



## Parents' Handbook 2018 to 2019

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## Welcome

At Victoria College we know that the key to a successful education is a strong partnership between the school, the students and you, the parents, guardians or carers. This booklet is a starting point for the information you might need for the current school year. If you cannot find what you need or would like more information please do not hesitate to contact on 638200 or email [admin@vcj.sch.je](mailto:admin@vcj.sch.je)

Some information is also available on our website at [www.victoriacollege.je](http://www.victoriacollege.je) but this is currently being updated.

## Our Mission Statement

Victoria College aims to nurture well-rounded, resilient young men who have the skills, attitudes and values to be successful individuals who make a positive contribution to society.

## Our Aims

1. To be accessible to boys from all walks of life.
2. To create academic and co-curricular opportunities for all students to fulfil their highest potential.
3. To nurture a positive and passionate attitude to learning.
4. To foster an inclusive culture based on personal and social responsibility and spiritual sensitivities.
5. To maintain a safe, happy and caring environment based on mutual respect and tolerance.

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# 1. Communication

## a. Philosophy

The College is very keen to establish a close link with its parents to ensure that there is clear communication about all areas of school life. Parents are welcome to contact us and we will do all that we can to assist you with any questions and enquiries.

## b. Sources of information

Some information about events and activities is provided on our website [www.victoriacollege.je](http://www.victoriacollege.je) as well as important policies. The website is currently being redeveloped and updated so please contact the school if you have specific queries. We principally use InTouch or direct email and can also text you if you provide us with a contact number. Please ensure you sign and return the information sheet sent to you in the autumn term. It is vital that we hold the correct information for you and your son.

## c. Contacting our staff

Parents can contact members of staff directly via email. For day-to-day issues your first point of contact should be you son's Form Tutor, who sees him every day for registration. Form or class tutors will pass on requests to colleagues if necessary.

For general queries, Reception at the School Office is open Monday to Friday during term time from 8am to 4pm and the team can be contacted on 01534 638200. We aim to respond to your enquiry as soon as possible but please remember that there may be a delay if the member of staff is part-time, for example. Parents of boys on trips abroad will be given a dedicated 24 -hour contact number to use in the event of emergencies.

## d. How we contact parents

We keep your contact information for regular routine communication such as issuing reports but we also rely upon it for emergencies or sudden illness. We therefore ask you to **keep us informed** as soon as possible of any changes of address, email or telephone numbers. This can be done by sending an email to [admin@vcj.sch.je](mailto:admin@vcj.sch.je) . The information supplied is subject to the terms of the Data Protection (Jersey) Law 2005.

## e. Visiting College

During the normal school day all visitors, including parents, should report to the School Office Reception in the first instance. If you want to see a particular member of staff, please make an appointment.

#### f. Use of mobile devices

Boys may use mobile devices at break, during the lunch hour and after school, but not when travelling between lessons, during lessons, during supervised activity or private study, or at any formal school occasion unless a member of staff has given explicit permission for them to do so for educational purposes.

Mobile devices must not be used at any time to send offensive messages or to access inappropriate websites. The unsolicited taking of photographs or videos is strictly prohibited. Mobile devices must not be used in a way that inconveniences others.

#### g. How boys can contact staff

During the normal school day boys wishing to speak with members of staff can ask for them at the Senior Common Room or in their offices or classrooms. The best times are just before school starts at around 8:15 am or during morning break or lunchtime, or just after school finishes at around 3:35 pm.

Boys can speak with their form tutor during the registration/form period that is every day at 1:55 pm. Form tutors will pass on requests to colleagues on behalf of boys.

Boys can contact members of staff by using their College email address with routine questions about homework and we will aim to respond within 24 hours but this may not always be possible if the member of staff is very busy or part time.

Boys can ask to speak to the Headmaster at any time by making a request to the Headmaster's Secretary who is located in the room opposite his office in the main building.

## 2. The School Day

### a. Timings

08:30 – 09:30	Lesson 1 (Boys are registered by their subject teacher)
09:35 – 10:35	Lesson 2
10:35 – 10:55	Morning break
10:55 – 11:55	Lesson 3
12:00 – 13:00	Lesson 4
13:00 – 13:55	Lunch break plus sport and clubs
13:55 – 14:25	Registration followed by either form time or an assembly
14:30 – 15:30	Lesson 5
15:35 – 17:00	Homework Club* or extra-curricular activities

\*Please note that Homework club incurs a small additional fee.

### b. Attendance

Boys should aim to arrive between 8:15am and 8:25 am each morning and must be in class no later than 8:30 am Morning registration (which is an integral part of the College's administration system as well as a legal requirement) is conducted by the subject teacher at the beginning of Lesson 1.

Frequently, the most important part of a lesson is the introduction so we ask for parents' co-operation in ensuring that their sons arrive on time. Boys who are late and arrive after the registers have closed must report to the School Office to register.

### c. Absence

If parents know that their son is going to be absent due to illness or other urgent reason they must let the school know by telephoning the Attendance Officer on the 638200 or by emailing [attendance@vcj.sch.je](mailto:attendance@vcj.sch.je) with their son's name and form as a heading. A copy should be sent to their son's form tutor. Known absences should be reported as soon as possible and no later than 9:30am each morning.

If a boy fails to register, the Attendance Officer will contact parents to confirm the location of their son.



If an unplanned absence arises for a day when the school is not in session (such as a sporting fixture on a Saturday or a rehearsal for a play) parents should contact the teacher in charge of the team or activity by email or by telephone.

#### d. Leave of absence

Requests for absences of less than a day (such as a medical appointment that can only be arranged during school hours) can be made by emailing [attendance@vcj.sch.je](mailto:attendance@vcj.sch.je) with a copy to your son's form tutor.

Requests for absence of a day or more must be made to the Headmaster, giving a clear reason. A [form](#) can be found on the College website.

There is a direct link between attendance and success at school so parents are asked to avoid term-time holidays and any absences that are not absolutely necessary.

#### e. Absence from sporting fixtures and other events

Boys who have been chosen to represent the College (or their House) in a sporting fixture or other event are expected to attend even if it is being held outside of the usual school day. Any request for absence should be made well in advance to the teacher in charge.

#### f. Saturdays and Open Evening

Boys may be required to compete in sport on some Saturdays. The annual School Cross Country is usually held on the second Saturday of the summer term. The annual Open Evening will be held in October and if boys are required to attend then their parents will be contacted in advance.

#### g. Breakfast, morning break and lunch

The College Bistro is open from 8.00 am for breakfast and serves snacks and drinks during morning break. A hot meal is available at lunchtime every day but parents are welcome to provide a packed lunch for their sons that can be eaten either in the Bistro, or in their son's House room or Common Room. Payment in the Bistro is by a pre-paid card.

#### h. Detentions

We work with students and families if a problem arises. However, detention is sometimes used by the College when a boy's academic progress or behaviour has been below the expected standard and it is felt he would benefit from a period of quiet, supervised study.

For minor issues, such as a failure to produce a piece of work without good reason, a departmental detention can be issued by the subject teacher. This takes place on Wednesday during lunch.

For more serious issues, a College detention can be issued for Friday after school. Parents will receive a letter from the Assistant Head (Pastoral) if this is the case. Staff may ask a senior member of staff to withdraw a boy from the classroom if the boy is disrupting the learning of others.

For very serious matters the Headmaster can issue a detention for Saturday morning and this is also known as 'Book'. In these rare instances the Headmaster will send a letter to the boy's parents informing them of the date and time.

## 3. Academic

### a. Curriculum

We follow and extend the Jersey Curriculum for boys in all Key Stages.

- Years 7 to 9 are in Key Stage 3
- Years 10 and 11 are in Key Stage 4
- Sixth form is Key Stage 5.

Towards the end of Key Stages 3 and 4, students make important choices about which subjects to study next. While we try to accommodate all requests, timetabling and staffing factors mean that the College retains the final decision. There are regular Parent Information Evenings to help and advise students and parents in making the key academic decisions.

### b. Books and Materials

Textbooks and stationery are issued to boys with no separate charge. Books remain the property of the College and a charge will be made for any that are damaged, defaced or lost.

A small number of items, such as a fountain or ballpoint pen, a 30 cm ruler, pencils, a pencil sharpener, an eraser, a glue stick, a set of coloured pencils, and an A4 folder for storing worksheets must be provided by parents. A calculator and a geometry set are also needed and these can be bought from the School Office at a cost of £7.50. For Art, Design Technology and Science lessons a white laboratory coat is required. This must be labelled with the boy's name on the top of the outside breast pocket. An old large shirt may be used for Art.

### c. Reports, assessments and academic monitoring

The Academic Head of Year is responsible for maintaining an overview of a boy's academic progress in conjunction with the Form Tutor who will keep a close eye on a boy's general wellbeing as well as acting as a pastoral guide and providing an initial point of contact for a boy's parents.

Parents will receive a full written report each year as well as a series of periodic grades at regular intervals throughout the rest of the year. There will be an opportunity provided for parents to meet with both their son's Form Tutor and his subject teachers at least once during each academic year, but all parents are welcome to make an appointment to come in and meet with their son's form tutor at any time if they have any concerns, no matter how minor.

### Attainment Grades

Key Stage	Year Group	Achievement Grade
5	12 to 13	A to E and U
4	10 to 11	1 to 9 + = -
3	7 to 9	1 to 9 + = -

### Attitude to Learning (Effort) Grades

These reflect a student's approach, attitude and organisation in a particular subject area.

Effort code	Descriptor
E - Excellent	An excellent and reliable student. They always try their best and work hard to reach their potential. Work is always completed to a high standard. They are a role model to others who are trying to learn effectively.
G - Good	They generally work well in lessons, showing determination when things get difficult. Work is usually completed to a high standard.
N - Needs improvement	This student does not show a consistent level of effort in lessons. Work is not always completed to a standard that reflects their ability.
C – Cause for concern	Rarely makes a concerted effort and requires prompting in lessons. Work is poorly completed and does not reflect their ability. Intervention is required.

### Specific areas of concern

**ab** - A student who has been absent from a significant number of lessons. (This is a new addition to the list).

**at** - A student whose general approach and attainment in class can be improved.

**bh** - A student who is capable of higher standards of behaviour in this subject.

**eq** - A student who does not attend class regularly with the correct kit or equipment.

**hw** - A student who is not meeting **homework** deadlines and/or the standard of homework expected of him.

Achievement will be reported in relation to Jersey Curriculum during Years 7 to 9 and as GCSE or A level potential during Years 10 to 13. Internal examinations for each subject will generally be taken towards the end of the academic year and results will be reported to parents. These may take the form of mock examinations in Years 11 and 13.

#### d. Revision classes

Revision classes for GCSE and A level subjects are provided regularly by academic departments in the run up to public examinations.

## 4. Pastoral

### a. Houses and the House Rooms

Our school Houses are **Braithwaite, Bruce, Diarmid, Dunlop and Sartorius** and each has a dedicated room that enables boys to have a base outside of lesson time. Each room also acts as an office and a contact point for the five Housemasters.

### b. Inter-House competitions

Many competitions are organised between the Houses at Victoria College. Participation in inter House sporting events leads to House points being awarded that contribute to the Blomfield Trophy which usually culminates in an exciting finale at the annual Sports Day, whilst points for the Landick Trophy are awarded for participation in the annual House Art, Music and Drama competitions. All of these events are keenly and enthusiastically contested.

### c. Pastoral Co-ordination

The Assistant Head (Pastoral) is responsible for the co-ordination of all pastoral matters throughout Years 7 to 11 and the Senior Teacher (Head of Sixth Form) is responsible for overseeing academic and pastoral matters in Years 12 and 13.

### d. Heads of Houses and tutors

Housemasters play a major part in the pastoral life of the College and liaise directly with parents in matters concerning their son's general behaviour and appearance.

The Housemasters are assisted by teams of tutors each of whom looks after one class as their main point of contact. The tutor is primarily responsible for getting to know your son and looking after his general development and wellbeing. At the beginning of the year, the tutor will check that timetables are in order and issue homework planners. Throughout the year, tutors will offer general advice and guidance as well as acting as a listening ear and moderator for any minor issues. The tutor will also write a summary report when the annual report is issued.

### e. Other Pastoral Support

We have a School Counsellor who can offer a confidential service. The College also trains a number of Year 12 Peer Mentors each year to liaise with younger boys and provide support and advice about school life.

### f. Personal, Social and Health Education (PSHE)

The College recognises that a broad education involves exploration of important issues not covered in academic lessons. We have a key role in providing information and stimulating discussion on important ethical issues and matters of personal morality and public duty. Throughout their school career, boys are made aware, in both a structured and informal way, of these and related matters through the contribution of Form Tutors, Housemasters and others including occasional visiting speakers. The PSHE co-ordinator has developed a full programme of education in this area.

### g. Assemblies

The students from all the Year groups in a House attend a House assembly every fortnight that is led by the Housemaster or one of his team. There is also a School assembly every other week that is split into Year 7 to 9 (Lower School) and 10 to 13 (Upper School).

There are occasional Year assemblies that are led by the Academic Head of Year and these may take the form of advice or guidance on matters relating specifically to a particular cohort.

## 5. Co-Curricular

### a. Approach

At Victoria College, we aim to educate the whole person and encourage boys to take the fullest possible part in all out of school activities. The Deputy Headmaster sends out a Co-Curricular Programme at the beginning of each term.

### Sport

Victoria College has a strong tradition of participating in inter-school fixtures and we have a comprehensive fixture list for all major school sports across all age ranges.

All boys who are medically fit are expected to play sport for two hours each week, in proper kit, as part of their education. Requests to miss a games or activity session on any occasion will only be granted if supported by a note from parents.

Sports offered at College include rugby, hockey, cricket, tennis, athletics, basketball, squash, swimming, soccer, sailing, badminton, golf and shooting but this list is not exhaustive and it may be amended from time to time. Sports offered vary according to the term but we encourage boys to develop an all-round approach and try a range of sports.

### b. Community service and charity work

Victoria College firmly believes that all boys have a responsibility to help their community at school, around the Island and further afield. Charitable and volunteer work is welcomed and encouraged. All boys in Year 13 are expected to commit to service within the local community and other years can participate in raising money for charity via their House. Each House has a nominated charity.

### c. Clubs

All boys are encouraged to join one of the many clubs that run during the lunch break or after school.

### d. Music

All boys in Years 7 to 9 receive one hour's tuition in music each week as part of the curriculum. Boys are encouraged to take up a musical instrument and further details can be obtained from the Director of Music. All boys are encouraged to sing, and there are both School and House Choirs for all levels of singing ability in all years.

### e. Duke of Edinburgh's Award Scheme

Boys can work towards bronze, silver or gold medals in the Duke of Edinburgh's Award Scheme which is designed to develop self-reliance, dedication in acquiring skills, a sense of social and community spirit, a taste for adventure and physical fitness. An additional charge may be made for some trips and activities.



## f. Trips

The College organises a wide variety of trips, to places within the British Isles and abroad, for sporting and educational reasons. Many of these trips take place during Activities Week. Parents will always be consulted about their son's attendance on any trip and, in cases of financial hardship funding might be available. Boys in the Sixth Form are encouraged to apply for bursaries that may be available for independent travel with an educational purpose.

## g. Activities Week

This takes place in the final week of the summer term and provides all boys with an opportunity to pursue a sporting, educational or personal goal through participation in an organised activity. A separate booklet outlining the options and costs will be sent to parents in the first half of the autumn term. The College will always provide some low cost activities during this week.

## h. CCF

The College has one of the finest CCF contingents in the British Isles and operates Army, Navy and RAF sections. Taster sessions are offered to Year 9 boys who can then join the CCF in Year 10 and above. The tremendous opportunities afforded by membership of the CCF include shooting, gliding, sailing and many others. Please contact the Contingent Commander for further information. An additional charge may be levied for some trips and activities.

## 6. Transport

It is parents' responsibility to arrange transport for their son to and from College.

### a. School Bus Service

The LibertyBus service covers the whole island and details can be found on the States of Jersey website at [www.gov.je/Travel/Buses/SchoolBuses](http://www.gov.je/Travel/Buses/SchoolBuses) . Please note that the school buses do not operate at weekends.

### b. Parents' Cars

If you are bringing your son to school by car, please drop him off in the Langford car park in the designated drop-off zone. Please do not wait in this zone.

In order to minimise the risk of an accident, students should enter school via the Langford gate at the back of the car park and not via the main road and the main gate. Please do not drop your son off in the main road outside of the College or on the tarmac area immediately in front of the main gate. If your son has something very heavy to bring into school, such as a large musical instrument, please ask the caretaker on duty to let you into the visitor parking area temporarily.

### c. Bicycles

Cycling to school is welcomed and there are cycle racks in Langford where boys can leave their bicycles during the school day. In Jersey, cycling helmets are compulsory for children aged 13 and under but school policy is that all boys should wear a cycle helmet. Boys of the Sikh faith, wearing a turban, are exempt. For security reasons, bicycles should not be left in the racks overnight or during the school holidays. For the benefit of pedestrians, cycling is not allowed in the College grounds and boys should dismount if they have to travel with their bicycles through the site.

### d. Boys' Motorcycles

Boys in Year 11 and above, who have passed the Jersey Compulsory Basic Training Course (CBT) can bring their motorcycle to school provided they have a valid license and insurance. Parents are asked to note that CBT certificates issued anywhere other than Jersey (such as any issued in the UK or Guernsey) are not valid in Jersey and it is illegal to ride a motorbike in Jersey without a CBT certificate issued here.

For safety reasons, motorbikes must not be ridden in the College grounds. When arriving for school, riders must cut their engine and dismount at the main gate and walk their machines to the motorbike parking area opposite the Le Brocq building. Similarly, riders must walk their machines to the main gate when leaving school. Motorcycles are parked at the owners risk and parents are reminded that the College cannot accept any responsibility for any damage to machines that might occur during the school day.

### e. Sixth Formers' cars

The College discourages boys from using their own cars to travel to and from school. There is no parking for boys on the school site or in the immediate vicinity.

## 7. Finance

### a. Fees

The College is a fee-paying school owned by the States of Jersey. The fees are set by the Board of Governors after consultation with the States of Jersey Education Department and Minister. The current fee is £1,916 per term (as from September 2018).

### b. Notification of charges

Additional charges for trips and other activities will be notified well in advance.

### c. Other charges

For prospective new boys there is a non-refundable registration fee of £50 payable in advance of taking the entrance examination.

For new boys who have been offered a place, an acceptance deposit of £500 is payable to confirm that the parents/fee payers have accepted the offer of a place at Victoria College. This deposit is refundable on the first term's bill but will not be refunded if the pupil does not take up his offer of a place at Victoria College.

Examination fees for public examinations are generally included in the termly fee but late entries or changes to entries may be charged if the advice of the College was not followed. Also, re-marking of papers and appeals may incur an additional charge.

Meals in the Bistro are not included in the school fees.

### d. Methods of payment

Fees can be paid by cheque or monthly direct debit to the Treasurer of the States. A form for direct debit payments can be obtained from the Bursar. Examination charges for late entries or appeals must be made directly to the College Examinations Officer accompanied by the appropriate form and fee where appropriate.

### e. Timing of payments

The registration fee is payable immediately a parent/fee payer confirms an interest in a pupil being assessed for admission to Victoria College. The deposit for boys who have been offered a place is payable immediately upon receipt of the offer.

General fees can be paid each term or by monthly direct debit. Other charges, such as those for activities week, are payable in advance of the activity but may be spread over several months.

#### f. Penalties for late or non-payment

Non-payment of the registration fee will result in the removal of the boy concerned from the list of those interested in taking up a place at Victoria College so that they will not be invited to sit the Entrance Examination.

Non-payment of the deposit for those who have been offered a place will result in the withdrawal of the offer.

It is important that parents inform the College immediately if there is a change in their circumstances which could lead to difficulty in meeting the fees so that we can offer the appropriate support and advice.

#### g. Bursaries

The College offers means-tested bursaries which reduce the termly fee. These are usually not available for families with a household income over £60,000 a year but each case is assessed on its circumstances. If you believe you may be eligible for a bursary, please contact the Headmaster's PA, Mrs Emily Oldridge on [hmsecretary@vcj.sch.ie](mailto:hmsecretary@vcj.sch.ie). Bursaries cannot be given retrospectively so we urge parents who may be eligible for support to contact us as soon as possible at any time in the year. Bursaries are subject to a formal assessment process and their award is reviewed annually. Further details can be found on the College Website.

#### h. Awards and prizes

The College offers a wide range of awards and prizes for various subjects and achievements, many of which are sponsored by local companies and other generous benefactors. The major prizes are awarded at the annual College prize giving ceremony in the summer term and other achievements are recognised in assemblies throughout the year.

#### i. Insurance

The College cannot accept liability for loss or damage to a boy's personal property.

Boys occasionally travel in a College minibus to visit events or attend sporting competitions with other schools locally. These vehicles are fully insured, maintained and only driven by drivers who have successfully completed an additional test of competence. Unless you have written to the Headmaster to say that you do not wish your son to travel locally in one of these vehicles, we assume that you have no objection to his doing so. Trips to other jurisdictions such as the UK or Guernsey will always be subject to separate parental consent.

## 8. Miscellaneous

### a. Admission to the College

Boys who attend the Prep School during Key Stage 2 are normally admitted directly into Year 7 at College, provided they have reached the required academic standard. Boys educated at other primary schools sit the Entrance Examination during the Autumn of Year 6. Specimen papers are available. The number of places is limited and the decision of the Headmaster is final.

### b. Admission to the Sixth Form

Admission to the Sixth Form depends on GCSE results and an interview with the Headmaster students in Year 11 at Victoria College. Students from other schools also need to submit school reports and a reference from their current school. The Headmaster and the Board of Governors reserve the right not to accept a student in the Sixth Form if their academic performance or behaviour falls below an acceptable standard.

### c. Victoria College Foundation

The Foundation is a charitable trust that began in 2002 as part of the 150<sup>th</sup> Anniversary of the founding of the College and so far, over £2 Million has been raised in support of major refurbishment projects at both the Preparatory School and the College. To find out more about the Foundation, please visit the College website or email [foundation@vcj.sch.ie](mailto:foundation@vcj.sch.ie).

### d. Board of Governors

The Victoria College Board of Governors oversees the governance of the College and in conjunction with the Education Department, appoints the Headmaster. There are various sub committees that support the work of the College and act as a voice in the local community. Two Parent Governors are elected by the parent body for a term of three years. The current Chair of the Governing Body is Mr Brian Watt.

### e. The Parent Teachers Association (PTA)

Victoria College has a thriving PTA. The main focus is to support the many school events and functions that take place throughout the year.

### f. Illness during school time

Boys who fall ill (or who have had an accident) during the school day will be accompanied to reception where they will be assessed by a trained first aider. Boys who cannot return to their lesson will be placed in the medical room adjacent to reception to await the arrival of a parent or carer who will be telephoned by the receptionist on duty.

An ambulance will be called for boys if any injury or illness is so severe that they have to be taken to hospital for treatment. In such cases boys will be conveyed to the Accident and Emergency Department of the Jersey General Hospital in Gloucester Street, St Helier.

### g. Lost Property

School reception coordinates lost property. If labelled, items are returned via the owner's Form Tutor at the earliest opportunity. If the item is unidentifiable it will be held at reception for 24 four hours before being placed in the lost property room. Boys can look for items at designated times during the lunch break accompanied by a Prefect.

A selection of lost property (generally PE kit) will be held at Langford for a few days before being taken to the lost property room.

Parents should ensure that their sons' property is labelled clearly so that any property that has been mislaid can be returned to its owner as soon as possible.

### h. The Study Centre

It is the parents' responsibility to inform the College if their son has a diagnosed special need of any description. We want to ensure the right support is in place so please let us know as soon as possible. A copy of any documentation relating to a special requirement or learning difficulty should be forwarded to the College as soon as possible.

The College has a team of teachers and assistant teachers led by the Special Educational Needs Co-ordinator (SENCO). Boys with specific learning difficulties can be assisted in the classroom and outside according to their need. For further information please contact our SENCO Mrs Orla Priestley [o.priestley@vcj.sch.je](mailto:o.priestley@vcj.sch.je)

### i. Medical requirements

The parents are asked to ensure that the College is aware of any medical condition or requirement that may affect their son's health and safety or learning when at school.

### j. Nearly New Uniform Shop

The second hand uniform shop is an excellent way of purchasing good quality uniform items at a reasonable price. The shop is run by the PTA and is usually open once or twice a month from 2.30pm to 4pm.



 <b>Victoria College term dates – Academic year 2018 to 2019</b>				
	Starts	Half term	Ends	Other days off
Autumn	Tuesday 04 September	29 October to 02 November	Wednesday 19 December	Monday 03 September (Staff training) Thursday 13 September (Air Display)
Spring	Monday 07 January	18 to 22 February	Friday 05 April	Friday 15 February (Staff training)
Summer	Tuesday 23 April	27 to 31 May	Friday 19 July	Monday 06 May (Bank Holiday) Thursday 09 May (Liberation Day)