technology**

The College is well equipped with over 300 PCs in five dedicated computer rooms and also in departments. All students have a personal log in code and they must use a personal protective password. Students must not let other students know their password. Students can save their work on the College network. They may bring their own pen drive into school but it must be clearly labelled with their name. Pen drives are also available to purchase from the College office.

## **The Library Resource Centre**

The Library Resource Centre is open during the College day. It is available to any member of the College. New students must go to the LRC and register on the Computer System before they can start borrowing books.

The Library Homepage can be accessed directly from the School internet homepage. From the Library Homepage you can search the catalogue and log in to your 'reader account' to find out if you have books out on loan, look at a list of your past loans or reserve books.

There is also a link to The Encyclopaedia Britannica Online School Edition and 'Issues Online', which has current information on social/environmental issues.

Each student can borrow up to three items for up to three weeks. Audio-books and DVD's can be borrowed for seven days. Overdue items and tapes incur a fine of 2p per day per book or tape. Some books are for reference only and cannot be removed from the Library.

The Library also has copies of the Telegraph, The Independent, the Times and the Jersey Evening Post newspapers along with a variety of magazines which may be read in the Library.

There is a photocopier in the Resource Centre for the use of students. It is coin operated. An A4 copy costs 5p and an A3 copy costs 10p. Colour printing is available.

The College has full colour photocopying facilities for use by students. Prices are obtainable from the Print Operator in the main building.

## **Sport, Extra Curricular**

The College runs many sports teams throughout the year with matches against other schools, both on and off island. Team practices are normally after school and selection is based on talent and commitment. Notice of practices and team selections are displayed on the sports notice board in the Sports Complex.

There are also many Inter-House sport competitions. Years 7 and 8 compete in their House Form, Years 9 and 10 are represented by Colts Teams and Year 11 and the Sixth Form are the Seniors. Years 7 and 8 compete for the Lushington Trophy and the Colts and Seniors for the Blomfield Shield.

## **Lunches and Bistro Victoria**

Students may either bring a packed lunch or eat in Bistro Victoria. Packed lunches are eaten in the Boulevard or in the adjacent Bistro. Students wishing to buy lunches should bring a cheque to the Bistro so that they can be issued with a smart card. Cash is not encouraged in the Bistro. Cheques should be made payable to “Jersey Pottery” who operate our catering.

Breakfasts are also available in the Bistro from 8am.

## **Bicycles**

Students cycling to school must leave their bicycles locked in the cycle racks near Langford. Cyclists must wear a cycling helmet at all times and should have passed their Cycling Proficiency Test.

## **Bus Service**

The School Bus Service is run by Connex Transport Jersey Ltd. Tickets are sold in books of 10 at £6 per book. These may be purchased from the School Reception.