



PROSPECTUS

SEPTEMBER 2021

Information for Parents

Be Safe and Happy
Be Respectful
and Learn More



Victoria Community School, Victoria Road,
Burton upon Trent, Staffordshire. DE14 2LU
01283 247432



Victoria Orchard Site, Belvoir Road,
Burton upon Trent, Staffordshire. DE13 ORA
01283 247420

Head Teacher: Mrs Elizabeth Laughlin

E-mail: headteacher@victoria.staffs.sch.uk

Website: www.victoria.staffs.sch.uk

June 2021

Dear Parents

We hope that you will find this booklet helpful and informative. At Victoria we are constantly seeking ways to improve and continually raise our standards.

We want all our children to be happy and enjoy coming to school; we want them to be confident and to enjoy the challenge of learning new and exiting things.

We hope that as parents/carers you will want to take an active part in supporting your child's learning. We believe that working together between home and school we can provide the best possible opportunities for all our children.

We are currently offering individual tours of school for Reception children due to the current situation at the time of writing. For anyone else please contact the school and we will try to accommodate you.

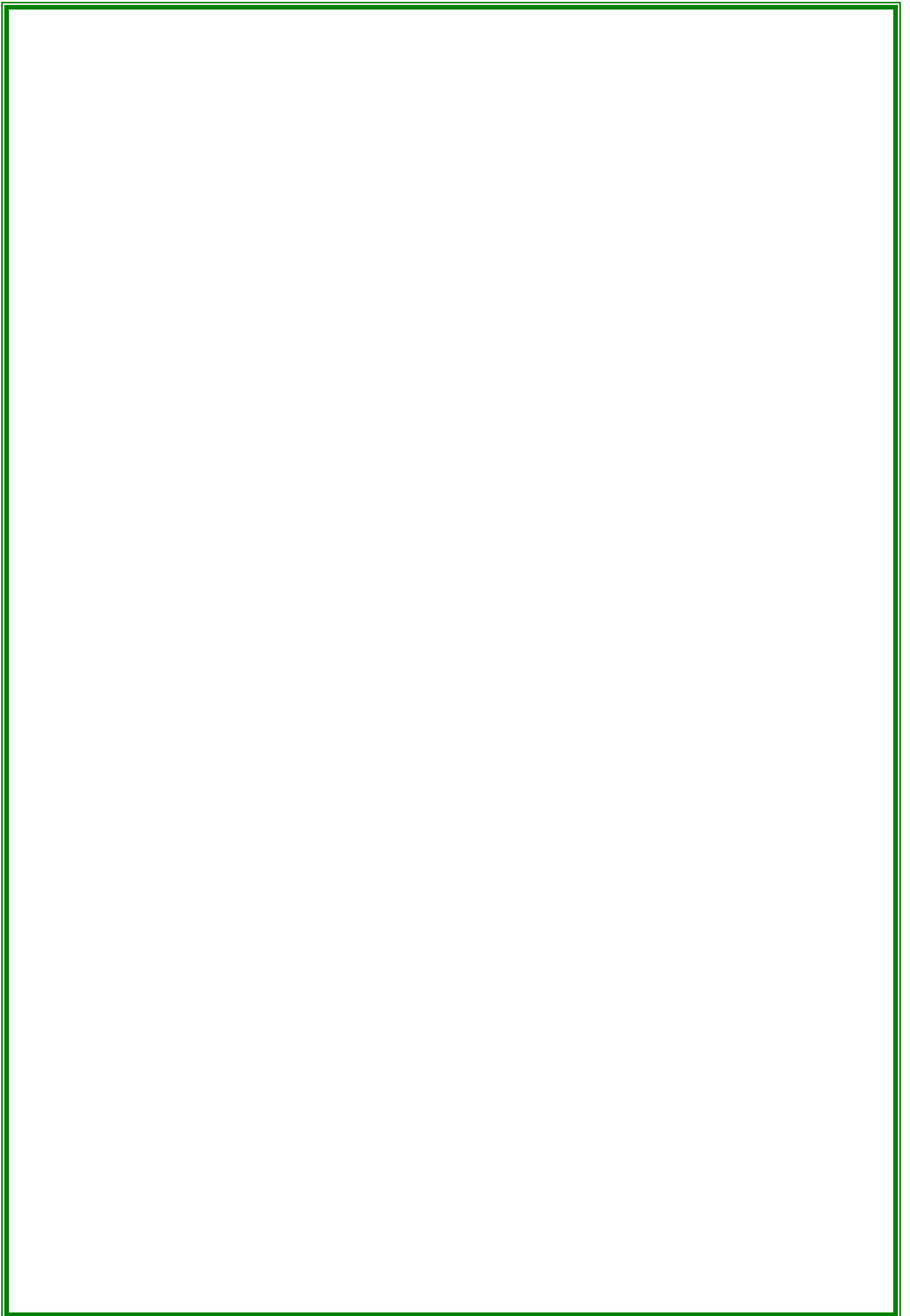
We look forward to welcoming you and your child to Victoria.

Yours sincerely

A handwritten signature in black ink that reads 'E. Laughlin'.

Mrs E Laughlin
Head Teacher

Where everyone is important



OUR SCHOOL

VICTORIA COMMUNITY SCHOOL

Website: www.victoria.staffs.sch.uk

Facebook: Victoria Community School

Victoria Road Telephone Number 01283 247432
Orchard Site Telephone Number 01283 247420
E-mail office@victoria.staffs.sch.uk

Headteacher Mrs E Laughlin
Deputy Head Teacher Mrs H Keyworth-Edwards
Assistant Head Teacher Miss A Hughes
Special Needs Co-ordinator Mrs R Windle
Lead Teacher Speech and Language Centre Mrs H Coulthard

To help you in our school office:

Support Services Manager Mrs C Devine
Office Services Manager Mrs S Gough
Administration Assistant Mrs H Forrester
Administration Assistant Mrs H Rodger

Lunchtime Supervision is by our lunchtime team of thirteen across the two sites including casual staff.

Chair of Governors Mr D Symons

Mr Symons is supported by other members of the governing body. Please refer to the end of the Prospectus for more information about the school governors.

Safeguarding

"This school is committed to safeguarding and promoting the welfare of children and young people. Parents can feel confident that careful procedures are in place to ensure that all staff and volunteers are suitable to work with children. Staff hope that parents and children will feel free to talk about any concerns or worries which may affect educational progress and that they will see the school as a safe place. Children will be taken seriously if they seek help from a member of staff. Parents will normally be consulted and their consent obtained before any referral is made to an agency outside the school under local "children in need" procedures. However, staff cannot guarantee to consult parents first, or to keep children's concerns confidential, if referral must be made to the appropriate agencies in order to safeguard the child's welfare". Please see the school website for a copy of the school's safeguarding policy.

VICTORIA MISSION STATEMENT

Victoria's vision:

Our purpose, in partnership with the whole community is to successfully educate, inspire and enrich our future generations by engaging all children with effective and inclusive teaching through a stimulating and meaningful curriculum.

We want the children to enjoy the surprise of inspirational achievement and the experience of sharing it together. They will learn to reach standards beyond their expectations and we all expect the best from one another.

When moving on from our school, our aim is that the children take with them confidence, skills and motivation to go on to be the best they can be.

Victoria's ethos:

To create a happy, caring and challenging ethos, which meets the needs of children for security, acceptance, respect and responsibility and nourishes their development as both learners and individuals. To promote the principle of equality of opportunity; to value diversity and to challenge discrimination and prejudice in respect of gender, ethnic origin, social backgrounds, religious belief or disability. To develop dedicated staff team that offers all staff satisfaction in their jobs, helps them to achieve their professional aspirations and creates a team focussed on meeting the needs of all the children in our care.

Where everyone is important.

Victoria's aims:

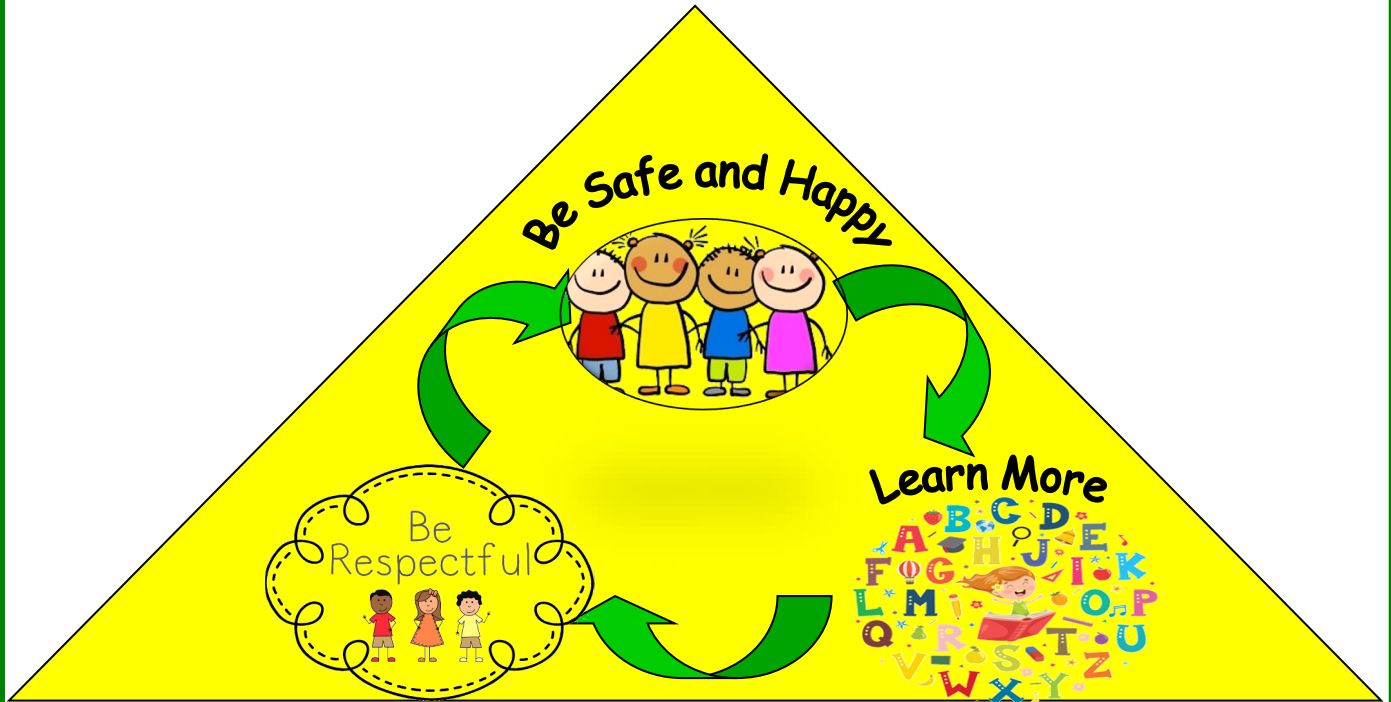
- to create a safe, secure and stimulating environment for every person - child or adult
- to ensure every member of our community is valued and respected and appreciates the needs of others
- to celebrate achievements, differences and cultural diversity
- develop an understanding of and a sense of responsibility by valuing the community, the richness of other cultures and the world we live in
- ensure the statutory requirements of the Early Learning Goals and National Curriculum are met and the provision is appropriate, relevant, challenging and motivating in an environment which every child will be encouraged to reach their full potential
- to have assessment and planning procedures that enable us to ensure continuity and progression of learning for each child to enable them to reach their full potential
- to provide an environment where children apply their knowledge, skills and understanding with confidence whilst developing their ability to investigate and problem solve through discussion, prediction and evaluation
- to ensure the highest levels of achievement by our children, by providing the highest quality teaching, via a meaningful and relevant curriculum, which encourages and challenges them to be active, creative, independent and self critical learners, unafraid of making mistakes
- to develop and implement consistent whole school policies which help children towards self discipline and respect for themselves and others
- to maintain a well resourced, ordered, stimulating and structured working environment by the use of effective classroom organisation, attractive and interactive displays and the ongoing development of the school grounds
- to encourage all pupils to become involved in the development of the school and grounds, to appreciate our surroundings and to develop a sense of responsibility for its upkeep.
- to encourage and emphasise the continuing role of parents in their child's education and to involve them in that process through regular consultation and communication
- to seek excellence in all that we attempt, setting high standards and targets to ensure that all of our children become positive citizens in our society.

Where everyone is important

Be Safe and Happy, Be Respectful and Learn More

Our vision

Our purpose, with the whole community, is to
Be Safe and Happy, Be Respectful and Learn
More:



Our ethos

- To show acceptance and respect for others and value each other.
 - To enjoy learning through different opportunities.
 - To create a happy, caring and safe school!
 - To meet all the children's needs.
 - Where everyone is challenged!
 - Where everyone is important.
- Victoria Community School



THE SCHOOL DAY

' Every day and on time'

The school gates are opened at 8.30 a.m.
Classes have staggered playtimes and lunchtimes



Nursery

8.40 a.m. Nursery/Little Victors morning session begins
11.40 a.m. Nursery/Little Victors morning session ends
12.20 p.m. Nursery/Little Victors afternoon session begins
3.20 p.m. Nursery/Little Victors afternoon session ends

Victoria Road Site

9.00 a.m. School begins
3.15 p.m. School ends for all children

Orchard Site

8.45 a.m. School begins
2.45 p.m. Year 4 end of school day
2.55 p.m. Year 5 end of school day
3.00 p.m. Year 6 and Speech and Language Centre end of school day

Parents are encouraged to come into the playground to collect their children. Please note, only adults over the age of 16 will be allowed to collect children.

TEACHING TIME

Each school has to publish its teaching time.

- Key Stage 1 is taught for 21 hours 40 minutes per week.
- Key Stage 2 is taught for 23 hours 20 minutes per week.

The teaching time does not include registration, assemblies and break times.

HOME DINNERS

Because of Covid requirements children are not encouraged to go home at lunchtime. This will need to be discussed with the Head Teacher on an individual basis, if you wish your child to go home at lunchtime.



We want your child to be successful at school. They always need to be ready on time with their book bag, pencil and pens and P.E. kit.

HOME TIME

Please be on time—your child will get upset if they think you have forgotten them.

If you have an emergency please telephone

Victoria Road site on 247432 or Orchard Site on 247420

Please let us know by 2.30 pm if somebody other than parents will be collecting your child or we will not release your child.

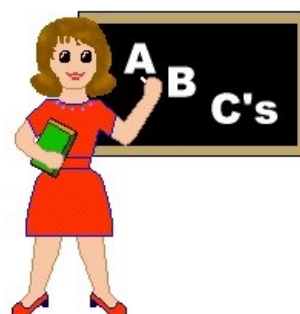
If the person is unknown to staff a password will need to be set up.

They will need to be sixteen years of age or older.

We do expect that if you are collecting children from secondary school you collect your child from Victoria School first because of their age.

STAFFING—September 2021

Victoria Community School is a two site school. Nursery, Reception, Years 1, 2, and 3 are located at the Victoria Road site and Years 4, 5 and 6 and our Speech and Language Centre are located at the Orchard site on Belvoir Road.



Staffing will be as follows:

Victoria Community School, Victoria Road

Class	Teacher	Teaching Assistants
Nursery—Saplings	Mrs Akhtar (from January 2022)	Mrs Bi/Mrs Johnston
Reception—Alder	Mrs Hayes (Tuesday to Thursday) Mrs Windle (Monday and Friday)	Mrs Bick
Reception—Birch	Mrs Walker	Mrs Thompson
Year 1—Elm	Mrs Turner	Miss Croxall
Year 1 Beech	Mrs Champion	Mrs Naz
Year 2—Hazel	Miss Marchini	Mrs Zafar
Year 2—Pine	Miss Brooks	Mrs Kunsir (am)
Year 3—Poplar	Miss Hughes	Mr Olszynski
Year 3—Rowan	Mrs Zimnoch	

Victoria Orchard Site, Belvoir Road

Class	Teacher	Teaching Assistants
Year 4—Hawthorn	Mr Preston	Mrs Hastings (am) Mrs Smith (am)
Year 4—Willow	Mrs Manners	Mrs Waheed (Mon-Wed) Mrs Arif (Wed-Fri)
Year 5—Oak	Miss Martin	Mrs Newton Mrs Dolman
Year 5—Yew	Miss Mewis	
Year 6—Sycamore	Miss Nicholson	Mrs Burrows Mrs Annett
Year 6—Chestnut	Mrs Akhtar	
SLC—Ash	Mrs Cranley	Mrs Thornewill Mrs Timmins Mrs Kausar
SLC—Holly	Mrs Ball	

ADMISSIONS POLICY



We follow the County policy and guidelines on allocation of places for admission to school 2021/2022. You need to make an application for your child's admission to this school for the Autumn Term. Admission forms are available from the school office.

In consultation with the governors the Local Education Authority (LEA) determines the number of pupils that may be admitted to the school each year; this is generally referred to as the school's published admission number (PAN). The PAN for Victoria Community School is 60 for each year group. If the number of applications for admission to a school exceeds the school's planned admission number then the following revised order of priority will be used to allocate the available places:

1. Pupils who are looked after children
2. **EHCP:** Children with an education health care plan allocated places.
3. Pupils who satisfy **both** of the following tests:

Test 1

They are distinguished from the great majority of other applicants either on medical grounds or by other exceptional circumstances.

Medical grounds must be supported by a medical report (obtained by the parents). It must clearly justify, for health reasons only, if it is better for the child to attend the preferred school rather than any other school.

Exceptional circumstances must relate to the choice of school; i.e. the circumstances of the child not the economic or social circumstances of the parent.

And Test 2

They would suffer undue hardship if they were unable to attend the school.

Pupils who have an elder brother or sister in attendance at the school and who will still be attending the school when the younger child is admitted;

4. Pupils living within the catchment area of the school
5. Other pupils arranged in order of priority according to how near their home addresses are to the school. This is measured by the shortest walking route. (Distance will be determined by the use of a computerised GIS system).

Where it is not possible to accommodate all children applying for places within a particular category then the Local Authority will allocate the available places in accordance with the remaining criteria. If for instance, all the catchment area children cannot be accommodated at a school, children who are resident within the catchment area will be arranged in order of priority according to distance i.e. category (6).

If your application is unsuccessful you have the right to make an appeal to an Independent Appeals Panel, details are available from the Local Authority

SCHOOL INFORMATION

Victoria Community School is a co-educational Community School with its own Nursery. We take pupils from 3 to 11 years. The governors are committed to keeping class sizes below 30 in Key Stage 1 and 30 in Key Stage 2.

OFSTED INSPECTION



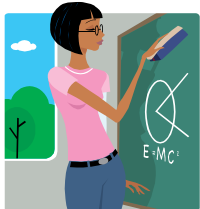
Our school had a very positive Ofsted Inspection in March 2017. We are graded as a being a good school. Copies of the report and action plans are available from the school office. The report can also be downloaded from the website at www.ofsted.gov.uk or via the school website www.victoria.staffs.sch.uk.

SCHOOL ACCOMMODATION



Victoria Community School is split across two sites. At Victoria Road we have eleven large teaching areas, an interactive learning centre for Information and Communication Technology, a sensory room, library, gymnasium and large hall. Outside we have a large playground which includes a designated Reception play area, trim trail and sports pitch. We have a purpose built Nursery on York Street, opposite the main site, which has a lovely garden and outdoor play area. At Victoria Orchard Site there are eight teaching areas, library, large hall, sensory room and a huge outside facility, including a woodland area for outside learning, all which will be used for lots of additional activities to enhance whole school development.

ADDITIONAL STAFFING



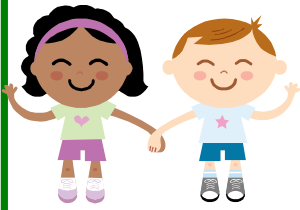
At Victoria Community School we have a large team of staff to support our eighteen Class Teachers and additional staffing is provided through funding from the Ethnic Minority Achievement Funding and Pupil Premium Funding. Each class has a team of staff to support your child's learning - usually Class Teacher and Teaching Assistant. Many of our Teaching Assistants are bilingual. They are invaluable in using their bilingual skills for communicating with parents and for aiding learning in class, for example, with a pupil newly arrived from abroad.

COMMUNICATION WITH PARENTS

- The school has its own website www.victoria.staffs.sch.uk
- We celebrate news on social media sites Facebook and Twitter
- A school newsletter is sent out regularly throughout the term
- The Victoriana newsletter is distributed termly to inform you what we have achieved during the term
- Class Dojo and GSuite—for positive messages straight from the class teacher home
- Text message and/or email service—to inform you of last minute changes. **It is important that you always give school your most up to date mobile telephone number and email address.**

EARLY YEARS

STARTING NURSERY AND RECEPTION (FOUNDATION STAGE)



Our Foundation Stage starts when children enter our Nursery and continues to the end of Reception Year.

The Foundation Stage lays secure foundations for future learning. It prepares children for learning in Key Stage 1 and is consistent with the National Curriculum.

"LITTLE VICTORS" NURSERY CLASS



Our Little Victors class is aimed at children who are three and four years old. Children can start our nursery in the term after their third birthday. However, if you are eligible for Think2 funding, your child can start the term they turn three.

The sessions available are either every morning or every afternoon Monday to Friday. We also offer block placements all day on Monday and Tuesdays and Wednesday mornings or Wednesday afternoon and all day Thursday and Friday.

All three year olds are entitled to 15 hours free nursery care. If you are a working family, you may be entitled to 30 hours free childcare- For more information and/or to apply for your voucher code visit Early Education Funding at www.staffordshire.gov.uk/eef.

ADDITIONAL CHARGES

- £2.00 a day for lunchtime supervision
- £4.00 a day for lunchtime supervision with a hot dinner.
- £12.50 for half a day (without lunch cover)
- £25.00 for a full day at nursery with lunch cover

NURSERY TIMES

Children come to morning or afternoon sessions.

Morning Session

- Nursery begins at 8.40 am
- Nursery finishes at 11.40 noon

Afternoon Session

- Nursery begins at 12.20 pm
- Nursery finishes at 3.20 pm



In an emergency please telephone the main school office 247432 who will be happy to pass on a message to the Nursery. Please let us know if someone different will be collecting your child. A password will be required if the person collecting is not known to the class teacher.

HOW WE WORK AND LEARN IN THE FOUNDATION STAGE

The Foundation Stage Curriculum is organised into seven areas of learning and contains **Early Learning Goals** which set out what most children are expected to achieve by the end of Reception Year. These areas are Personal, Social and Emotional Development, Physical Development, Communication and Language, Literacy, Mathematics, Understanding the World and Expressive Arts and Design.

- Every day each learning area is set out to meet a learning objective.
- All nursery learning is done through play and small group sessions.
- In Reception we begin to introduce busy books where we will practise writing and number work.
- You cannot always see what your child has done—you can always ask them.
- All children have a learning journey book with photos and notes in showing what they have been doing and progress made.

The role of the staff

- The lead teaching assistant is in charge of the class and planning, but we all work closely as a team.
- We all carry out observations on all children in order to find out about what they can do.
- If you have any questions or comments you can speak to any member of the team, all Teaching Assistants will be able to help if the teacher is not available.

HOW DO WE LEARN IN THE EARLY YEARS?

Children's progress is monitored by observation and we use 'Early Years Outcomes' to show how your child has progressed in Early Years. The Early Years classes are arranged in areas where children can learn by playing. These include:

The Creative Area



Your child will like putting an apron on so that they can really enjoy activities such as painting and modelling and exploring sand, water, music and dance. Supporting development within Expressive Arts and Design.



The Knowledge and Understanding of the World Area

Your child will explore a wide range of science equipment and ICT and will do some cooking. Learn about different places and how things have changed. Exploring elements of Understanding the World.

**WE ARE HERE TO HELP YOUR CHILD ENJOY THEIR TIME
IN THE FOUNDATION STAGE**



The Outdoor Area

There is a large paved and grassed area outside Nursery where your child can experience a wide variety of physical play activities. We use this area every day.



Reception has an outdoor classroom which is used all the time to learn, so please make sure your child has a coat and suitable footwear. We do play outside even if its raining.



Language Area

Here there are stories to listen to, language games and the computers to access with activities to support speaking and listening skills.



Maths Area

Your child will learn about shape, colour, sorting, counting and other early mathematical skills.



Reading Corner

Children love to sit and read in the comfy book corner.



Writing Area

Children can experiment with lots of different paper and pencils (writing tools).



Activities

We plan a wide range of activities, usually based on a topic e.g. Shape, Transport or Colour.

To find out more about the Curriculum please ask or have a look on the school website.

There are lots of special activities:

- Trips
- Photographs
- School Games Day
- Celebrations
- Parties
- Picnics

There is never a dull moment for the children in Early Years!

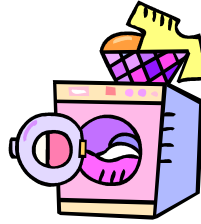


CLOTHES TO WEAR AT NURSERY

Easy to fasten and
Unfasten



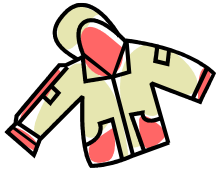
Easy to Wash



Not "Best" Clothes



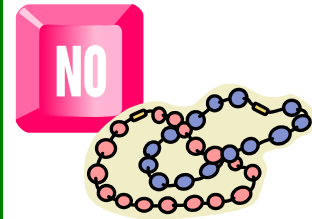
Always bring a coat
with your child's name
in



Sensible Shoes

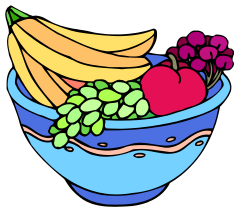


Jewellery is not allowed



We do have some spare clothes in case of an accident! We would appreciate them being washed and returned as soon as possible please!

SNACK TIME



We have snack time in the Foundation Stage every day. Each child receives a piece of fruit and a carton of milk free of charge. Once your child turns five there is a small charge (£1.00 per week) if they continue to have milk. All children are encouraged to try new foods. We do not force anyone to eat them.

TOYS

We have so many toys for your child to use, please do not send any toys to school with your child.

UNIFORM

Uniform must be worn in Reception but is not necessary in Nursery. The school uniform colour is green.

Your child will not need a P.E. Kit in Nursery. You will be informed when they need one in Reception, usually the Spring Term.

Please see our uniform section in the prospectus for further details.

Make sure your child's name is in every item of clothing.



HEADSTART

During your child's time in the Foundation Stage there will be lots of times when they join in with the main school:

- Assemblies
- Story time with older children
- Sharing Playtime



Remember that parents have the right to choose which school they send their child to—look at several before you decide.



If you want to know more or to visit Victoria, please ask the Headteacher or any other member of staff.

SPEECH AND LANGUAGE CENTRE

Within our school we have a specialist teaching centre for Reception to Year 6 pupils who have speech, language and communication needs. The Centre is based at Victoria Orchard Site.



Most pupils are brought to school by taxi from areas within Staffordshire.



The centre is staffed by both education staff and speech therapy staff and create an environment where language is the primary focus. The centre is an integral part of our school and the pupils are included into mainstream lessons and activities wherever appropriate.

THE NATIONAL CURRICULUM AT VICTORIA COMMUNITY SCHOOL

Every school including Victoria teaches the National Curriculum which consists of core and foundation subjects.

The Core subjects are:

- English
- Mathematics
- Science
- Information and Communication Technology (ICT)
- Religious Education



The Foundation subjects are:

- History
- Geography
- Art and Design
- Music
- Physical Education
- Design and Technology
- Personal, Social and Health Education (PSHE)



NATIONAL CURRICULUM TESTS

What are they?

What do they tell me about my child's progress?

The Government has set challenging targets for all schools to improve standards in literacy and numeracy.

In Year 2 children are assessed against expectations for 7 year olds

In Year 6 children will do Key Stage 2 Standard Assessment Tests (SATs)

What do they tell us?

- They tell us what a child can do on that day in a test situation.
- Enable us to compare our results with other schools.
- Help us to identify areas for development.



Full details of achievement in SATs can be found on the next page.

NATIONAL CURRICULUM TESTS

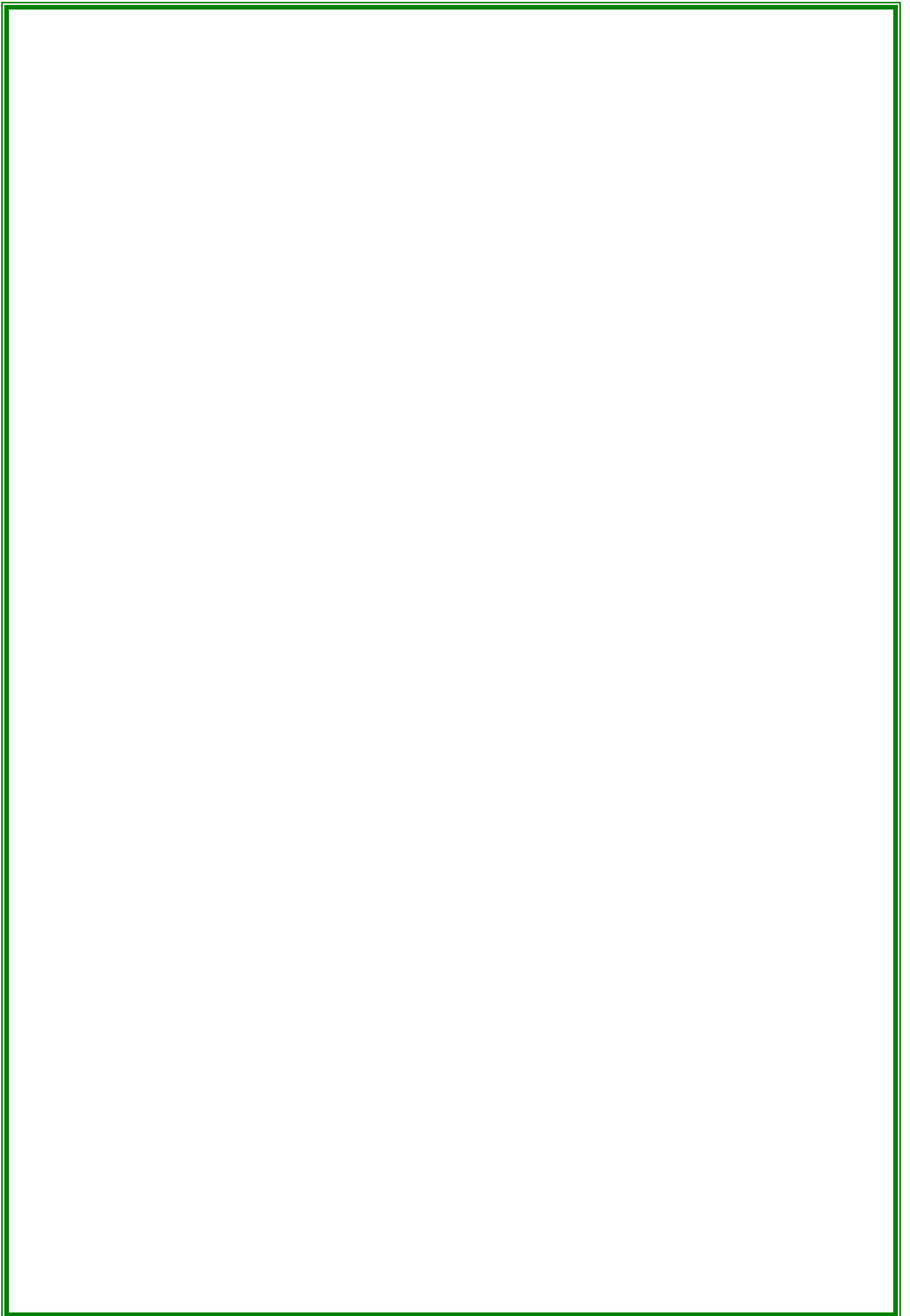
KEY STAGE 1 (YEAR 2 CHILDREN IN MAINSTREAM CLASSES) RESULTS 2019 TEACHER ASSESSMENT

	Expected	Greater Depth
Reading	55%	7%
Writing	52%	2%
Mathematics	42%	10%
	Met	
Science	68%	

KEY STAGE 2 (YEAR 6 CHILDREN IN MAINSTREAM CLASSES) RESULTS 2019 SATS RESULTS AND TEACHER ASSESSEMENT

	Test Expected Standard	Greater Depth Standard	KS1—KS2 Progress
Reading	44%	15%	1.53
Writing	85%	11%	5.93
Maths	72%	11%	3.11
GPS	71%	-	-

Due to Covid-19 there are no results to publish for 2020/2021.



THE CURRICULUM

LEARNING AND TEACHING



At our school we believe in the concept of lifelong learning and that our children learn new things every day. We maintain that learning should be a rewarding and enjoyable experience for everyone. We promote quality teaching which equips our children with the skills, knowledge and understanding that they will require in adult life. We believe that appropriate teaching experiences help children to lead happy and rewarding lives.

In most classrooms in our school you will find the morning sessions are usually devoted to the literacy and numeracy hours where the children take part in a range of activities matched to their ability and needs. We believe in giving our pupils equal access to academic, creative and physical activities. A copy of the curriculum plan for your child's age group is available from the Class Teacher.

In the afternoon the children are taught a whole range of lessons including science, history, geography, art, physical education and music which forms part of our Creative Curriculum.

We continually review the curriculum and our approach to teaching and learning. All our staff acknowledge that we all learn in different ways and we need to provide our pupils with a wide range of learning experience and activities matched to their needs and individual learning style.

The organisation for our pupils' teaching and learning is:

Foundation Stage	Nursery and Reception	3 - 5 years
Key Stage One	Years 1 and Year 2	6 - 7 years
Key Stage Two	Years 3, 4, 5 and 6	7 - 11 years

MEETING YOUR CHILD'S NEW CLASS TEACHER: INTRODUCTORY MEETINGS



Each September when your child moves to a new class you will be invited to an important meeting to meet your child's new class teacher. You will be able to find out what your child will be learning, how you can support your child in class and have an opportunity to meet other parents.

This may be via a zoom meeting due to current restrictions.

CHILDREN WITH LEARNING DIFFICULTIES



Our Special Needs teacher co-ordinates our school policy, meeting regularly with teachers, parents and pupils to discuss the best ways of meeting each child's needs. All our teachers are skilled in assessing pupils' needs and in preparing work for pupils of all abilities. Individual Education Plans, which are reviewed termly, are provided for those children who need extra support.

GIFTED AND TALENTED CHILDREN



We aim to ensure that children who show particular gifts or talents in various areas of the curriculum are suitably supported, either in school or using outside expertise. During the year we run a number of gifted and talented programmes for small groups of children. These cover a range of subjects including mathematics, literacy, science, art and physical education.

We also work together with local high schools and specialist colleges to support children with particular talents.

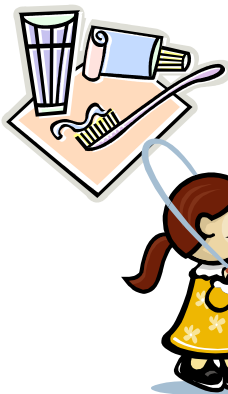
HOMework



We expect all our pupils to carry on learning at home and will regularly set homework. It is really important to help your child at home and to encourage them to do whatever homework has been set. It may be sharing a book with you or reading to you or to someone in your family. It is important to complete your child's reading journal each week. You can also help with practising spellings or tables.

Older children are expected to do more work at home to develop their research skills and to encourage independent learning. They may be asked to finish some work or to do some research at home or at the library. We are always ready to discuss how you can help your child at home. You will also be invited to workshops where we will discuss ways of supporting your child. Your child's Class Teacher will be able to give you more details about homework.

PERSONAL, SOCIAL, HEALTH AND ECONOMIC EDUCATION



Following local and national guidelines the governors have decided that the school should include a programme of health and sex education as part of our wider Personal, Social, Health and Economic Education policy. This approach is according to the ages and stage of the child's development and follows the requirements of the National Curriculum. Children will learn about living and growing, safety and hygiene, health and fitness.

RELIGIOUS EDUCATION



Religious Education (R.E.) is taught throughout the school as a legal requirement of the 1988 Education Reform Act. We follow the Staffordshire agreed syllabus which reflects the teaching and practices of the principle religions represented in Great Britain. "By the end of Key Stage 2, pupils will have explored aspects of two other faiths in addition to Christianity". We teach about Christianity, Islam, Hinduism and other religions.

Religious Education is usually taught as an integral part of our project work. We aim to increase children's knowledge, understanding and appreciation of their own and other religious beliefs and customs. Assemblies are held every day at different times and using different formats. They are largely multi-faith and follow themes. Our assemblies are a time of sharing, togetherness and celebration. You may ask for your child to be withdrawn from religious study or assembly.

Key festivals include:

Eid



Christmas



Harvest



Easter



Divali



Chinese New Year



SCHOOL COUNCIL

The School Council gives our pupils a say in how the school is run. Each class from Year 1 upwards elects members of the class to represent their views at regular meetings. This gives the children the opportunity to say how they feel about everyday life in school. Issues discussed over the last year have included play time, behaviour, school gardens, supporting charities and health, fitness and safety week.

PLAYGROUND ACTIVITIES



We have playground rules to make the playground a happier, safer place for all our children to play. A range of play equipment is provided to give the children more opportunities to take part in a wider range of physical activities in the playground. As an alternative to the hustle and bustle of the playground a quieter, more relaxed atmosphere is provided in the school hall called "Hall Zone" at Victoria Road playtimes where the children can draw and colour or play with construction toys or board games. Hall zone is not currently taking place due to Covid regulations.

SCHOOL TRIPS AND VISITS

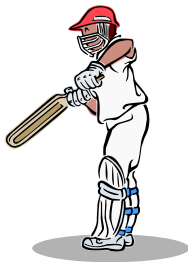
Children learn best when they have real experiences so we plan many exciting visits to support children's learning. You will always get a letter explaining how much the trip will cost, where the class are going and what they will be doing. If you have any concerns or worries please talk to your child's teacher who will be pleased to help.

We have an Educational Visits Co-ordinator who ensures that County guidelines and practices are followed. We always use County approved transport with seat belts and trips are accompanied by several members of staff. We may ask if you would like to go to help! Personal insurance is also available for your child. This is usually paid in September and covers all trips and visits throughout the year.

We try to subsidise the cost of trips as we know how expensive things can be at times but this depends on the school budget. Payments for trips are asked to be made through ParentPay.

EXTRA CURRICULAR ACTIVITIES

After school clubs usually start after the end of school and finish at 3.45 pm or 4.00 p.m. We have a range of clubs and activities for your child to join. We run football, netball and cricket teams.



Prompt collection after extra curricular activities is appreciated. Failing to collect on time on three occasions will mean your child will no longer be able to attend the club and may be charged for the supervision of your child. Clubs run by Burton Albion finish at 4.15 pm.

If your child attends an after school club on Orchard Site you will be expected to collect them from that site. There may be occasions where you will be required to collect your child from an alternative venue. Please ensure you read letters thoroughly which will clearly outline any change of venue.

HIGH SCHOOL TRANSFER

Each September our Year 6 children transfer to local high schools - eg Abbot Beyne, Paget High School, The de Ferrers Academy, Robert Sutton Catholic Sports College, John Taylor High School and John Taylor Free School. We link closely with the high schools to ensure the children are well prepared and can look forward to the new experiences and challenges with confidence. If you have any concerns regarding your child's transfer to high school please contact the Year 6 teacher. Speech and Language children progress to a range of different schools across the county.



CELEBRATING ACHIEVEMENT



We also have special award assemblies on Fridays to celebrate children's achievement. During the Covid-19 pandemic the Head Teacher has successfully lead these via zoom meetings. Going forward we hope that in the future we will be able come together inviting parents back in to school to celebrate your child's achievements and give you an opportunity to find out more about what your child is learning at school.

Parents Evenings



Every term we hold parents evening to discuss the progress your child is making. We will tell you what your child will be learning and let you know how you can help. We will also discuss the results of any tests that your child has completed. We will also tell you if your child is having any difficulties. During the pandemic these meetings were held via zoom. A decision will be made in September whether they will carry on via zoom or can be held face to face.

Is your child happy?



It is really important let us know if you or your child are worried about anything. Are there are any changes in your home or family life? Does your child enjoy coming to school? Does your child have friends and relations to play with outside school? Children learn best when they are happy, feel confident and feel successful! Changes in your routine or in your home life are likely to have an effect upon your child, sometimes immediately sometimes much later.

Reports



We send home two reports every year; a progress report in February/March to let you know how your child is doing and a full National Curriculum report in July. We also send annual reviews where children have specific learning needs.

BEHAVIOUR POLICY

"We aim for and expect high standards of achievement and behaviour for each individual child".

We believe children behave best when they know what is expected of them. There are over 400 children in school. We expect everyone to behave in a sensible and helpful way with care and consideration for each other. We encourage positive behaviour and monitor unacceptable behaviour. We believe in positive behaviour management - we set codes saying what we want pupils to do rather than rules saying don't do. Please help us to help your child to understand and keep the school codes.

**WORKING
TOGETHER**

WORKING TOGETHER

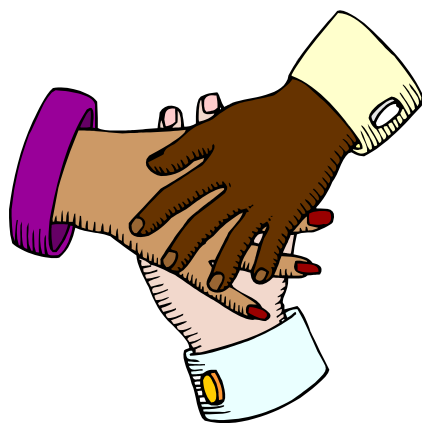
A successful and thriving school is a place where parents, teachers and governors work together for the benefit of all the children.

As parents, you play a vital role in the success of your children at School. You can help your child by playing with them, talking and listening with them and reading with them at home and most importantly ensuring children complete their homework.

We are always pleased to listen to parents' views and ideas of how we can improve our school. We value your contribution and would welcome your help with school trips and activities in the classroom and with special events such as the Summer Fair. If you are interested in supporting your child's school in this valuable way please contact Mrs Laughlin, Mrs Shah or Mrs Mehmood.

The more we work towards a partnership of learning the more your child will enjoy School and be successful at School.

Your child's education is important to you and to us—we **both** have the **responsibility**—so let's work together.



Like all schools, Victoria has a home school agreement which you will be asked to sign and support. It sets out how we will both work together to do the best for your child.

Due to the Data Protection Act 1998 and the General Data Protection Regulation 2016 (GDPR), you will be asked to give consent on what data we hold on your child. Please inform the school office if you wish to discuss this further or change any consents you have previously given.

HOME SCHOOL LINKS



Our Home School Liaison Officer will look forward to meeting you in school or will be happy to visit you at home to discuss any concerns you may have about your child's education. Remember to look at the parents' notice board to help you know what is happening at school! The notice board is on the wall by the entrance to the school playground.

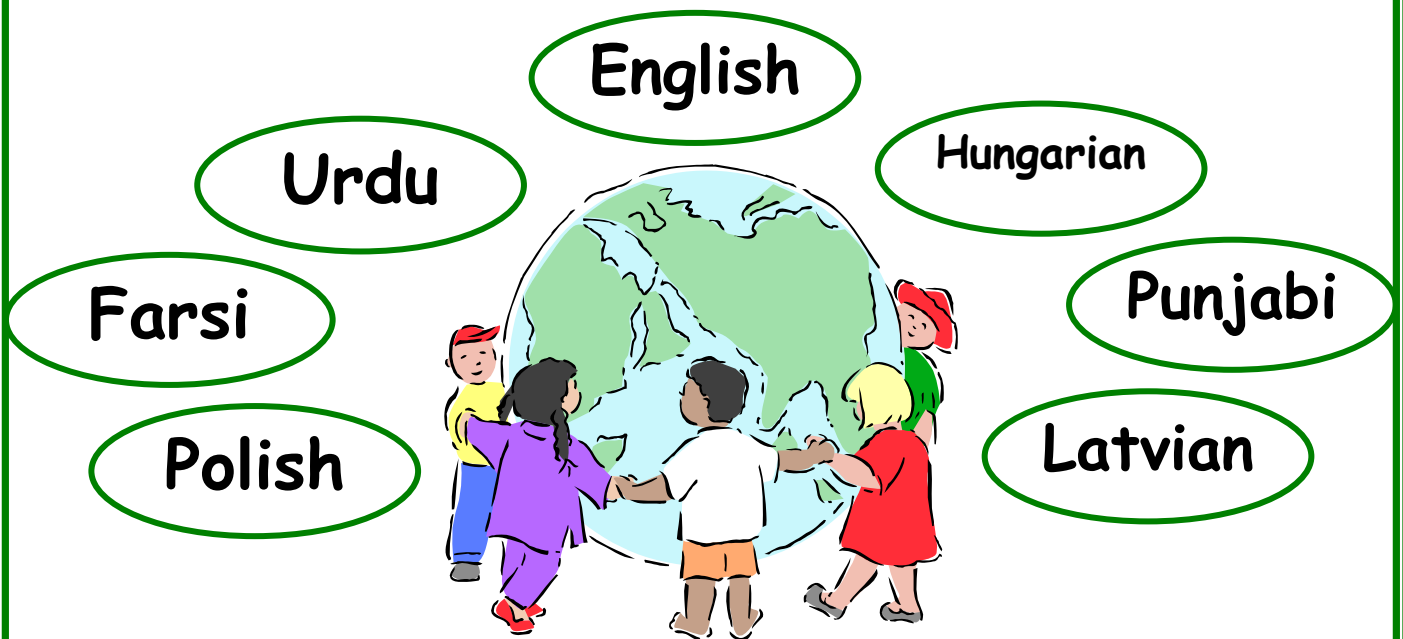
EVERYONE IS IMPORTANT

At Victoria we encourage our pupils to become aware of the range of languages, cultures and customs in our school, our community and our world. We encourage children to recognise that "Everyone is Important".



We expect every child and adult to show respect for each other.

At Victoria Community School we can speak many languages including



Many of our staff, pupils and their parents are multilingual. Our main community languages are English, Urdu, Punjabi and Arabic. We are proud of our pupils' linguistic talents but at school our priority is to teach English.

All parents and children's comments or concerns are dealt with fully and fairly following the governors approved policy to promote the fair treatment and rights of everyone at Victoria Community School.



We take very seriously any unfair treatment, name-calling or racist remarks of pupils or adults and we follow the formal guidelines set by Staffordshire County Council.

SCHOOL CODES

SCHOOL CODE

Keep your hands and feet to yourself.
Respect everyone and everything.
Be a good listener and try your best.
Be proud to be in the Victoria team.
Show good manners.

PLAYGROUND CODE

Is it your turn to play?
Check before you start
Keep your hands and feet to yourself
Respect everyone and everything
Play quietly and calmly on the grass
and in the pagoda
Be a good friend

DINING ROOM CODE

Use your quiet voice
Use your knife and fork
Say please and thank you
Walk in school
Wait your turn



Your child will not learn if they are unhappy. If you are worried about your child please ask to see us! We take very seriously any issues of bullying, name-calling or unfair treatment. If we are worried about your child's behaviour we will ask to see you.

IS YOUR CHILD READY TO LEARN?

Ingredients for learning:



- At least 9 hours sleep every night
- Breakfast
- Healthy Diet
- Drink lots of water
- Walk to school every day

Ingredients for tired and grumpy children who find it hard to concentrate:



- Watch television till late at night
- Skip breakfast
- Travel everywhere by car
- Eat crisps, sweets and fizzy drinks!

**IMPORTANT
INFORMATION**

SCHOOL UNIFORM

We expect every child to wear our school uniform every day—

Girls:



- **White** T-shirt, polo shirt or blouse
- **Plain green** cardigan, jumper or sweatshirt
- **Grey black or green** skirt, pinafore or trousers
- **Black shoes** (no boots or trainers)
- **Plain green** shalwar kameez (optional)

Boys:



- **Plain green** jumper, cardigan or sweatshirt
- **White** T-Shirt, polo shirt or shirt
- **Grey or black** trousers
- **Black shoes** (no boots or trainers)

All children will need a labelled drinks bottle which **you** will need to ensure is washed weekly.

Any caps that are worn during the summer months must be green. The office has legionnaires caps and normal caps for sale for £3.00 each. Please ensure that all uniform is clearly labelled with your child's name as we cannot take responsibility for lost items.

CLOTHES FOR P.E.

Children will need green shorts and a yellow T-shirt, a pair of pumps and a P.E. bag. Tight fitting, black footless leggings may be worn under shorts if preferred. **Jewellery should not be worn during P.E. for safety reasons.**

BOOK BAGS

All children need a book bag to carry their reading book and homework and to bring letters home. Please check their bags regularly. We advise, for the safety of the younger children, that book bags with straps are purchased only for children from Year 2 onwards. We prefer you to purchase book bags where possible, due to lack of space, although there is a school rucksack available to purchase as an alternative.

All uniform and bags can be purchased from My Uniform either by visiting their shop in Wellington Street, Burton upon Trent or online at www.myuniformltd.co.uk. Please note online orders will incur a delivery charge.

LOST PROPERTY

We encourage children to "take care of things" but please make sure all your child's clothes have their names written on them. Our lost property cupboard is kept in the cloakroom area outside the Year 2 classroom at Victoria Road. If you lose something please tell us as soon as possible so we can have a good look but **we cannot take responsibility for lost items.** At the Orchard site we expect children to be old enough to look after their possessions.



SCHOOL DINNERS



Children can stay at school for dinner or they can bring a packed lunch with a drink in a carton. Our lunchtime staff take great care of children at lunchtime. They encourage children to try out new dishes but **we do not make children eat their dinner.** The lunchtime team also organise games and activities during the lunch hour. Teachers are not on duty at dinnertime.

Meals are prepared freshly prepared in both school kitchens and every day there is a choice of menu, including an halal option and vegetarian. The kitchen also use Quorn mince (vegetarian options) in many of their dishes. Children are encouraged to try new foods. A typical menu is as follows:

Main

Golden Fish with Chips
Macaroni Cheese
Baked potatoes or Paninis
with a choice of topping

Seasonal vegetables and potatoes

Dessert

Cook's Homemade Traybake
Fresh Fruit Platter
Yoghurts

Currently school dinners cost
£2.30 per day / £11.50 per week

CASHLESS PAYMENTS

We have an online system called ParentPay for payment of school dinners. You will be given details of how to log onto your account. If you wish to pay by cash, we will issue you with a pay point card which can be used at a number of local shops.

BREAKFAST CLUB

A breakfast club is available each morning from 8.00 a.m. at both sites for **all** year groups including Nursery. A choice of cereal, toast, yoghurts and fresh orange or apple juice is available. The cost per child is 50p for one food choice plus a drink of juice. There is no charge for children only requiring supervision. Parents must drop their child(ren) in by 8.25 am at Orchard Site or 8.30 am at Victoria Road.

After 8.25 am at Orchard and 8.30 am at Victoria Road all children must come through the school gate.

PLEASE REMEMBER TO CLAIM FOR FREE SCHOOL DINNERS



The School receives extra money for every family who claims free school meals. In April 2021 we received an extra **£120,640** in our budget so **still do claim please** if you are entitled to free school dinners but do not wish to take them, to help us get more money for school .

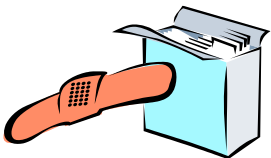
All Key Stage 1 children are eligible to receive a free school meal due to Government Funding. However you still need to let us know if you are entitled to free school meals by income and make a claim as we receive £1345 per free school meal child.

If you think you may be entitled to free school meals you can complete an application online <https://www.staffordshire.gov.uk/Education/Educational-awards-benefits/FreeSchoolMeals/Apply-online.aspx> You will receive an instant reply. If confirmed that you eligible please take a screenshot of the result and email or show to it to a member of the office staff.

YOUR CLASS TEACHER WILL NEED TO KNOW IF...

- You have changed your mobile or home telephone number.
- You have changed your address.
- Your child has a health problem—or if there has been a health problem.
- Your child takes any medicine regularly.
- Your child is sensitive about something happening at home.
- Your child needs to wear glasses or a hearing aid in School.
- You find head lice in your child's hair.

FIRST AID IN SCHOOL



We have many members of staff qualified in First Aid. If your child has a minor injury we will ensure your child is taken care of in School. If your child has a more serious injury we will contact you so you can go with your child to hospital. We may contact you if your child has a bump on the head to give you the option to take your child home. We are not allowed to use any creams and lotions in School or give children non-prescribed medicine other than specific drugs for asthma. Many pupils at Victoria need support for asthma. It is really important that those children who have an inhaler with them at all times and should be able to manage it themselves. Parents need to complete a form, available from the school office, for prescribed medicines which need to be taken during the school day.

Please note, in accordance with the law the governors have a duty of care and follow County guidelines. Where there are concerns for the safety and well being of pupils or families, First Response will be contacted for advice and support.

JEWELLERY AND VALUABLES

Children may wear **plain** ear studs and a watch. Please leave all bangles and necklaces or other items of jewellery safely at home. Please do not let your child bring any mobile phones, toys, and items of jewellery or other valuables to school. Earrings must be removed for all PE lessons.



We cannot accept responsibility for anything that is lost at school.

THE SCHOOL GOVERNORS

Term of Office

Chair of Governors

Mr D Symons (LA Rep)

11.12.2022

Vice Chair

Mrs K Perks (Co-Opted)

31.08.2022

Parent Governors

Mrs N Kahsur

Children in Year 4 and Year 6

28.02.2024

Mrs A Shabana

Child in Year 6

26.06.2022

Co-Opted Governors

Mrs G Simpson

04.11.2023

Mr K Samways

30.11.2024

Staff Governor

Mrs R Windle

Teacher

07.12.2023

Mrs E Laughlin

Headteacher

Associate Governor

Mrs H Keyworth-Edwards

Deputy Headteacher

12.11.2022

Mrs C Devine

Support Services Manager

17.07.2024

MONEY IN SCHOOL

Children should only bring money for a special reason

We are very sorry but we cannot be responsible for money or property lost in school.



Dinner Money

No cash is accepted in school for school dinners. All payments are via our ParentPay system.



Trips and Visits

All our trips and visits must be paid for via the ParentPay system only. You will be issued with a login and password when you join the school. Anyone wishing to pay cash will need to request a barcode letter.



Break Sales

The school kitchen and pupils run break sales every morning on both Victoria Road and Orchard sites offering a selection of snacks and drinks to purchase. Price range from 15p to 40p. Please ensure your child has the correct money with them to make any purchases.



School Photographs

School photographs are taken every year, individual photographs in the Autumn Term and whole class photographs in the Summer Term. Details of the price is included in the photograph packs.

ABSENCES FROM SCHOOL

There have been many important changes in the law concerning pupils attendance at school.

Please note. The law says "All children must come to school every day unless they are ill". These absences are with permission and are authorised. Children can be collected for hospital appointments if you bring the appointment card. For doctors, dentist and optician appointments you are asked to arrange these for after school or during school holidays

Attendance for the academic year, 3rd September 2019 to 20th July 2020

- The attendance percentages of children who are of compulsory school age. **87.2%**
- Total number of children on roll (of compulsory school age) **371**
- Percentage of session missed through authorised absence (authorised with permission) **9.1%**
- Percentage of sessions missed through unauthorised absence (unauthorised without permission) **3.7%**

We still have too many absences from school. The law says parents whose children miss school **without permission** can be prosecuted and may be fined. The DfE expects children's attendance to be at least 95%.

Please note that following a new government directive from September 2013 children will not be granted any authorised holiday from school. In January 2018 the local authority changed its protocol in respect of attendance at school. This therefore means that if your child has any absence which is not authorised or is consistently late to school you may be subject to a fixed penalty fine.

Please note Government has stated that the requirement to report attendance has been removed this year

COMPLAINTS PROCEDURE

If you have a problem?

- We promise that all problems will be dealt with as quickly as we can.
- You will be treated fairly.

This is what you need to do.....

- Talk to the staff involved.
- Then talk to the Head Teacher

If you are still not happy.....

- Ask for a copy of the Complaints Policy or look on the school website for a copy (*see address below*)
- Contact the Chair of Governors, Mr D Symons via the school office in an envelope marked for the Chair of Governors—Confidential
- He will discuss your complaint with you and explain what might happen next.
- He may refer it to a committee of governors who will consider your complaint.
- Your complaint must be in writing but we can arrange for someone to support you.
- You can bring a friend with you to any discussion.

You will hear about the decision as soon as possible

For more information please refer to the full policy on the school website
www.victoria.staffs.sch.uk



THE SCHOOL YEAR 2021/2022

The school year is divided into three terms starting in September and ending in July. There are 190 days in a school year.

Autumn Term 2021

Staff Training Day	Wednesday 1 st September 2021 (school closed to pupils)
School Opens	Thursday 2 nd September 2021
Staff Training Day	Friday 1 st October 2021 (school closed to pupils)
School Opens	Monday 4 th October 2021
School Closes	Friday 22 nd October 2021
Half Term	Monday 25th October 2021 to Friday 29th October 2021
School Opens	Monday 1 st November 2021
Staff Training Day	Wednesday 1 st December 2021 (school closed to pupils)
School Opens	Thursday 2 nd December 2021
School Closes	Friday 17 th December 2021
Christmas Holidays	Monday 20th December 2021 to Monday 3rd January 2022

Spring Term 2022

School Opens	Tuesday 4 th January 2022
Staff Training Day	Monday 17 th January 2022 (school closed to pupils)
School Opens	Tuesday 18 th January 2022
School Closes	Friday 18 th February 2022
Half Term	Monday 21st February 2022 to Friday 25th February 2022
School Opens	Monday 28 th February 2022
School Closes	Friday 8 th April 2022
Easter Holidays	Monday 11th April 2022 to Friday 22nd April 2022

Summer Term 2022

School Opens	Monday 25 th April 2022
May Day School Closed	Monday 2 nd May 2022
School Closes	Friday 27 th May 2022
Half Term	Monday 30th May 2022 to Friday 3rd June 2022
School Opens	Monday 6 th June 2022
Staff Training Day	Wednesday 6 th July 2022 (school closed to pupils)
School Opens	Thursday 7 th July 2022
School Closes	Wednesday 20 th July 2022
Summer Holidays	Thursday 21st July 2022 to Friday 2nd September 2022

The school will be closed for four additional days for staff training:

- Wednesday 1st September 2021
- Friday 1st October 2021
- Wednesday 1st December 2021
- Monday 17th January 2022
- Wednesday 6th July 2022