



# Handbook

Building Successful Futures



# Welcome

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

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

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

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



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

## School Office

admin@vcp.sch.je | 01534 723 468

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

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

# Communication

Good and open communication between home and school is vital to the development, happiness and success of every pupil at VCP. We welcome parents contacting us and will do our best to help you with any enquiries or concerns.

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

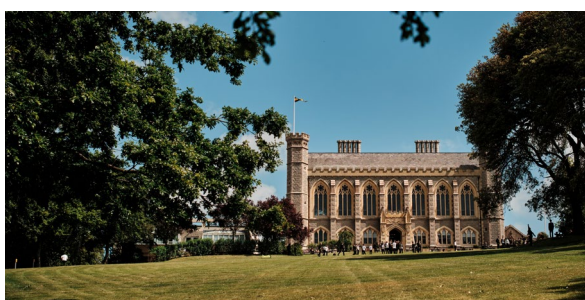
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## Enquiries and Concerns

Your first point of contact is your son's class teacher, who will be able to answer most questions. School days are very busy for staff so, for anything other than simple queries, you may be asked to make an appointment via the school office by emailing [admin@vcp.sch.je](mailto:admin@vcp.sch.je). Messages should also be conveyed via your son's homework diary.

## Weekly Updates

Our weekly communication is a key document, which is emailed every Thursday during term time. It contains important reminders and information about forthcoming events. Please read it and refer to it before making enquiries with the school office. Copies can be found on our school website.



## School Website and Social Media

There is lots of useful information in the 'parent portal' area of our website [www.victoriacollege.je](http://www.victoriacollege.je). You can also keep up to date with school news by accessing our calendar [www.calendar.vcp.sch.je](http://www.calendar.vcp.sch.je) or by visiting Facebook and Instagram. As part of the Home-school Agreement you will be asked to give permission agreeing to your son appearing on social media and you are, of course entitled to decline this. However, we never post a pupil's full name in public domains.

## Information Evenings

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

## Open Classroom Events

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



# Parent Teacher Association

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

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

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

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



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

# Our Daily Routine

## School Day Arrangements

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

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

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

At the end of the school day boys should be collected from the College Arch. Our caretaker and members of staff are always on duty to supervise and ensure boys are collected safely. If you are collecting by car and your son is not at the gate please keep the flow of traffic moving by driving around the loop. If collecting on foot, parents should park off site.

The playground gates will open at 4:00pm for The Beehive and Co-Curricular collection. Parents should not use the visitor/staff parking for drop off or pickup. This parking is for emergency collections only.

## Registration

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

## Absence

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

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

## Daily Routine – Monday to Friday

### Start of School Day

8:45am - boys should be ready to begin their first lesson

### Lunch Time

12:00 - 1:00pm

### End of School Day

3:00pm

## Pupil Messages

Boys should keep an eye on the Information Screens located around school, the TV screens contain details about clubs and special messages.

## Travel/Walking Bus

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



# Houses

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

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

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

The winning house is awarded the Thomas Harris Trophy and has their coloured pennant flown from the flagpole for the half term. There is a great sense of House pride and boys quickly become loyal to their

House working hard to earn points in an effort to win the Hopewell Cup at the end of the school year!

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

- 3 Credits = 1 Housepoint
- 10 Housepoints = Silver star
- 50 Housepoints = Gold star
- 60 Housepoints = Diamond star
- 70 Housepoints = Platinum star
- 80 Housepoints = Oak Award
- 90 Housepoints = Granite Award

All certificates are celebrated by the Headteacher and awarded by House Captains during the weekly assemblies.



**Braithwaite**



**Bruce**



**Diarmid**



**Dunlop**



**Sartorius**

# Medical Care and Well-being

The well-being of our boys at VCP is of great importance. We understand that children need help to manage their emotions and to develop resilience and self-confidence. At VCP we regularly review our first aid policies and procedures to ensure that your son receives the best possible care during their time at school. Minor bumps and injuries, however small they appear to be, are assessed, treated, and recorded by a qualified first aider.

## Sickness

If your son is unwell and unable to attend please notify the office by calling 723468 or emailing [admin@vcp.sch.je](mailto:admin@vcp.sch.je). If your son becomes unwell at school, it is not our policy to administer 'off the shelf' medication and it is likely that he will need collecting. If your child is absent from school due to illness, homework will not be provided or expected.

## Medication

If your son is well enough to be in school but requires medication such as antibiotics during the school day, please complete a consent form via our website. Medication should be named and sent in the original packaging with the pharmacy label.

If your son has ongoing daily medication an Individual Healthcare Plan should be shared with the school.

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

## Vomiting and Diarrhoea

Your son must remain at home until 48 hours after their last episode of vomiting/diarrhoea.



# Learning

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

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

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

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

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

## Academic Progress

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

Progression to Victoria College in Year 7 is not guaranteed and parents should revise the [VCJ Admissions Policy](#).

## Our Three Core Values are:

### Respectful

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

### Resilient

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

### Aspirational

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



# Specialist Subjects

## French

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

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

## Music

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

### Individual Music Lessons

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

## Science

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

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

## Sport

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

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



# Uniform and Appearance

These guidelines will be used by our staff to help ensure that pupils look smart and well presented at all times.

- Uniform must be smart, clean and well cared for
- Shirts should be tucked in at the waist, with top buttons done up and ties worn correctly
- Hair should be tidy and appropriate for a school environment. Hair must be in style and out of eyes. Long hair extending beyond the collar should be tied up or held back, with plain hair accessories. Shaves/fades are permitted if there are no designs. Hairstyles should never be a distraction in the classroom
- Necklaces/bracelets/bangles with a religious symbol are respected. Out of courtesy please inform your son's class teacher
- Religiously-mandated head coverings are respected
- Jewellery of any other kind is not permitted
- Prep boys are allowed to wear an appropriate watch; generally simple analogue watches are recommended. Watches with alarms, and smart watches with access to the internet should not be brought to school

**We do allow fitness trackers to be worn however, the following principle applies: The school accept no responsibility for loss or damage incurred at school, therefore please do not send children with expensive items. Boys are solely responsible for their own tracker.**

All school uniforms and sports kit may be purchased from one of our uniform suppliers listed below.

## Redvers

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

## Lyndale Sports

La Rue Du Grand Jardin, Augres, Trinity JE3 5FG  
myra@lyndalesports.com | 01534 862411  
www.lyndalesports.com

## Second Hand Uniform Shop

We run a second-hand uniform shop where you can buy good quality items at great prices. We open the first Saturday of every month from 11.30am - 12.30pm. The second hand uniform shop is in the shed at the top of the stairs that lead up from the main entrance/double doors of prep. If you would like further information, please email [vcp2hushop@gmail.com](mailto:vcp2hushop@gmail.com)

## Labelling

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

## Magic Touch Jersey

87 St Clement's Road, St Saviour JE2 7PX  
sales@magictouchjersey.com | 01534 766845

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

# Uniform List September 2026/2027

## Available from our uniform supplier (branded items)

- Blazer
- House tie
- Grey long socks with VCP trim
- Grey jumper with VCP trim (long sleeved or sleeveless)
- Rucksack - embroidered House colour with initials
- Kit bag - optional
- Boot bag - optional
- Sunhat/cap with VCP logo (Spring Summer)
- Winter beanie (Autumn/Winter)

## Available from stockists of your choice

- White school shirt (long or short sleeved)
- Charcoal black/grey trousers or grey knee length shorts
- Black shoes - smart, well fitting, leather or similar (no canvas)
- Winter coat/rain jacket (non-branded & plain)

# Games/PE Kit

## Available from our uniform supplier (branded items)

- VCP Tracksuit top & Tracksuit bottoms
- House/bumblebee long sleeved reversible rugby shirt
- House polo shirt

## Available from stockists of your choice

- Black shorts
- White ankle socks
- Black long football/rugby socks
- Black swimming shorts
- Swimming towel
- Coloured swimming cap (House colour)
- Waterproof swimming bag (House colour)
- Goggles
- Gum shield
- Shin pads
- Football boots with rubber moulded soles
- Trainers - sensible & well fitting
- Art apron or old adult size shirt or similar

## What to wear!

**PE:** Black shorts, House polo shirt, trainers and full tracksuit.

**Games:** Black shorts, Bumblebee rugby shirt, trainers and full tracksuit. Boys should bring their boot bag to every Games lesson.





# Electrical/Digital Items

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

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

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

## Personal Items

### Smart Watches

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

### Mobile Phones

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

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

# Stationery

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

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

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

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

VCP will supply other equipment.



# Lost Property

Named lost property can be found in your son's year group. Please encourage your son to check this if he has lost something. We strongly advise parents to clearly name all items. Any unnamed and unclaimed items will be donated to the Second Hand Uniform at the end of each half term.



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



# Forgotten Kit

Pupils are expected to bring their full PE/Games kit to every lesson. We understand that on rare occasions, there may be an unavoidable reason for a pupil not to have their full kit. In such instances, boys must inform the school office at the beginning of the school day providing a valid reason. Our aim is to ensure all pupils are focused on learning and participating safely in all PE/Games activities.

Having the correct and appropriate uniform plays a crucial role in this, allowing boys to move freely, comfortably, and safely, while also promoting a sense of team spirit and belonging.

**Forgotten kits will be monitored;** this will result in an initial verbal reminder to the pupil, followed by a call to parents requesting kit to be brought to school, if possible.

Following this, parents will **not** be called, and boys will be loaned kit from the school office. Those pupils who may be tempted to 'forget' their kit as a way of lesson avoidance will know that the provision of spare kit means they will end up participating anyway!



# Healthy Eating and Snacks

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

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

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

Boys should bring a named reusable bottle of water only.

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

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

# Co-Curricular

At Victoria College Preparatory School, we use SOCS (Schools Online Communications System) to manage our extracurricular programme. Using this system, you will be able to sign up your son for activities, view their weekly extra-curricular calendar and synchronise these events straight to your smartphone, tablet, or PC. [www.socscms.com/login/25722](http://www.socscms.com/login/25722)

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Staff-run clubs that may be on offer during the year:

- Athletics
- Basketball
- Beyblades
- Chess
- Choir
- Circuit Training
- Climbing
- Creative Colouring
- Cricket
- Cross country
- Dodgeball
- Eco
- Fitness Club
- Forest School
- Fun Football
- Hockey
- Karaoke
- Kwik Cricket
- Library
- Orchestra
- Origami
- Languages
- Lego
- Minecraft
- Music and Composition
- Rugby
- Sewing
- Squash
- STEM
- Tennis
- Ukulele



# After School Club

## The Beehive – a Hive of Activity!

The Beehive runs between the hours of 3.05pm to 5.00pm prompt at £10.00 per session. Please note, we are not an after-school club but an after-school provision aiming to provide a service which allows parents to work. We are very conscious of the cost-of-living and as such try to keep the cost to a minimum. A complimentary snack is provided only for children who are attending the full session; however, parents are more than welcome to provide their son with an alternative snack if they prefer.

Late pick-up fees will be charged at £5.00 per 15-minute increments, and persistent lateness may jeopardise future bookings.

The playground gates will open at 4:00pm for The Beehive and Co-Curricular collection. Prior to this time there is no onsite parking, parents **must not** use the visitor/staff parking through the main College Arch.

We strive to maintain a safe and positive environment for all children in The Beehive. However, to ensure the wellbeing of everyone, we kindly ask for your support in reinforcing appropriate behaviour. If a child's behaviour is deemed to be putting themselves or others at risk, we will contact you to arrange for immediate collection and continued bookings for The Beehive will be affected. We appreciate your understanding and cooperation in helping us maintaining a safe and enjoyable space for all children.

## Bookings

Parents will be notified when the booking system is open via the Weekly Newsletter, and the booking form must be filled out termly online. It will be processed on a first come, first served basis and **payment should only be made once you receive a confirmation email from us**. Places cannot be guaranteed until payment has been made. Bookings can only be made per day, per term. No half term bookings can be made, and cancellation or non-attendance is non-refundable. On days where you have booked into The Beehive and your son does not attend, we cannot carry this absence over to any other day or term. If your son does not attend a booking, please send a courtesy text, call on 07797 923549 or email on thebeehive@vcp.sch.je for safeguarding reasons.

It is advisable to book into The Beehive on days where your son is signed up to co-curricular in case the activity is cancelled, as we cannot guarantee that spaces will be available.

## Activities

- Lego/Board games
- iPad/Computers
- Watch a Movie
- Draw/Colour
- A quiet space for boys to do homework independently
- Outside play - weather permitting

It is up to the parents to have a conversation with their son if there is a particular activity that they would like them to limit or refrain from.

Due to staffing, we cannot provide a service for boys to complete homework. However, boys do have a quiet area where they can work independently between 3.30 and 4.00pm.

# Safety

Parents are asked to park in the end playground and walk up to collect their children. The disabled bay is strictly for those with a disability. Please do not stop near the green gate to pick up your children, it is unsafe, staff will not release any child in this area.

If walking, please use the main arch gate or brown gate. Do not use the green gates as this is used for vehicles only and is very dangerous for pedestrians.

**Parents must sign their son out on the register when collected.**



# School Policies

School Policies can all be found on the Victoria College Preparatory [website](#).

## Health and Safety

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





*We aim high and  
celebrate everyone.*



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Respectful • Resilient • Aspirational