



VICTORY HEIGHTS PRIMARY SCHOOL

NURTURE ♦ CHALLENGE ♦ EXCEL



Welcome Handbook for New Students

2017-2018 Academic Year

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Welcome Message

A very warm welcome to Victory Heights Primary School. We are delighted that you are joining our community! For many of you, this is not only a welcome to VHPS, but also a welcome to Dubai and the United Arab Emirates. We hope that you and your family will find a home here, and that becoming a member of our school community helps you to feel settled in.

This welcome guide has been put together to help all of our new families experience a smooth transition. Our Admissions team will be your primary contact from now until your child's first day of class at VHPS. Please do not hesitate to contact us at admissions@vhprimary.com with any questions that you may have - we are always here to help!

We are very excited for your child's education journey with us and we are confident that this will be a wonderful experience for your whole family.

To help introduce you to our community please view our school video:

Voice 1: <https://www.youtube.com/watch?v=DVUywZ1y3Lk>

Voice 2: <https://www.youtube.com/watch?v=hoeQWp40pn0>

VHPS@Mobile - Communication


Please install our mobile application as soon as possible. Our mobile application help us to communicate everything that is happening in the school: from events to homework.

This is available as a web application, which is compatible with all major smartphones and tablets. You will need to open the website (<http://mobile.vhprimary.com>) in your mobile's browser and click 'Add to Home Screen.' A VHPS icon will then appear on your smartphone's home page. It is very important to check this app regularly!

We also have a wonderful team of **Parent Representatives**, who work to keep parents up to date on individual class developments. Once you have received your child's class allocation, you will have the opportunity to put your name forward as a potential parent rep!

Warmest Regards,

The Admissions Team
VHPS

 [/vhprimary/](https://www.facebook.com/vhprimary/)
 [@VHPrimary](https://twitter.com/VHPrimary)
www.vhprimary.com

Vision and Values

At VHPS, we have created a school which is at the heart of the community and bursting with happy learners, who are enthusiastic about exploring the world around them. Our school is a fun and stimulating learning environment, where every day is a magical voyage of discovery for children.



At VHPS we nurture responsible global citizens, who are sensitive to other cultures and people. We encourage our students to respect their environment, develop a social conscience and give something back to society. In keeping with the traditions of the best British schools, we emphasise the importance of a 'well-rounded' education. In order to achieve this, teachers use the '**Effective Lifelong Learning Inventory**' (ELLI), which identifies seven learning dimensions that are key to becoming highly-successful lifelong learners. These are each characterised by the 'ELLI animals', which are outlined below:

The **OWL** represents planning and strategic awareness;

The **CHAMELEON** represents the ability to keep changing and learning;

The **TORTOISE** represents resilience;

The **UNICORN** represents creativity;

The **BEES** represents the ability to work alone and in a team;

The **CAT** represents developing curiosity;

The **SPIDER** represents making connections and 'webs' of meaning.

We also employ '**Mindfulness Education**' to support the well-being and happiness of our children. This involves promoting the values of tolerance and respect and endorsing an ethos of giving and volunteering to prepare our children to be better citizens. These character building skills are integrated throughout our curriculum.

Curriculum

Victory Heights Primary School follows the British School system, using the National Curriculum for England. We work in partnership with **BSME** (British Schools for the Middle East) to ensure that we are always in line with the latest educational developments being implemented in the UK.

The **KHDA** (Knowledge and Human Development Authority) is responsible for ‘the growth and quality of private education in Dubai.’ Recently the KHDA gave Victory Heights a rating of ‘**GOOD**’ with several features of ‘**VERY GOOD**’. This is a significant achievement for a school as relatively young as ours! We are very proud of the work our teachers and families have put in towards the continued development of the school, and we are excited to develop even further during the upcoming year. You can view the full report on our website under [‘Inspection Reports.’](#)

VHPS is divided into three **Key Stages**, guiding your children’s educational journey:

Foundation Stage

Starting from age three, FS1 and FS2 uses the [Early Years Framework Stage](#) (EYFS) curriculum model. Play exploration remains an important part of the curriculum, alongside more focused activities, including or phonics programme. All of the knowledge, skills and understanding are taught in a holistic manner through interesting topics that capture a child’s imagination. Arabic is introduced from FS1 for both native and non-native learners.

Key Stage 1

Starting from age five, Year 1 and 2 will build upon their foundation framework and continue to explore the world around them, with an increased emphasis on developing skills and understanding of a wide range of core subjects. Links are made across the curriculum wherever possible, in keeping with our holistic teaching methodology. This recognizes that the learning experience is greatly enriched when subjects are not taught in isolation.

Key Stage 2

Starting from age seven, Key Stage 2 covers Year 3 to 6. In Year 3 our Foreign Language programme will introduce Spanish to our students. We have curriculum coordinators to ensure that there is a natural progression for children moving from one year group to the next. Upon completing Year 6, students from VHPS are extremely well-prepared for the challenges of secondary school. This year, all of our Year 6 students received placements in one of their first-choice secondary schools!

In addition to the class teacher (who will teach the class English, Math, Science, Creative Curriculum, and Social Studies), we have a number of specialist teachers that deliver courses across the Key Stages in:

- Art
- Music
- Physical Education
- Swimming
- Spanish (from Y3)
- Arabic
- Islamic Studies
- Information and Communication Technology (ITC)

New Student Enrolment

Upon starting at Victory Heights Primary School, there are a few steps that you will need to complete prior to your child beginning classes.

Enrolment Documentation and Transfer Certificates

In your child's original offer letter you were given a copy of the required enrolment documentation. All documents from this should be submitted prior to September 5th, or your child will not be considered registered. If your child is starting in Year 1-6 from outside Dubai, we will also need a certified Transfer Certificate (presented as is laid out in the document form).

KHDA Registration and Emirates IDs

Before a child is considered officially enrolled in school (and can begin classes) they **must** complete the full KHDA registration process. Step 1 of the KHDA registration involves visiting the school with the physical Emirates ID card for both parents and students. The process is completed via a card reader, and so the Emirates ID cards must be valid. Unfortunately it is **not** possible to complete the process manually from photocopies.

It is the responsibility of parents to ensure they have fully researched the requirements of applying for Residence Visas and Emirates ID cards in order to ensure the process is likely to be completed before school registration. Your child will not be able to join the school until EID cards are provided.

KHDA Parent Contract

After your initial registration has been approved, you will receive a notification inviting you to sign the 'Parent Contract.' This is an annual process and is re-signed each year. Signing of the contract is mandatory, and can be completed online via the KHDA website by clicking on 'Happy Home – Smart Parent School Contract' or by visiting the school in person. Once the KHDA contract has been signed, your child's enrolment process is complete.

Parent Security ID's

All parents will be issued with Parent Security IDs. The IDs will be issued with a yellow lanyard and holder, which must not be changed and are to be worn at all times when entering the school premises. Two guardian IDs are complimentary. There is an **AED 125** charge for replacing lost IDs, as well as for any additional IDs required for other authorized care givers.

Please ensure that you have emailed a passport-sized headshot photo of both guardians and your child to it@vhprimary.com as soon as possible will be used for the parent ID. We take the safety of our children extremely seriously, and so this will ensure that your movement is not impacted on school premises. The photos must be at least 150 dpi in resolution.

Term Dates

2017-2018

Some of the dates listed below are subject to confirmation, however we will always update all changes to parents via **VHPS@Mobile**.

Winter Term

First day of term new students	Tuesday 5 th September (Orientation)
First day of term current students	Wednesday 6 th September
Islamic New Year	Thursday 21 st September (tbc)
Half Term	Sunday 29 th October -Thursday 2 nd November
Commemoration Day	Thursday 30 th November (tbc)
National Holiday	Saturday 2 nd – Sunday 3 rd December
Prophet's Birthday	Thursday 30 th November (tbc)
Final day of term	Thursday 14 th December

Spring Term

New Year's Day	Sunday 1 st January
First day of term	Sunday 7 th January
Half term	Sunday 11 th to Thursday 15 th February
Final day of term	Thursday 22 nd March

Summer Term

First day of term	Sunday 8 th April
Ramadan	Tuesday May 15 th (tbc)
Final of term	Thursday 5 th July
Eid Al Fitr	Thursday 14 th – Saturday 16 th June (tbc)

Beginning at VHPS

Orientation

On September 5th 2017 you are invited to visit VHPS for an informal open day, from **11 am to 1pm**. During this time, you will have the opportunity to view the school facilities and to meet your child's class teacher. Our administration team will also be available in the lobby, to help with any questions you may have.

During orientation, please stop by Reception to collect your Parent IDs.

First Day of Class

Classes for the 2017-18 academic year will officially begin on Wednesday 6th September. We have many new students joining VHPS, and our teaching staff will be well-prepared to support your child as they settle into their new environment. The regular school hours for each year group are:

Foundation Stage 1: 8am to 1pm

Foundation Stage 2: 8am to 1pm

Year 1-6: 7:30am to 2:30pm

FS1 and FS2 New Students will have a settling-in period to help them adjust to the new school environment. Half of the children will attend school on **6th September**, and half of the children in on **7th September**. The whole class will then attend together from **10th September**. We have set up this transition in order to provide a more intimate environment for your child on their first day and to allow them the opportunity to become personally familiar with their teacher and surroundings. When you receive your child's class assignment, you will also be told if your child will be settling in with **Group A on 6th September** or **Group B on 7th September**.

Daily Drop-Off

Each year group has a specific meeting point for the morning drop-off. All updates to this will be communicated via **VHPS@Mobile**.

- **FS1** students go directly to their class room through Gate 6 at 8am.
- **FS2** students go directly to their class room through Gate 1 or 2 at 8am.
- **Year 1-2** go directly to their class room through Gate 3 at 07:30am.
- **Year 3-6** meet in the School Yard through Gate 1 or 3 at 07:30am.

Please note: Parent ID's must be worn at all time in order to access school premises.

Class Groupings

Each year group is placed together in a pod area of the school. The pod is a central space for group projects, with the individual classes located around this area. This encourages a community environment, and allows your child the opportunity to interact with their whole year group on a daily basis.

VHPS takes great care and consideration when allocating students to class groupings. We try to ensure an even spread of age, gender, nationality and ability across the classes. Requests for particular teachers cannot be accepted, as this disrupts the process and may result in students being placed in inappropriate groups.

You will receive your child's class assignment just before the orientation on 5th September.

School Houses

We have four school houses that all children in FS2 to Year 6 are assigned to. They compete for points based on good behaviour, annual events, sports activities and many more exciting challenges. At the end of each term the House Cup is awarded! The houses are:

Arabian Fox

Oryx

Leopard

Falcon

Your child will be sorted into a school house at the beginning of term. After this, you will have the opportunity to purchase a house shirt from the uniform shop for your child to wear on special occasions.

Staff List 2017-2018

	Teacher	Prior (2016-17) class name	2017-18 Class Name
FS1	Julie Karle (YL)	N/A	FS1 Red
	Chelsie Morris	N/A	FS1 Green
	Selina Fettell	N/A	FS1 Blue
	Sasha Heathcock	N/A	FS1 Yellow
	Nahla Rafih	N/A	FS1 Orange
FS2	Laura Mitchell	FS2 Yellow	FS2 Yellow
	Emma Ingman	FS2 Green	FS2 Green
	Snehal Shetty (YL)	FS2 Red	FS2 Red
	Carley Mirasole	FS2 Orange	FS2 Orange
	Rebecca Scrace	FS2 Blue	FS2 Blue
	Joanne Andrews	N/A	FS2 Turquoise
	Jessica Bourne	N/A	FS2 Violet
YR1	Hayley Martin (YL/Coach)	Mixed FS2 class- see new class list	Y1 Red
	Libby Swanson	Mixed FS2 class- see new class list	Y1 Green
	Sally Robinson	Mixed FS2 class- see new class list	Y1 Blue
	Maddy Chapmen	Mixed FS2 class- see new class list	Y1 Yellow
	Chelsie Johnson	Mixed FS2 class- see new class list	Y1 Orange
	Alice Mobley	Mixed FS2 class- see new class list	Y1 Violet
YR2	Mary Mckanna	Y1 Red	Y2 Red
	Paul Dowlman (Coach)(science)	Y1 Green	Y2 Green
	Anna Harris (YL)	Y1 Blue	Y2 Blue
	Bethany Middleton (Reading)	Y1 Orange	Y2 Orange
	Nicola Gavagan	Y1 Yellow	Y2 Yellow
YR3	Charlotte Maher (YL)	Mixed Y2 class- see new class list	Y3 Red
	Sophie Murphy	Mixed Y2 class- see new class list	Y3 Green
	Jessica Swain	Mixed Y2 class- see new class list	Y3 Blue
	Tashi Brown	Mixed Y2 class- see new class list	Y3 Orange
	Julia Costin	Mixed Y2 class- see new class list	Y3 Yellow
YR4	Susannah Newman (YL)	Mixed Y3 class- see new class list	Y4 Red
	James Didcott	Mixed Y3 class- see new class list	Y4 Blue
	Charlotte Smith	Mixed Y3 class- see new class list	Y4 Green
YR5	Ashley Guilmette (Coach)(Math)	Y4 Red	Y5 Red
	Alex Quinn	Y4 Yellow	Y5 Yellow
	Cillian Rodgers	Y4 Blue	Y5 Blue
YR6	Claire Ainsbury (YL)	Y5 Yellow and Red	Y6 Green

Example Timetables

Please find below same example timetables, to give you an idea of the structure for each Key Stage. During the first week of term you will receive information regarding your child's individual class schedule.

Foundation Stage

	8.00-8.15	8.15-8.30	8.30-8.45	8.45-9.00	9.00-9.15	9.15-9.30	9.30-9.45	9.45-10.00	10.00-10.15	10.15-10.30	10.30-10.45	10.45-11.00	11.00-11.15	11.15-11.30	11.30-11.45	11.45-12.00	12.00-12.15	12.15-12.30	12.30-12.45
SUN	ASSEMBLY	Phonics 8.30-9.00	Play Time 9.00-9.30	Library 9.30-10.00	Snack 10.00-10.30		Singing	Input	Activities		Story	LUNCH TIME Recap/ Dismissal							
MON	Phonics 8.00-8.30	Play Time 8.30-9.00	Snack 9.00-9.30	PE 9.30-10.00	Singing	Input	Activity		Story										
TUES	Phonics 8.00-8.30	Arabic	Swimming 9.00-10.00		Snack 10.00-10.30		Play Time 10.30-11.00	Input	Activity		Story								
WED	ICT 8.00-8.30	Play Time 8.30-9.00	Phonics 9.00-9.30	Snack 9.30-10.00		Singing	Input	Activity		Story									
THUR	Music 8.00-8.30	Play Time 8.30-9.00	Show and Tell 9.00-9.45		Snack 9.45-10.15		Input	Activity		Story									

Key Stage 1

	8.00-8.15	8.15-8.30	8.30-8.45	8.45-9.00	9.00-9.15	9.15-9.30	9.30-9.45	9.45-10.00	10.00-10.15	10.15-10.30	10.30-10.45	10.45-11.00	11.00-11.15	11.15-11.30	11.30-11.45	11.45-12.00	12.00-12.15	12.15-12.30	12.30-12.45	12.45-13.00	13.00-13.15	13.15-13.30	13.30-13.45	13.45-14.00	14.00-14.15	14.15-14.30
SUN	Literacy	Phonics	ICT 9.15-10.00							Maths	ART 11.15-12.00								Arabic 12.35-13.15	Topic	Guided Reading					
MON	PSHE /Islamic 8.00-8.45	Phonics	Literacy							PE 10.30-11.15	Arabic 11.15-11.55								Maths	Topic	Guided Reading					
TUES	Literacy	Phonics	Arabic 9.15-9.55							Swimming 10.30-11.30	Show & Tell								Maths	Topic	Guided Reading					
WEDS	ASSEMBLY	Circle Time	Phonics	Library 9.30-10.00						Maths	Music								Arabic 12.35-13.15	Guided Reading	Literacy					
THURS	Literacy	Phonics	Arabic 9.15-9.55							Maths	Science								Topic	PSHE /Islamic 13.45-14.00						

Key Stage 2

DAY	7:45-8:00	8:00-8:20	8:20-8:40	8:40-9:00	9:00-9:20	9:20-9:40	9:40-10:00	10:00-10:20	10:20-10:40	10:40-11:00	11:00-11:20	11:20-11:40	11:40-12:00	12:00-12:20	12:20-12:40	12:40-1:00	1:00-1:20	1:20-1:40	1:40-2:00	2:00-2:20	2:20-2:30
SUNDAY	Basic Skills	Maths	Literacy	Snack	Science	Arabic	Lunch	Phonics	Guided Reading	Islamic Social Studies	Story/Pack Up										
MONDAY	Basic Skills	Maths	Phonics	Arabic	Snack	Literacy	Spanish	Music	Lunch	Library	Creative Curriculum	Story/Pack Up									
TUESDAY	Basic Skills	Maths	Guided Reading	Islamic PSHE	Snack	Literacy	Science	Phonics	Lunch	Arabic	Creative Curriculum	Story/Pack Up									
WEDNESDAY	Basic Skills	ART	ICT	Snack	Maths	Literacy	Arabic	Lunch	Guided Reading	P.E	Story/Pack Up										
THURSDAY	Basic Skills	ASSEMBLY KS1&KS2 MPH	Arabic	Islamic Enrichment	Snack	Maths	Literacy	Swimming	Lunch	Spellings	Guided Reading	Arabic A Enrichment	Story/Pack Up								

Topic Overview And Dress-Up Days

Please find below the 2017-2018 Topic Overview for each year group, including dress-up days. There will also be whole school dress-up days taking place, such as World Book Day, International Day and Spanish Day. Please note these topics maybe subject to change.

YEAR GROUP	AUTUMN TERM 1A (Book projects)	AUTUMN TERM 1b Whole school Enterprise topic	SPRING TERM 2A	SPRING TERM 2B, World Book Day- 1st March	SUMMER TERM 3A	SUMMER TERM 3B
FS1	Brilliant Bears (Teddy Bears Picnic- bring in a Bear)	It's a Wonderful World (Festive Songs Dress in red or white) (History Day-Traditional nursery rhyme dress-up)	Mythical Magic	Once Upon A Time (World Book Day dress-up- tbc) Little Explorers Trip	From Then to Now	Circle of Life
FS2	Long Long Ago (Book Week)	Taste of Dubai (Enterprise) (History Day: Stone Age- dress up as dinosaurs, Cave girls and boys) Spinneys trip	Poles Apart Ski Dubai trip	In the Garden (World Book Day tbc dress- up)	Superheros	Going on a Journey
Y1	Mr Men	World of Work (Different occupation dress- up - History Day) Kidzania Trip	Back in Time (History Day tbc- Victorian dress- up) Al Sahara Trip	Imagination Islands (World Book Day dress-up- tbc)	Out of This World	
Y2	How Things Work Fun Robotics trip	Let's go to market! (History Day dress up- Great Fire of London)	Fire, Fire!	Roald Dahl (World Book Day- tbc dress- up)	Commotion in the Ocean Lost Chambers trip	Visit Dubai
Y3	Jungle Fever Green Planet trip	Business Brains! (History Day dress up- Entrepreneurs from the past)	Dangerous Planet	Space (World Book Day- tbc dress- up) Planteraium trip	Greeks (Greek day dress-up)	Vikings
Y4	Stranded Dubai Museum trip	Dragons Den (History Day dress-up- famous kings and queens)	King and Queens	Precious Planet (World Book Day- tbc dress- up) Sharjah Wildlife Park trip	Romans- The Empire Strikes (Roman day dress up)	
Y5/6	Childrens University	Making Business Work (History Day-60s/70s Dress-up)	Skin Deep (Y6 Residential)	Tomorrow's World (World Book Day- tbc dress- up) Expo site (Y5 Residential)	A Child's War WW2	

*Subject to change. There will also be extra whole-school dress-up days e.g. Blink Day, National Day, Spanish Day, etc.

VHPS Uniform

At Victory Heights Primary School, all children are expected to wear the full uniform at all times. Please see the diagram below regarding the compulsory items.

Girls



FS1 – FS2

- **VH Dress** in 'White and Maroon' Strips
- **Skort** in 'Stone'
- **Polo Shirt** with 'Maroon' Stripes
- V-Neck Cardigan in 'Maroon' (Optional)
- Fleece Jacket in 'Maroon' (Optional)
- **Wide-Brimmed Hat** (Not pictured)
- **White Socks** and **Black Shoes** (Velcro or Laces)
- FS1-FS2 **must** keep a spare uniform in their bag

Year 1-6

- **VH Dress** in White/Maroon Strips (Years 1- 2 only)
- **Skort** in 'Stone'
- **VH Short sleeve blouse** in White + Maroon strip
- V-Neck Cardigan in Maroon (Optional)
- Fleece Jacket in Maroon (Optional)
- **Wide-Brimmed Hat** (Not pictured, Years 1-2)
- **Baseball Hat** (Not pictured, Years 3-6)
- **White Socks** and **Black Shoes**

Boys

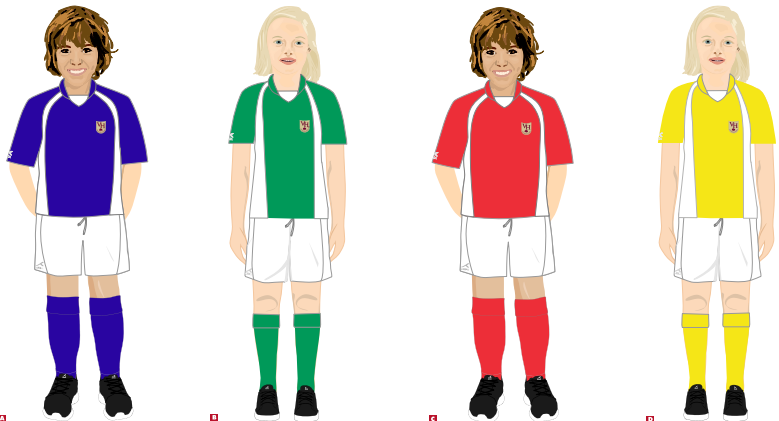
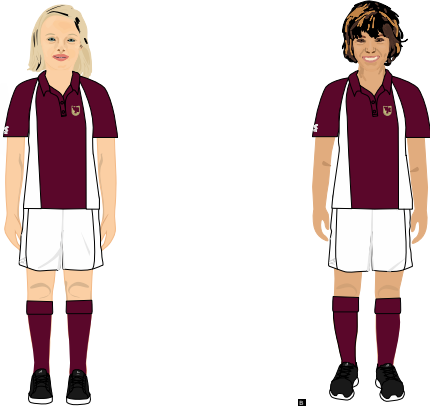


FS1 – FS2

- **Shorts** in Stone
- **Polo Shirt** with Maroon Stripes
- V-Neck Jumper in Maroon (Optional)
- Fleece Jacket in Maroon (Optional)
- **Wide-Brimmed Hat** (Not pictured)
- **Navy Socks** and **Black Shoes**
- FS1-FS2 **must** keep a spare uniform in their bag

Year 1-6

- **Shorts** in Stone
- **VH Short sleeve Shirt** in White and Maroon
- V-Neck Jumper in Maroon (Optional)
- Fleece Jacket in Maroon (Optional)
- **Wide-Brimmed Hat** (Not pictured, Years 1-2)
- **Baseball Hat** (Not pictured, Years 3-6)
- **Navy Socks** and **Black Shoes**

VH House Shirts Fs2 – Year 6	Girls/ Boys PE Kit
	
<ul style="list-style-type: none"> • Falcons – Blue • Oryx – Green • Arabian Foxes – Red • Leopards – Yellow <p>Shirts to be purchased only after your child has been sorted into a School House</p>	<ul style="list-style-type: none"> • Polo Top in Maroon/ White • Shorts in Maroon/ White • White or Black Trainers (No Colours) • VH Swimwear (Not Pictured) • VH Swim Cap (Not Pictured) • Towel (Of your choice)

Girls'/ Boys' Extras

- VH Khaki Book Bag
- VH Junior Backpack
- VH Swim Bag (Required for Swim Squad)

Important Notes

- All hair for boys and girls must be tied back at all times for safety reasons.
- Jewellery – Students may wear a single plain stud earring in each ear, no hoops or dangling earrings are allowed. A watch may be worn, no other jewellery is allowed in school including necklaces, bracelets or rings unless requested by the parents for religion purposes. All requests must be approved by the Principal.
- No make-up or nail varnish is allowed.
- Children may choose their own backpack – However **no wheelie bags** are allowed in school.
- No colour trainers.

Uniform Shop

We have a uniform shop available on site.

Back to School Event

- Location: Music room, access through Gate 2
- Date: August 19th to August 28th 2017
- Time: 9:30 am to 3:30 pm
- Open every day except Fridays
- Location: Reception, access through Gate 4
- Date: September 4th to September 16th 2017
- Time: 7:30 am to 3:30 pm

Uniform Shop – Term Time

- Location: Main Reception, access through Gate 4
- Date: From September 17th, every **Sunday and Wednesday**
- Time: 07:30 am to 03:30 pm

Stationery List

All of the below should be brought into school from the first day, and are available from most stores such as Carrefour, Spinneys and stationery shops in Dubai. At the end of each term your child's pencil case will be sent home to be replenished over the break.

FS1-Year 6

Water bottle with the child's name visible.

Lunch box with the child's name visible.

Year 1-6

Your child should also bring into school the following equipment:

- A pencil case to put everything in;
- HB Pencils, Pencil sharpener, and Eraser;
- 30cm Ruler;
- Pack of colouring pencils;
- Set of thick colour markers;
- Highlighter pack;
- Glue stick;
- Post it notes;
- Pack of whiteboard markers and eraser.

Year 3-6

Your child should also bring into school the following equipment:

- Pack of black pens for writing (these are only required once your child has their pen licence and this will be communicated to you by their class teacher);
- **Sharp Basic EL240SAB** Calculator (name clearly written on the back);
- Oxford English Dictionary + Thesaurus (pocket size);
- Geometry set which should include:
 - Protractor
 - Set Square
 - Compass

Year 5 and 6 only: Chromebook - We have a Chromebook scheme – Please see the information on the app for more details on this.

School Programmes

Extra-Curricular Activities

Victory Heights offers a full range of extra-curricular activities, running from Sunday to Thursday. Year 1 to 6 students are invited to choose up to two teacher-led ECAs per week, per term starting from 2:40pm until 3:30pm. All squads will be in addition to these ECAs. However, *please note: most sports squads are selective, and an invitation to join is based on the trial.*

In addition to our internal ECAs we are also pleased to be able to offer a full range of additional after-school activities in coordination with our partnership organisations, held here at VHPS. These activities **attract a fee** payable directly to the activity provider.

The full 2017-2018 Term 1 ECA brochure will be available from early September. Children will then be able to sign up during the first week of term.

FS Early Bird and After School Club

VHPS is also pleased to offer the Early Bird and After School Clubs to our Foundation Stage children. This is a payable service for FS Children that runs 5 days a week, allowing for a drop-off as early as 7.15am, and pick-up at 3.30pm. The FS Clubs are staffed by our classroom assistants and nannies, under the supervision of our teachers. Placements will only be confirmed once payment has been processed. This is done on a first-come first-served basis, as places are limited.

Please return your completed forms to reception@vhprimary.com

Homework Club

VHPS is pleased to offer a Homework Club to students from Year 1 to Year 6. Our Homework Club is run by our own teachers and classroom assistants, and offers students the chance to do their homework under academic supervision in school. Placements will only be confirmed once payment has been processed. This is done on a first-come, first-served basis, as places are limited.

Please return your completed forms to reception@vhprimary.com

School Services

Bus Transport

VHPS offers a bus transportation service to the following areas. If your area is not listed below, you can still apply and (subject to availability) we may be able to add on additional routes.

AED 8,500	AED 9,000	AED 9,500
Victory Heights	Arabian Ranches	Marina
IMPZ	Layan Community	Barsha
Motor City – Green Community	Motor City	Tecom
Sport City	Emirates Living	Greens
	Jumeirah Village Circle	Gardens
	Jumeirah Village Triangle	

Applications for bus transportation **must** be received no later than by **2pm Sunday 6th August**. Forms received after this point may not receive a placement in the first term service. Once the forms have been processed you will receive your preliminary bus timings. If you agree to the timings you will then be sent an invoice for the agreed service. It is very important that you **do not** submit payment until you have seen the proposed timings and invoice, as it is a **non-refundable** payment.

Please return your completed forms to transport@vhprimary.com

School Lunch

During the first week of school we ask that all new students bring their own **lunch** and **snack**, after which they will receive information regarding ordering food from the school canteen. Please ensure a healthy lunch and snack is sent into school for your child; we do not allow fizzy drinks, crisps or chocolate to be brought into school. Please note, it is also prohibited to bring nuts/nut products and pork onto the school campus.

Our canteen will be opened from 7.30am-4.00pm. FS1 to Year 2 will be able to pre order from a Lunch Box Menu that will be delivered to their class. Year 3 to 6 can use their own money to purchase directly from the canteen during their break time.

Healthy Eating Policy

A balanced diet is important for good health, and it is recognised that there is an important connection between a healthy diet and a pupil's ability to learn effectively. We aim to provide an environment that supports a positive healthy approach to eating practices. Parents are advised to provide school snacks and lunches that contain sufficient nutrition to satisfy the child. It should contain a source of **protein** to keep the child alert. It should contain a source of **carbohydrates** to sustain the child's energy levels. It should contain a source of **calcium** for growth and healthy bones.

School Policies

We would strongly ask that all families read through the school policies document posted on the school website before the beginning of the Academic Year. You can also access them by clicking on the below links.

<u>Anti-Bullying</u>	<u>Homework Policy</u>
<u>The Behaviour Policy</u>	<u>Internet Safety Policy</u>
<u>Child Protection Policy</u>	<u>Assessment Policy</u>
<u>Child Protection Appendix</u>	<u>Written Calculation Policy</u>
<u>Communication Policy</u>	<u>Fee Policy</u>

Sun Care Policy

VHPS realizes the need to protect pupil's skin and to educate them about the effects of the sun, thus reducing the risk of skin damage and dehydration from sun exposure. We enforce a '**No hat, stay in the shade**' policy, thus a Sun hat is a compulsory item in the school uniform. Please ensure that your child wears their sun hat to and from school, and that a SPF high factor broad-spectrum, water resistant sunscreen is applied every day. It is also very important that your child **always** brings their water bottle with them.

Late

Morning Drop off: If your child is late, you will need to bring them to reception through Gate 4 to collect a late pass prior to going to the classroom. All late reports are sent to the Principal for review.

Foundation Stage: Arrival after 8:15am – Pass required
Year 1-6: Arrival after 7:50am – Pass required

Afternoon Pick up: School finishes at 1pm for our Foundation Stage students and at 2:30pm for Years 1-6. If a child has not been picked up **within 10 minutes** they will be brought to reception. Parents must sign their child out at reception prior to taking them home. The Principal will be informed of children that are continuously picked up late. Please ensure you have arrived on time or alternatively enroll your child in FS After-School Care or Homework Club.

Absence

All absences must be approved by the school administration. Students should not fall below the mandatory 95% attendance rate. If your child is unable to attend class please notify the school as soon as possible by filling out the absence form on **VHPS@Mobile** [here](#) or by filling in a request form at reception.

Photo Consent

Unless a parent opts out of their child's photograph or image being used by returning the required form, Victory Heights Primary School will assume that there is consent for using the child's photographs in school advertisements, website, social media and other school publications.

Medical Policies

Victory Heights Primary School is committed to providing the very best health care for our pupils. We have a full time DHA approved nurse on site, with a school clinic located at the side of the school playground.

School Clinic

When a child visits the clinic, they will be registered and assessed by the school nurse, and appropriate treatment and advice will be administered. The pupil's parent will be contacted by phone, and a report will be issued advising the parents of the incident, its assessment, treatment and outcome. As phone is the primary mode of contact for the school nurse, it is always important to notify the school of any changes in your contact details.

Where a pupil is required to go home due to illness or injury, the parents must collect their child as a matter of priority. Please note that we cannot put a child that is ill or distressed on a school bus.

The Sick Child Policy

VHPS aims to prevent the spread of infection and illness among pupils. Children must feel well enough to participate in school in order to learn effectively and gain the most out of the school day. Children recover more quickly at home with adequate rest, nutrition and hydration. A child returning to school, (who has not fully recovered,) not only exposes other children to the illness, but also delays their own recovery time.

If a child is diagnosed with any contagious infection, the School Nurse must be notified. Please view the [**DHA website**](#) for a full list of the exclusion period dependent upon illness.

General Exclusion Periods:

- A fever is considered a temperature greater than **37.5 degrees Celsius**. A child with a fever will be sent home.
- A child may return to school after they have been free from fever for **24 hours**, without the use of antipyretics such as paracetamol.
- A child who has vomited in the **previous 24 hours** must stay at home.

2017-2018 Checklist

Please use the below checklist to help you prepare for the upcoming academic year, ensuring that all of the below are addressed prior to the first day of class. If you are unsure regarding any of the below items, please do not hesitate to contact the school.

- ☐ **New Student VHPS Enrolment**
 - ☐ Submit all required Enrolment Documentation
 - ☐ Visit VHPS to complete KHDA Registration
- ☐ **All Students 2017-2018 Registration**
 - ☐ Sign Parent Contract
 - ☐ Submit Term 1 Fees
 - ☐ Submit Photos for Parent IDs
 - ☐ Photo Consent Form
 - ☐ Update Contact Form – have you changed your email or phone number?
 - ☐ Install VHPS Communicator App
- ☐ **Lunch**
 - ☐ Water bottle
 - ☐ Lunch Box/ Bag (Afternoon Break)
 - ☐ Snack (Morning Break)
- ☐ **Stationary Supplies Year 1- Year 6**
 - ☐ Pencil Case
 - ☐ HB Pencils
 - ☐ Pencil Sharpener
 - ☐ Eraser
 - ☐ 30cm Ruler
 - ☐ Pack of Colouring Pencils
 - ☐ Set of thick Colour Markers
 - ☐ Pack of Highlighters
 - ☐ Glue Stick
 - ☐ Post it Notes
 - ☐ Pack of White Board Markers
 - ☐ White Board Eraser
- ☐ **Year 3-6 Only**
 - ☐ Pack of black pens (Only those that have already received Pen Licence from teacher)
 - ☐ Sharp Basic EL240SAB calculator (Child's name clearly on back)
 - ☐ Oxford English Dictionary (pocket size)
 - ☐ Thesaurus (pocket size)
 - ☐ Geometry set which must include:
 - ☐ Protractor
 - ☐ Set Square
 - ☐ Compass
- ☐ **Year 5 and 6 Only**
 - ☐ Chromebook
 - ☐ Chromebook case (optional)

- ☐ **Uniform**
 - ☐ **Visit VHPS from August 19th to purchase compulsory items**
 - ☐ Back Pack (no Wheels)
 - ☐ Compulsory uniform (See individual year Group choices in uniform guide)
 - ☐ Black Shoes
 - ☐ White Socks (Girls)
 - ☐ Navy Socks (Boys)
 - ☐ PE Kit
 - ☐ PE Trainers (White or Black only)
 - ☐ House Shirt (FS2 – Year 6 only)
 - ☐ VH Swimwear
 - ☐ VH Swim Hat
 - ☐ Towel for Swim class
 - ☐ Cricket- Wide Brimmed Hat (FS1-Y2 only)
 - ☐ Baseball Hat (Year 3-6 only)
 - ☐ Spare Uniform kept in backpack (required for FS1+2)
- ☐ **Orientation September 5th 2017 (optional)**
 - ☐ Do you know your class teacher?
 - ☐ Have you picked up your Parent ID?
- ☐ **FS1: Settling in Day**
 - ☐ Group A: August 5th (no Class August 5th)
 - ☐ Group B: August 6th (no Class August 6th)
- ☐ **First day of Class**
 - ☐ FS2- Year 6: September 5th
 - ☐ FS1: September 10th, Full class altogether
 - ☐ Do you know your drop off and pick up points?

Additional Updates

- ☐ **Important Info- Do you need a copy of:**
 - ☐ Term Dates
 - ☐ VHPS Fee Policy
 - ☐ Parent ID Information Letter
 - ☐ Photo Consent Form
 - ☐ Update Contact Form
 - ☐ Transportation Form
 - ☐ FS Early Bird and Afternoon Club
 - ☐ ECA: Term 1 Brochure
 - ☐ School Lunch Menu
- ☐ **Please Read VHPS Policies Online**
 - ☐ Copy of the KHDA Parent- School Contract
 - ☐ Anti-Bullying Policy
 - ☐ Behaviour Policy
 - ☐ Child Protection Policy
 - ☐ Communication Policy
 - ☐ Homework Policy
 - ☐ Internet Safety Policy

VHPS Forms 2017-2018

- **Medical Booklet**
 - Should be returned with a copy of your child's immunisation records no later than 6th August.
- **Immunisation consent**
 - Must be returned by 6th August.
- **Immunisation refusal**
 - Must be returned if you do not consent to your child participating in the DHA school immunisation programme.
- **Transport**
 - Must be returned by 6th August to be considered for the Term 1 service. Payments will be accepted only until 6th August.
- **FS, Early Bird and After School Club**
 - 25 places available, on a first-come first-served basis.
- **Homework Club**
 - 25 places available, on a first-come first-served basis.
- **KHDA Registration**
 - Required Information for registering your child with the KHDA
- **Parent ID**
 - Photos and applications must be emailed by 13th August.
- **Additional ID**
 - Please return if you require more than two Security IDs.
- **Photo Consent**
 - Must be returned if you do not consent to your child's photo being used.