



Information for New Students

September 2021



Building Successful Futures

RESPECT · RESILIENCE · RESOURCEFULNESS · ASPIRE



Welcome to Victoria College

Respectful, Resourceful, Resilient and Aspirational

We are delighted to welcome you to Victoria College and to our wonderful wider College community. We are pleased that you have chosen our school and are sure your son will have a fantastic time here, taking advantage of the huge range of academic and co-curricular opportunities on offer.

Most of you reading this will have a son that is about to join us in Year 7, but this guide will be relevant whichever school Year he is joining us in. We hope it provides guidance on some of the logistics of being at the College. It has plenty of unique things to get your head around. Don't forget, once your son arrives the College staff are here to help him, and you, so you only need to ask if you are unsure of anything.

We very much hope your son enjoys his time as a part the College community, as he joins the ranks of those that have studied here since 1852.

We look forward to seeing you and your son in person.

Kind regards,



Dr Gareth Hughes
Headmaster (Elect)



Mr Tom Smith
Academic Head of Year 7
and Transition

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A note on Covid-19

The information presented to you below is that applicable to Covid-19 restrictions not being in place. Please note that due to Covid-19 many of our processes and guidelines are subject to change.

We will update parents regularly on any changes that we make, such as Year group bubbles, assemblies, learning plans and online provision, trips and visits, and guidance on movement around the College site.

Assemblies

All students have a main College assembly every week in the Great Hall or Howard Davis Theatre. During which key messages are announced, notable awards and successes recognised, and motivational speeches delivered. Each House holds a House assembly once a fortnight, where progress on House competitions are discussed, House teams formed, and student successes recognised. Year assemblies are also held once a fortnight, often (but not solely) focusing on academic matters. Finally, we also have occasional assemblies from a wide range of exciting visiting speakers.

Attendance

We expect our students to be in school, taking advantage of all we have to offer. Attendance is monitored closely by the Attendance Officer. If your son is unable to attend College you should contact the Attendance Officer either by telephone on 01534 638218, or email on attendance@vcj.sch.je.

Family holidays should not be arranged during term time. Where this is unavoidable, parents should complete an Absence Request Form (which can be downloaded from the website), for authorisation by the Headmaster, well in advance of the date.

Bags

All students need a strong school bag large enough to hold an A4 folder, sports kit and other equipment. At break and lunch times bags should be placed on the bag racks or in a locker, if your son has one. Please see the section on Lockers for more information. Sports kit and food must not be left on bag racks, or in lockers, overnight.

Behaviour

One of the College Values is Respect. To make the College experience enjoyable for all its members we expect students to behave with courtesy, good manners and consideration for others at all times. To achieve this, students will be expected to:

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

Bicycles and Mopeds

Students cycling to school must leave their bicycles locked in the cycle racks near the Le Brocq classrooms. **They must not cycle on site.** Cyclists must wear a cycling helmet at all times and should have passed their Cycling Proficiency Test. Mopeds, for older students, must be parked in the racks near Le Brocq. Students must not ride mopeds, or rev engines, on site and a helmet must be worn whilst the moped is being ridden or pushed.

Counter Bullying Policy

Victoria College has a zero-tolerance approach to bullying. 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 and promote the four core values of the school.

What is bullying?

Bullying is when an individual will deliberately and persistently hurt or humiliate someone either in person or on-line and usually occurs more than once.

We will always support and educate both the victim and those who bully, or are involved in bullying, in line with the counter bullying strategy.

Who bullies?

Bullying is a complex issue. People who bully may do so because they have underlying difficulties and problems they do not know how to deal with properly. People who bully often feel that hurting, controlling or dominating others will make them feel better. In fact, it does not help with addressing the underlying issues and they get trapped in a cycle of bullying they find hard to stop. It is vital that we address bullying as research shows that children who bully others are more likely to suffer long-term mental health problems than those who are victims or do not experience bullying in any form.

As mentioned, we have a zero-tolerance approach to bullying and will always fully investigate every case of suspected bullying. It is important for us to listen to all boys involved and, once we have a clear picture, work with those students over a period of time. A key message in Jersey's Counter Bullying Strategy is that "sanctions" are not effective and therefore we have to use other approaches to help change the behaviour of individuals in different ways. We aim to encourage bullies to understand the impact of their behaviour and modify that behaviour, as a result creating a College environment where pupils feel safe, happy and able to learn effectively.

Advice to all Students

What do you do if you feel you're being bullied or you think someone else is being bullied?

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

In school you can talk to:

- Your Tutor
- Your Housemaster
- The Study Centre
- The Counter Bullying Coordinator
- Your Teachers
- The Counsellor
- Anyone you feel comfortable talking to

Bullies need adults to help them to stop. Telling an adult about it will help you and the bully. **DO NOT DEAL WITH IT ON YOUR OWN.**

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 for you or the bully.

The school needs your help and support in keeping us informed and the sooner we know about potential bullying the sooner we can intervene and prevent things escalating. Rest assured that we will approach the situation in a way that will not bring any more anxiety or stress to the victim.

Ways in which a child who is being bullied, and the bullies, can be supported

Support for children who have been bullied or who are bullying is not always as straightforward as talking to the victim and punishing the bully. Each person will have their own way of wanting to be supported and managed. Housemasters and other College staff will take the lead in talking to those involved about how to manage the situation together.

There is a range of support available in school including individual emotional support, friendship group support and intervention work. What is essential is that students feel able to talk about their experiences in a calm and supportive environment.

If you would like to discuss the Counter Bullying Policy further, please feel free to contact the School's designated Counter Bullying Coordinator, Mrs Watkins (s.watkins@vcj.sch.je)

Bus Service

The School Bus Service is run by LibertyBus. Further information can be found on www.libertybus.je/schools.

Equipment

Students are required to have the following equipment with them for all lessons, these materials can be purchased at any good stationery shop.

- Fountain or ballpoint pens
- Pencils
- Pencil sharpener
- Rubber
- 30cm ruler
- Glue stick
- Coloured pencils
- Ink eraser
- A4 stiff folder for storing worksheets
- Electronic calculator
- Geometry set

This equipment should be labelled with the student's name. All exercise books must be covered, on receipt, in clear plastic film or brown paper, also available from stationery shops.

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

Exams

To ensure we have a good understanding of students' progress, we hold a range of assessments over the year (further details in the Learning Guide). These are formal, internally set and marked End of Year Examinations, conducted in the Summer Term, for Years 7, 8, 9 and 10. Year 12 have a series of Pre-Public Examinations in early Summer Term and Years 11 and 13 have formal Mock Examinations in the Spring Term, ahead of their Public Examinations in May and June.

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

CATS (Cognitive Ability Tests)

All Jersey students take CATS tests at the start of Year 9. These are used to create a student profile for Jersey. Results are posted to parents.

Homework

Homework is an essential and meaningful part of the learning process. It helps to ensure that students have understood what has been done during a lesson and to prepare for work to come. It should also help students to work independently at research and in planning.

Homework is delivered via the online learning platform 'ShowMyHomework'. The College implemented this system so that students and parents can access and organise homework digitally and remotely. The use of ShowMyHomework improves communication of homework tasks between teachers, students and parents/carers and provides opportunities for students to understand what they have to do to be successful and when they have to complete it. Students are informed of how much time to spend on their work and how to record it effectively. Please see the Learning Guide for more details.

If a student is absent, it is their responsibility to see the teachers concerned and to catch up on the work missed.

Homework Club

These sessions are held from Monday to Thursday from 15.30–17:00. They are open to all College students from the beginning of each term. Forms will be sent out on the first week of each term to be completed and returned to the school office by the Friday. The sessions are run by staff from Victoria College. Homework club is not run on the first or last week of any given term.

The scheme needs to be self-financing and therefore a nominal sum of £2.00 an evening is charged. The session will be for supervised homework. 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 by offering these sessions.

Houses



Each student is in one of the five Houses: Braithwaite, Bruce, Diarmid, Dunlop or Sartorius. These Houses are named after famous Old Victorians, which shows the strong link with our College history. In alphabetical order the crests are shown above; the colours have also become synonymous with the Houses.

Students who were at Victoria College Preparatory School will normally be placed in their existing 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 placed in a Form Registration Group based on Houses. They have a Form Tutor, who meets with the Form every day for 10 minutes in the morning and 20 minutes in the afternoon to discuss all aspects of College life and keep an eye on progress. Form Tutors are key personnel for a student's time at College. A Housemaster is responsible for all the students in the House and focuses on pastoral support.

Illness, Accidents and Signing Out

If your son feels unwell or has an accident in College, he must tell a teacher straight away. He will be directed to the Office where a trained First Aider will take care of him. If your son is too ill to remain at College or if hospital treatment is required, parents will be contacted - this is why it is so important for students to have access to an emergency contact number. **Students must not leave College, go home without permission or telephone parents directly.**

It is essential to make medical appointments outside College hours if possible. If your son must leave College during the day for any reason, he must bring a parental note. Your son must then sign out at the College Office using the EntrySign system. If he returns to College later the same day he must sign in, again at the College Office using the same system.

Information Technology

The College is well equipped with over 300 PCs in dedicated Computing Labs and in Departmental Areas as well as 32 iPads available for students via the Library. The College has a WiFi network for all pupils to use with their own devices.

All students will be allocated a personal login code for the College network and they must use a personal protective password. **Students must not let other students know their password.**

The school makes use of the entire Microsoft 365 suite which all students will have free access to via the Cloud. The individual applications will also be available for free download once they have their login details. The login details will be the same as their Network logins which will be issued to new starters at the start of the Autumn term. The Microsoft 365 suite includes Outlook, Teams and Class NoteBook, all of which are used extensively by the school to share information with students. Students will be issued with a school email address which they should check regularly. They can save their work onto their Microsoft OneDrive account, which has 1TB of online storage.

Students also have access to the entire Adobe Creative Cloud suite free of charge. This will require students to create an account using their College email address once it has been issued.

Instructions on how to use all of the software mentioned will be covered at the start of the Autumn Term.

We have a dedicated IT support team on site to help students with any problems.

Library and Resource Centre

The De Quetteville Library is open from 07:50 to 15:45. It is a study and leisure space available to any member of the College. It is open before school and during lunchtimes. Homework Club is usually held there after school hours.

New students will be given an induction time to go to the Library and register with Mr Wooldridge, the College Librarian, on the College network, before they can start borrowing books. The Library currently houses about 14,000 fiction and non-fiction books.

Each student can borrow up to three items for up to three weeks. Audiobooks and DVDs can be borrowed for seven days. The Library also holds a set of most of the College's current textbooks for reference. Digital cameras, laptop computers and digital voice recorders are also available for loan.

The Library Homepage can be accessed directly from the College website. From there you can search the catalogue and log in to your 'reader account' to find out what books you have out on loan, look at a list of your past loans, reserve books and write reviews.

There are also links to a large collection of on-line resources including the Encyclopaedia Britannica Online School Edition and 'Issues Online' which has current information on social/environmental issues.

As well as daily papers being available online, a variety of academic and leisure magazines are available. A TV provides round the clock access to the daily news.

Alongside the 23 PCs in the computer section of the LRC (the Learning Resources Centre) there is a printer and photocopier for the use of students. A full class set of iPads and laptops are also available, enabling classes to be held in the Library.

A variety of games and pastimes are also available for students' use at break times and several of the College clubs use the area for their meetings. Don't forget to look out for the weekly riddles and object of the week! From Year 8, all pupils can apply to be Pupil Librarians.

The extensive school archive is also now housed in the Library with regular College history displays being presented in "the Curam" (the entrance corridor for the Library, also known as 'The Corridor of Curiosities').

Lockers

There are a very limited number of lockers that students can apply for. To arrange use of a locker, a form is available to complete from College Reception. A key deposit of £20 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 £20.

Lost Property and Nearly New Uniform Shop

Lost property is kept in Reception and at Langford. Bags that are left around the school site are placed on bag racks.

The Nearly New Uniform Shop, located at the back of the Bistro in De Carteret Block, is run by the VCPA and is open on the first Thursday of each month during term time from 14:30 – 16:00. Confirmed opening times are announced in the newsletter and on social media.

Lunches and Bistro Victoria

Students may either bring a packed lunch to school or purchase hot and cold food to eat in Bistro Victoria.

Our in-house caterer, Flourish by Caring Cooks, aims to provide snacks and meals to busy young people to keep them nourished and energised throughout the day. They provide home cooked and unprocessed food that is affordable and tasty, to ensure that students are receiving the fuel they need to learn and grow.

Flourish provide a diverse menu that gives students the opportunity to try a wide variety of foods throughout the three-week menu cycle. Full meals are available each day, with a vegetable accompaniment, as well as lighter bites for those with smaller appetites. Menus are displayed in the Bistro or can be viewed online. A vegetarian option is provided every day and chefs will try to cater for most dietary requirements if they are informed of your needs.

The Bistro will accept a student TouchTopUp card or cash; however, contactless payment via the card is preferred. TouchTopUp Restaurant Cards offer parents and students the ability to manage their money and understand how they are spending it via the website or app. The secure online payment system is managed locally by Checkout.

To obtain a Restaurant Card please visit <https://www.checkout.je/topup.html>. If you already have a card the balance of money will be transferred to your new card.

The card can be easily topped up by parents/carers and works as a debit facility that allows parents to control the credit and enable purchases. Parents will be able to view the card's purchases each time they log onto their account. The card allows parents the peace of mind that students are not carrying cash all day and that they are using the school restaurant for approved food and drinks within UK school food standards. The website is accessible to use 24 hours, 7 days a week. On the

website you need to go to 'Order a Card'. Once parents have created an account a card will be sent in the post.

Map of the School Site



Mobile Phones

Students are permitted, although not encouraged, to bring a mobile phone to school, but it is forbidden for them to be used during the school day, in accordance with the Mobile Phone Policy which can be found on the College website. Phones can only be used in 6th Form Centre by Years 12 and 13 during the school day, and in class with specific permission by the teacher, for learning purposes.

Music

We at Victoria College firmly believe in a rounded education which includes quality arts teaching. Music is firmly at the heart of school life and we encourage our boys to develop their musical talents to the highest levels, which many do in a wide range of music. From day one through to their final days at school, music will play an active part in your son's life here and it is our mission to ensure that they are encouraged and stretched to reach their full potential.

All boys are encouraged to be involved in at least one musical activity and boys who play instruments are expected to play in one of the ensembles. We have groups which cater for all ages, abilities, and styles: Concert Band, Sinfonia, String Group, Brass Group, Voces Victoria, College Choir, Training Band, Big Band. Rehearsals take place during lunchtime and after school.

For boys in Year 7, their class music lesson is part of our unique VCOC (Victoria College Orchestral Challenge) which new Year 7 students will receive a letter about in their introduction pack. Boys all learn an orchestral instrument during Year 7, with the challenge of attaining at least their Grade 1 by the end of the year.

We put on concerts throughout the year, from Christmas through to the summer, with large events and smaller chamber concerts aimed to enable all to get a performing opportunity. The annual House Music competition is a hotly contested event which has produced some excellent music making, often with an Old Victorian musician returning to help adjudicate the evenings.

Timetables and calendars for lessons and rehearsals are posted in the music school and can be found online too.

Teachers come to teach instrumental lessons here during the school day and boys are actively encouraged to take their lessons then. Considerate rotating timetables ensure a minimal disruption between music studies and other academic lessons and our teaching is provided by:

- **VCMA** – Victoria College Music Academy is overseen by the Jersey Academy of Music who provide instrumental tuition.
- **JMS** – The Jersey Music Service provide much of the instrumental provision.
- **Rock School** – we have specialist guitar and drum teachers to support our rock musicians.

As a part of their weekly VCOC lesson, every child, (whether they play an instrument already or not) will learn an orchestral instrument with one of our specialist visiting teachers for the whole year. We give all boys the opportunity to choose from a range of instruments and try to ensure that they get their first or second choice as far as possible. This is an orchestral challenge and therefore the range of instruments will include:

- | | | |
|---------------|-------------|------------------|
| • Violin | • Oboe | • Trumpet |
| • Viola | • Clarinet | • Horn |
| • Cello | • Saxophone | • Trombone |
| • Double Bass | • Bassoon | • Euphonium/tuba |
| • Flute | | |

Those boys who already learn an instrument will be able to take on a second instrument and those who already play two instruments will be able to work on an alternative music projects to expand their music. The boys make their initial choices on the induction day and then from September they work in small groups with a specialist teacher learning the skills and developing their musicianship.

The challenge for the boys is to work to achieve Grade 1 by the end of the year. We are supporting this project as we know that the progress and musical development that occurs has a positive impact across the entire academic spectrum.

There is no charge for the lessons, but we ask for a charge for the hire of the instrument. At £25 per term, this is a considerable subsidy, which is included in your start of term bill. More details about the instruments and the hiring arrangements will be sent to parents in September.

Each week the boys will receive a 30-minute group lesson and then get together as an entire Orchestra. There will also be three concerts throughout the year to which parents will be invited.

Further information on any aspect of Music at College can be obtained by contacting Mr Francis Murton, Director of Music: f.murton@vcj.sch.ie

Policies

Key policies are available via the College website, under the 'For Parents' tab.

Punctuality

Punctuality is an important part of self-discipline and is essential to good time management, not to mention being vital to ensure students avoid missing valuable lesson time. Students must ensure they are in the appropriate classroom no later than the times stated in the timetable. A site-wide bell system is in order to signify start and end of breaks and lessons.

If students arrive after morning registration, they **must go to the Office to sign in before going to their lesson**. They will be marked late in the register and a note to explain this late arrival should be given to the tutor.

Parental Feedback

Focus Groups

We run a series of in-person or virtual Focus Groups throughout the year, to gauge parental views on how things are going and to listen to any suggestions for improvements. We aim for all parents to be invited to one of these per year.

Parent Information Evenings

This will take place at the start of the Autumn Term where you will have the chance to hear from members of the senior team about what your son's year will look like, as well as an introduction to some key pieces of information and a chance to meet other parents and important members of staff informally.

Progress Reviews

These are issued at regular intervals throughout the year. These provide feedback on your son's academic progress and success at meeting the College Values of Respect, Resilience, Resourcefulness and Aspiration.

Summative Reports

These will be issued once during the academic year for each year group.

Parent-Teacher Subject Consultations

You will have an opportunity to meet with your son's subject teachers during the Spring Term.

Should you have any queries about your son's school life at any other time during the school year; your first point of contact will be their Tutor.

Rewards

Staff may award "Reward Points" to students for a variety of things based on our four College Values of Respect, Resilience, Aspiration and Resourcefulness. This may be for things such as showing an act of kindness, displaying good behaviour, producing a particularly good piece of work or for work which is consistently good. Parents will be notified of these Rewards via the SIMS App. Each point earned counts as an entry into a raffle, held each half term, where pupils have the chance to win an Amazon e-voucher.

Students can work towards their 'Colours Badges' (Juniors and Colts) or 'Colours Ties' (Seniors) by achieving House Points for representing their House in various ways such as sport, the arts or charity work.

Ties are also awarded for College sporting, art and music achievements and Prefects are presented with a 'Prefect Badge' 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

The College encourages the very best learning behaviours from our students, as we seek to ensure the highest quality learning environment for everyone. However, there are times when students display behaviours contrary to our Values. The College uses its sanctions only when necessary, and the Behaviour, Rewards and Sanctions Policy is available on our website.

College Detention runs from 15:35 – 16:35 each Friday. 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.

A Departmental Detention can also be put in place, which are for more minor offences and are held during the lunchtime at the discretion of the subject department. However, students will be given time to consume their lunch.

'Book' is a detention for serious offences held once a month on a Saturday morning from 09:15 – 11:15. Students are expected to wear full school uniform and will be supervised by at least two senior staff members.

The Withdrawal Policy can be found on the website. This allows teachers to have students withdrawn from class, as a last resort, if they are being disruptive; this ensures that the learning process is not disrupted for others in the class.

SIMS App

Parents can monitor their son's sanctions, rewards and attendance using the SIMS Parent App available from the Apple Store (iOS) or Capita SIMS website (Android). Details and the link for you to set up on your mobile phone will be sent to you in the first week of term by Mrs Watkins, Inclusion Co-ordinator, together with your log on details.

At the end of every school day parents will receive information on the following:

- Attendance and punctuality for that day
- All the credits (Rewards) your son has achieved
- All the debits (Sanctions, both academic and pastoral) your son has been given e.g. no homework, disruptive behaviour, late to a lesson etc.

Parents can also use the App to inform the school about a change of address or mobile number.

Sport and Co-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 are open to everyone regardless of ability. School teams are selected to represent the College based on attendance at these sessions. Notice of practices and team selections are displayed on the College website. An email will be sent out at the start of each term to show what activities are running and when.

There are also many Inter-House sport competitions including:

<ul style="list-style-type: none">• Football• Hockey• Rugby• Cricket• Tennis	<ul style="list-style-type: none">• Squash• Badminton• Athletics• Cross Country• Swimming	<ul style="list-style-type: none">• Shooting (Colts & Seniors Only)• Table Tennis
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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. All Inter-House sports events score towards the Blomfield Trophy.

At Victoria College we also offer a wide range of Co-Curricular opportunities for our students. Our new Year 7s will be able to get involved in after-school clubs including Climbing (where they will gain a certificated qualification), Sailing, Surfing and Mountain Biking; even learning survival skills including bush craft and foraging. We have recently installed a 5 lane archery area to offer boys an introduction to the sport. There will be opportunities to complete the PADI Scuba Dive qualification. At lunchtimes there may be an opportunity of coaching from the Club Professionals at the Longueville Golf Range, learning to Skateboard, getting involved with Table Tennis and Football coaching or playing recreational Basketball. Boys will be offered the opportunity to gain their RYA sailing qualifications with staff and other providers. On top of all of this we have Drama, Art and Debate Clubs that allows students to push themselves in creative arts.

Along with the sporting and outdoor adventure activities we also run Scrabble and Card Clubs as well as one-off taster session in a variety of cool RPG board games. Our Warhammer club allows boys to both play and make models in our Design and Technology Department. We run termly quizzes and our boys enter a range of island-wide competitions including the Jersey Student Business Challenge, Jersey Architectural Challenge, The Digital Jersey IT Competitions, as well as UK Competitions including Royal Town Planning Institute Annual Competition. Challenges run in collaboration with some of our own Departments, such as Minecraft builds of Anglo-Saxon villages and modelling the water cycle. For those who enjoy programming, they can join our IT Department to learn how to code their own video games. Through our Student Voice, incorporating the Student Council, EU Rights Respecting Schools Team and Eco Team, we offer students the opportunity to have a voice on how we drive our school forward. We aim to reach out to our students through these forums, as well as parental surveys, to ensure that what we provide is based on the opportunities our boys would like to see made available.

There is something for everyone and our staff team want to ensure that all students get involved- if there is an activity students would like to try, that we don't already offer, we encourage them to tell us so we can aim to build custom packages for them.

Sports Kit

All students require the following kit. Kit marked (R) in this section and in the Uniform section is only available from the current 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 AstroTurf)
- Shin Pads
- Gum Shield

PE/Indoor Kit

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

General Kit

- Towel

All kit must be labelled and brought to school in a labelled kit bag. Kit should be taken home after each lesson.

Student Support

Every effort is made to help students feel welcome and to ensure a smooth transition from primary school to College. Support and guidance are provided by Tutors, Academic Head of Year and Housemasters. We also have a dedicated team working in the Study Centre which consists of an Inclusion Coordinator, Wellbeing Coordinator, Educational Needs Coordinator and School Counsellor.

The Inclusion Coordinator will help students who have social and emotional concerns and may find it difficult to come to school or, on rare occasions, may feel quite angry and display certain associated behaviours which are transferred into the classroom.

The Wellbeing Co-ordinator is there to provide guidance to students about relationships, social skills and supporting development in emotional wellbeing both individually and in group situations. Wellbeing is integral to being a successful learner; therefore, it is also an important part of the PHSE programme throughout the years at Victoria College.

The Educational Needs Coordinator is able to assess for specific learning needs and coordinates the individualised support that is offered both within and outside the classroom. The School Counsellor visits College on a weekly basis for any student who wishes to discuss anxieties or concerns on a confidential basis. Further information can be found by following this link: <http://www.victoriacollege.je/victoria-college/pastoral/school-counsellor/>

Times of the College Day

08:25 - 08:35	Morning Registration
08:35 - 09:35	Lesson 1
09:40 - 10:40	Lesson 2
10:40 - 11:00	Break
11:00 - 12:00	Lesson 3
12:05 - 13:05	Lesson 4
13:05 - 14:00	Lunch
14:00 - 14:20	Tutor Time/ Assembly
14:25 - 15:25	Lesson 5

Timetables

Timetables are given to students on the first day of the Autumn Term, confirming daily subjects, times and location (Prefects accompany students between rooms for the first few weeks) and introduce to the teachers.

Below is an example timetable to show the subjects your son will be studying:

Lesson	Mon	Tue	Wed	Thu	Fri
1	English	Maths	RE	Maths	English
2	Computer Science	History	PSHE	French	Drama
3	Art	Physics	English	D&T	PE
4	PE	Drama	Maths	English	French
5	Chemistry	Music	French	Biology	Geography

Uniform and Appearance

Every student at Victoria College is expected to dress smartly, in the appropriate uniform. Students are ambassadors for the College and should dress and behave in a way that reflects the standards and values we seek to achieve.

In Years 7 to 10, the uniform is distinctive with its gold braided blazer. In Year 11 and in Sixth Form, students present a business image in line with our standing in the community; a matching suit – black, dark grey or dark blue.

College Prefects only are permitted to wear a coloured waistcoat, underneath their suit.

During inclement weather coats may be worn; these must be dark coloured with no visible emblems or logos. This helps maintain the high standard of appearance of our students. Hooded tops and all types of hats are not permitted.

Uniform should be smart with all items clearly labelled. If there are any problems with attending school in the correct uniform, College must be notified in writing by parents/carers.

Hair must be kept neat and tidy, cover the scalp but not the ears, eyes or collar. Extreme hairstyles are not permitted. Facial hair is not permitted unless there are medical circumstances, discussed in advance with the Headmaster.

Jewellery, including friendship and charity wrist bands, is not permitted. Students may wear a watch and medical bracelet if appropriate. Piercings of any kind are not permitted.

In line with the Mobile Phone Policy (see website for details), pupils are not permitted to wear headphones or earphones during the school day (08:25 - 15:25).

The College Uniform consists of:

Years 7-10

- College blazer (R)
- Dark grey or black trousers

Years 11-13

- Dark matching suit – black / dark grey / dark blue (R)

All Year Groups

- College Tie with House Stripe (R)
- Plain white short-sleeved shirt
- Plain black V-necked pullover (optional)
- College scarf (optional) (R)
- Black polished shoes (no boots or black / logo trainers**)
- Plain dark grey or black socks
- Dark overcoat (no stripes or logos)

**medical conditions or injuries may necessitate the wearing of different shoes, but requirements must be sent to the Headmaster in advance for approval.

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

Colours, 'Ten', and Prefect Ties, awarded by Houses and the College, may 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.

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 be left unattended in changing rooms. College takes no responsibility for money, general valuables or electronic devices brought onto the premises.

Victoria College Parent's Association (VCPA)

The **Victoria College Parents' Association** ("VCPA") is an active committee that holds parent forums and distributes funds to support College and enrich the boys' time here; parents are encouraged to get involved.

The primary aims of the VCPA are to:

- Provide a feedback loop between parents and staff on College policy and education ideas;
- Distribute funds contributed to it to enhance the boys academic and co-curricular experience at College;
- Organise activities and events for parents to feel part of College and understand what makes it so special; and
- Support school events

The VCPA also maintains a list of parents who are willing helpers at the events that are arranged. You are welcome to be added to this list if you prefer.

If you have any queries regarding VCPA and how you can help or join please feel free to email Chair, Helen Worthy on VCPAChair2@gmail.com.





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Building Successful Futures

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