Victoria Park Junior School

Davyhulme Road East
Stretford
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www.victoriaparkschool.co.uk

Learning and Achieving Together

Prospectus
2025 - 2026

Welcome to Victoria Park Junior School

On behalf of our school community, I am proud to welcome you to Victoria Park Junior School.

I am James Wilkinson and I am the Headteacher. I know that starting a new school in September is going to be a big transition for everyone including both the children and yourselves. However, I want you to know that by working together, we will do our very best to ensure that your child(ren) settle in and the process is as smooth as possible.

At Victoria Park Junior School, we believe that all children (regardless of ability or background) should experience an engaging, purposeful, knowledge-rich curriculum that will motivate and inspire them so they love to learn and achieve together. We want to equip our children with the knowledge, skills, attitudes and values they will need to be successful life-long learners, effective citizens and happy & healthy people. In order to achieve this, our curriculum builds cultural capital, promotes language and develops children's learner attitudes. Through our curriculum, we build pride in our locality whilst celebrating the diversity of our community. As a school we explore and promote our shared values of respect, responsibility, equality, aspiration, courage & love.

We provide a happy and supportive learning environment in which everyone is equal and all achievements are celebrated. Please look at the school website www.victoriaparkschool.co.uk to gain a further insight.

We are aware that you might want to speak to your child's class teacher or someone else in school. If you need to do this, please ask at the school office. I will be outside school every morning if you wish to speak to me.

I look forward to meeting you all in September, if I have not met you before and to say hello again to familiar faces. I hope that you have a lovely summer and let's hope the sun shines!

Mr. J. Wilkinson
Headteacher
July 2025

Equal Opportunities Policy

We believe every individual, irrespective of their ethnic origin, culture, religion, gender, disability or any other difference has a unique and valuable contribution to make to our school.

We promote a set of shared values which are outlined below in our school "Code of Conduct". This Code of Conduct has been written following considerable input from our children.

Victoria Park Junior School
Code of Conduct

In our school community we celebrate being different.

We learn and play together knowing that we have different skin, hair, eyesight bodies, tastes, abilities, gender, languages and religions.

We know it is the person on the inside that counts, not the appearance on the outside.

We are kind and friendly to people who are faster or slower, taller or shorter, younger or older, thinner or fatter, darker or lighter, stronger or weaker, healthy or ill.

It is up to all of us to make unkindness fade away and disappear for good.

Please read and share our Code of Conduct with your child.
Thank you.

Staff List

Senior Leadership Team (SLT):
Mr. Wilkinson - Headteacher
Miss Tidman - Deputy Headteacher & SENDCo
Mrs. Biddulph - Assistant Headteacher
Mr. Holstein - Assistant Headteacher

Teachers:
Mrs. Biddulph – 6B
Miss Rowlands – 6R
Mr. Holstein – 5H
Mr. Moroney – 5M
Miss Garner – 4G
Miss Raynor – 4R
Mrs. Holmes – 3H
Miss McGuiheen – 3M

Mrs. McCoy will teach across the school and will be 3H's class teacher on a Friday when she returns from maternity leave in the Autumn term. Mr. O'Farrell will teach across the school and will be 3H's class teacher on a Friday until Mrs. McCoy returns.

Teaching Assistants:
Miss Blunt – Year 3
Mrs. Khurram – Year 3
Miss Shepherd – Year 4
Miss Ellis – Year 5 & Learning Mentor
Miss Pickwell – Years 5 & 6
Mrs. Ruddin – Year 6 – HLTA
Mrs. Khan – Year 6
Mrs. Kaur is on maternity leave until July 2026.

Office/Site Staff:
Mrs. Dyson – School Business Manager
Mrs. Hall – Attendance Lead & Junior Hub Manager
Mrs. Sutton – Admin Assistant
Mr. Roberts - Caretaker

Lunchtime Staff:
Miss Ellis - Lunchtime Supervisor
Miss Collins - Lunchtime Assistant
Mrs. Kaur – Lunchtime Assistant
Mrs. Makwana – Lunchtime Assistant
Mrs. Malik – Lunchtime Assistant
Ms. Murray – Lunchtime Assistant
Ms. Soldiew – Lunchtime Assistant
Mrs. Shaan – Lunchtime Assistant

Kitchen Staff:
Mrs. Fairhurst - Cook in Charge
Miss Card – Cook One

Junior Hub Staff (After School & Breakfast Club):
Mrs. Hall - Junior Hub Manager
Miss Card - Playworker
Miss Ellis - Playworker
Mrs. Malik - Playworker
Ms. Murray - Playworker

The Chair of Governors is Mrs. Sarah Baker and can be contacted via the school office. The list of governors can be viewed on the school's website.

School Layout

Outdoor Learning Zone

Library

Yr 6
Yr 6
Upper Wing
Head teacher
Deputy
Yr 5
Yr 5
Main Entrance
office
School Hall
Computer Suite
Kitchen
Year 3
Lower Wing
Year 4
Year 3
Year 4
P.E. Changing Rooms
Music Room
Library
Art Room

School Times

Children are able to come into school between 8.30am and 8.50am via the main office door. **The bell for morning registration is at 8.50am.** Children will be marked late if they arrive after 8.50am.

The school day ends at 3.20pm for Years 4 & 6 and 3.25pm for Years 3 & 5. All children leave via the playground exits. The playground gate is opened around 3.15pm.

The bike shelter is open in the morning until 8.50am and from around 3.10pm to 3.40pm. If your child attends an after school club, e.g. multi-sports, choir, football, etc. we would recommend that they do not bring a bike or scooter to school on that day.

School Uniform

Please ensure that all items of clothing are named.

Yellow polo shirt
Grey trousers / skirt / shorts
Green jumper / cardigan
Green or yellow checked summer dress (optional)
Grey or black socks / tights
Sensible black school shoes

P.E. kit –
White t-shirt
Black shorts / jogging bottoms
Green school jumper / cardigan or black, grey or green hoodie
P.E. pumps / trainers suitable for sports activities (not Converse trainers)

All children will need a water bottle.

Uniform with our school logo can be purchased from Monkhouse in Stretford Mall, if required but is not necessary.

Year 3 children will have P.E. on a Thursday and Friday. The children will need to come to school in their P.E. kits on these days.

Children should not wear jewellery for school. They may, however, wear small, plain studs if they have pierced ears, but even these must be removed or taped over for P.E. and swimming. (Swimming lessons will be in Year 4).

It is not appropriate for Year 3 children to bring mobile phones or smartwatches into school. As the children progress through the school, they may bring their phones/smartwatches only with prior permission from the Headteacher and if parents/carers complete a permission form, which can be obtained from the school office.

School Dinners

The cost of school dinners from September 2025 will be **£15.00 per week (£3.00 per day)**. The children are offered a "choice menu" - please see the school website - Parents, Carers & Friends - School Dinners & Free School Meals.

The Universal Infant Free School Meal scheme will cease once your child comes to the Junior School. However, you may be entitled to Free School Meals (FSM) if you receive certain benefits. You will need to reapply at the Junior School for FSMs even if you are currently entitled to them at the Infant School. To see if you are eligible and to apply for FSM then please log onto **www.cloudforedu.org.uk/ofsm/sims-trafford** and fill in a short online application form. You need to add each of your children separately on the form. The online application form can be completed by any parent just to check if you meet the eligibility criteria as the results are instant. The link to the FSM online application form is also on our school website.

School dinners are payable via ParentPay should be paid for in advance and sufficient funds should be on the account prior to a meal being served. Dinners are charged at midnight on the day they are due to be taken and refunded once we have updated the attendance if your child is off school ill, on a school trip with a packed lunch, etc.

Please note that your child will have a new ParentPay account at Victoria Park Junior School and we will provide you with your new Username and Password.

Children may bring a packed lunch. We advise that this contains only one "treat", (for example, a typical lunch box might contain a chocolate biscuit or a packet of crisps, but not both). Please do not allow children to bring fizzy drinks, cans, chewing gum or breakable containers. Children on packed lunches will be required to bring any food waste/rubbish home with them in their lunch boxes. This is to comply with commercial food waste legislation, and it allows parent/carers to see what their child has eaten that day and allows the school to keep our food waste charges to a minimum.

If you would like your child to change their dinner arrangements and start bringing a packed lunch, or vice versa, please let the school office know as soon as possible. Dinner arrangements can be changed at any time as long as at least one week's notice is given to the school office.

Curriculum and Learning

At Victoria Park Junior School, we aim to help children to become happy, confident, considerate, responsible and life-long learners.

We strive to achieve this by providing a fair, stimulating, caring learning environment where all children are helped to realise their full potential. They are provided with enriching and varying opportunities to help fulfil their potential.

Our high expectations for all children are underpinned by our school 'Values'. The Victoria Park Junior school values are: Respect, Equality, Aspiration, Responsibility, Courage & Love. Children learn about these values in assemblies and during the Values & Attitudes (PHSE) weekly sessions. We refer to these values when talking to the children about their behaviour.

Our aims for teaching and learning are that:

- **"We learn and achieve together"**
- All pupils achieve their full potential.
- Pupils are equipped with the skills and attitudes for their future learning and an ever-changing workforce. These skills include: self-management, effective participation, resourcefulness, creativity, independence, problem solving, enquiry, collaboration and organisation.
- Pupils learn how to be lifelong learners through the VPJS learner attitudes: self-manager, team worker, curious questioner, problem solver, clear communicator and reflective learner.

We look for opportunities to enhance our curriculum through trips, visitors, ICT and rich learning experiences. The children learn all of the National Curriculum subjects including French and 'Values, Attitudes, Safety & Wellbeing', which form part of our RSE (Relationships & Sex Education).

Throughout the year, there will be a number of whole school learning events, including: World Book Day, Music Performance, Subject Showcase, Equalities Day, Safer Internet Day, VPJS Talent Show and Sports Day (at Longford Park).

During the summer term, the children in Year 3 will learn to play a musical instrument. They will also go swimming in Year 4.

You can find out more information about what your child is learning each half term by visiting the school website – Children – Year Group Pages.

Religious Education (R.E.)

The school follows the Trafford Approved Syllabus for the teaching of Religious Education. The emphasis is on learning about the major religions and on learning from their teachings.

Parents/carers have the right to withdraw children from R.E. Should you wish to do this you are invited to see the Headteacher to discuss alternative arrangements. We do feel, however, that all our children benefit from religious education, and would like to reassure parents/carers that belief is always treated with respect.

Homework

Children will be set homework every week. This will include reading, spelling and maths. Spelling homework is a written spelling activity and a task on Spelling Shed. Maths homework is set on Maths Shed. Children will be given log in details for the online Spelling and Maths Shed resources and games. The Reading Records are made of two different types of task – a 'Reading Review Week' and 'Reading Activity Week.' We will send home a guide on the Reading Records. The cost to replace a lost Reading Record is £2.50.

If the children complete all of their homework on time, they will earn Golden Time. For Golden Time, the children are able to choose an activity of their choice for the half-term for 30 minutes on a Friday afternoon.

Learning Journal

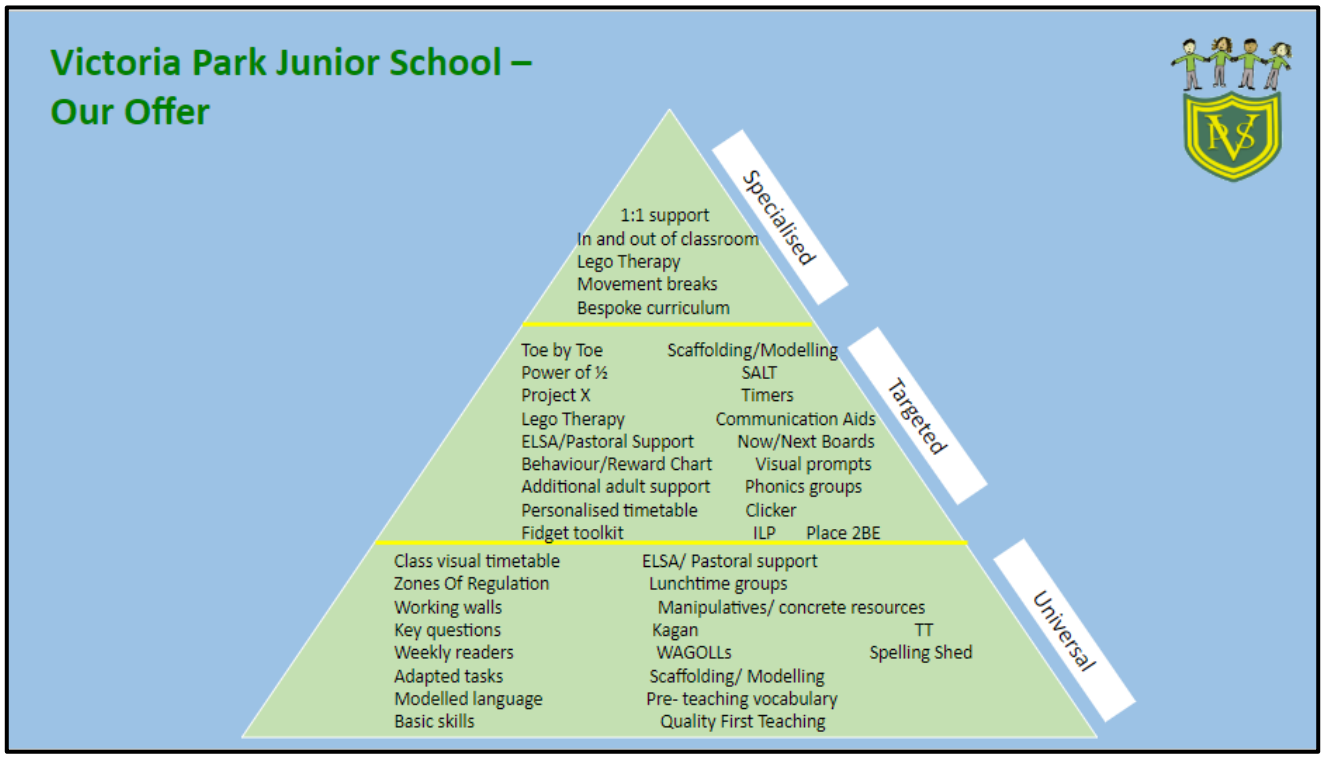
All of the children have a Learning Journal and they write a reflection during the week. The Learning Journal contains lots of information including:

Information on Internet Safety (pages 6-7)
Our School Promise and School Code of Conduct (pages 8-9)
Our Values and Learner Attitudes (pages 13-16)

If your child does lose their Learning Journal, it will cost £4.00 to replace it.

Special Educational Needs (SEND)

All pupils at Victoria Park Junior School have access to our Wave 1 Inclusive Quality First Teaching (QFT) through our broad and balanced curriculum, which is appropriately adjusted to meet individual needs. Our graduated approach to assessing, planning, teaching and reviewing pupils learning and progress ensures that staff can identify areas of need for individuals who may require additional support. This early identification is a priority at Victoria Park Junior School and we identify learner needs through a range of means. Establishing a positive parent/carer partnership is key to this and very important to us and your child's education. We encourage you to talk to us and share any concerns you may have about your child's learning, behaviour or well-being so we can establish and implement support if required.



Some of our pupils require a short-term period of Wave 2 additional support to help them catch-up, make progress or improve their emotional well-being. However, some pupils may have a diagnosis or long term needs in one, or more of the following four areas of Special Educational Needs and Disability (SEND):

- Communication and Interaction
- Cognition and Learning
- Social, Emotional and Mental Health Difficulties
- Sensory and/or Physical including medical

In this case, and in liaison with parents and carers, your child would be placed on the SEND register and Wave 3 SEN support would be established for your child, in partnership with you.

Our Special Educational Needs Disability Co-ordinator (SENDCo) oversees all additional and SEN support and regularly reviews the provision made for our pupils. Funding is allocated from the Local Authority to school to enable us to meet the needs of all our pupils and those with SEND. However, if your child has a high level of need or complex needs, they may have an Education Health Care Plan (EHCP) with additional funding allocated to them already. Your child's class teacher and the SENDCo will work with you to meet the outcomes specified in your child's EHCP. For pupils whose needs become apparent over time, we will work with you to build evidence of need and it may be necessary to make an Education Health and Care Needs Assessment request to the local authority with a view to securing additional funding and more personalised SEN support for your child.

Our website has more information about SEND, the provision we make for our pupils and our SEND Information Report and SEND Policy can be found on the policies page of our website.

Further information about SEND can be found on Trafford SEND Local Offer.

Miss Tidman is the school's Special Educational Needs Co-ordinator (SENDCo).

Behaviour

At Victoria Park Junior School, it is expected that every member of the school community feels valued and respected, and that each person is treated fairly. We are a caring community, whose values are built on mutual trust and respect for all. Our Behaviour Regulation Policy is designed to support the way in which all members of the school can work together in a supportive way. It aims to promote a positive culture and calm environment in which everyone feels happy, safe and supported.

We recognise that behaviour is communicative and often reflects an emotion or feeling. Our Behaviour Regulation Policy is grounded in the belief that we are able to develop our ability to self-regulate our emotions and behaviour. Adult and child relationships are integral for this to occur.

The School Behaviour Curriculum

As a school, we know the importance of teaching children the behaviour that is expected of them. We do this through creating a positive, safe and nurturing environment. Routines are explicitly taught and these are repeatedly practiced to promote the school's values. The children have regular assemblies, specific sessions on the school's values and Zones of Regulation.

The key habits and routines expected at Victoria Park Junior School are:

- Show respect to all adults and children
- In class, make it possible for all pupils to learn
- Move quietly around the school
- Treat the school building and school property with respect
- Wear the correct school uniform

Where appropriate and reasonable, adjustments may be made to routines within the curriculum to ensure all pupils can meet behavioural expectations in the curriculum.

Positive awards are available for pupils throughout the day. These aim to promote confidence, competency, motivation and help pupils to develop growth mind-sets.

These include:

a. **Golden Tickets** are awarded by adults for children who go over and beyond achieving any of the school's values. They are small tokens. Children write their names on the back of the token and enter them in a raffle each week, with other members of their class. There is a grand draw from the remaining tickets every half term for the whole school.

b. **Achievers of the Week Assembly** is where two or three children are nominated by an adult or another child as "Achiever of the Week". There is a focus for every week and the adult will explain the pupils' achievement. Children receive a pencil, Headteacher's award certificate and sticker.

c. **Postcards Home**

d. **Marbles in the Jar** are a class reward. Any adult can award a class a marble in the jar. When a class earns 10 marbles, they can choose to do an activity for 10 minutes.

e. **Effort Points** are awarded for the amount of effort a child has put into their work.

f. **Sharing work with other teachers or adults including the Deputy Headteacher and Headteacher.**

Adults may use certificates to reward individuals for specific behaviour or achievement. Adults also use stickers and stamps to ensure that children are encouraged to try their best.

Forms

The following forms need to be completed when your child attends on their first day:
School Data Checking Sheet
Ethnicity Checking Sheet
Photographic/Video Consent

You will also receive your child's new ParentPay log in details for the Junior School. (This is different to the Infant School.) This account needs to be activated as soon as possible so we can communicate with you via email as well as text messages. Important information, all letters home, etc. will be sent to you via ParentPay.

Emergency contact numbers are extremely important. We must have up-to-date contact names and telephone numbers from you so that we can get hold of you in an emergency. If your child is hurt or needs to go to hospital, they need you there as soon as possible. If any of the contact numbers or addresses change during the year, please inform a member of staff in the school office.

The first contact number will be the one that we send important text messages to, so it is important that this is kept up-to-date.

Data Protection (GDPR)

Please see the school website Key Information - Data Protection to view the school's data protection policy and privacy notices.

Attendance

Children are able to come into school between 8.30am and 8.50am via the main office door. **The bell for morning registration is at 8.50am**. If your child arrives after 8.50am, you must bring them into the school office and provide a reason for being late. Children will be marked late if they arrive after 8.50am.

The school calendar for 2025-2026 is included at the end of the prospectus.
It is very important that parents/carers take note of these dates. **We do not authorise time off during term time for any holidays and you may be fined**.

If your child needs to be absent from school for any reason (other than medical appointments and/or illness), a written request must be made to the Headteacher.

If your child has a medical appointment, please inform the school office beforehand. We will need to see proof of this appointment, for example the appointment letter or text message reminder.

If your child is ill or going to be absent, please telephone school on the first day of absence by 8.50am, and every subsequent day. The office is open from 7.45am every day to take your message. Mrs. Hall (Attendance Lead) will speak to the parents/carers of all absent children.

The children's attendance & punctuality are closely monitored. Mrs. Hall will get in touch with parents/carers to discuss your child's attendance and punctuality if needed.

Schools are required by the Department for Education to inform them of all absences which are categorised into authorised and unauthorised.

Please see the school website Key Information - Policies to view the Attendance Policy.

Keeping Children Safe

Safeguarding & Child Protection

The safety and well-being of children in school is our first priority. We aim to create and maintain a safe learning environment where all children and adults feel safe, secure and valued and know they will be listened to and taken seriously. We promote discussion and understanding of safety as part of the children's 'Values and Attitudes' learning and also in assemblies. Children are encouraged to talk to their class teacher, teaching assistant or any school adult about any concerns or worries they may have.

Everyone who comes into contact with children and their families has a role to play in safeguarding children. Where adults have concerns about a child's safety, this is reported to Mr. Wilkinson (Designated Safeguarding Lead) or to Miss Tidman (Deputy DSL). Safeguarding concerns are logged & where necessary may be shared with social services.

Security in School

All children arrive via the main office door. All children are registered in their classrooms and late children are signed in at the office. If children leave school during the school day due to illness, medical appointments, etc. they are signed out by a parent/carer on the electronic entry sign system and the same if/when they return.

All staff, governors, parents/carers, visitors, contractors, etc. are signed in on the electronic entry sign system at the office before they are allowed to enter the school. The school is secured via a fob entry system and there is an intercom in the office for the main office door.

The playground gates are opened at around 3.15pm every day for parents/carers to wait on the playground to collect their children. The classroom/playground entrances must not be used by any parents/carers or visitors, etc. for any reason, you must use the main office entrance only and be signed into school on the electronic entry sign system.

Cars and Parking

We are fortunate to have our car park; which parents/carers can use. However, we encourage the children to either walk, cycle, scoot or use public transport. If you do need to use the school car park, please be respectful of other people, pedestrians and vehicles when picking up and dropping off to ensure everybody's safety and well-being.

We also have two accessible parking spaces.

Please make sure that you aware of the zebra crossing and do not park on this at any time.

First Aid

There are a number of First Aiders in school. All accidents or injuries are referred to one of the First Aiders. It is important that your contact details are kept up-to-date in case we need to contact you in an emergency.

We do occasionally apply a plaster (but not antiseptic creams) so please let us know if your child has an allergic reaction to these.

If your child has asthma they **must** have an inhaler and spacer in school every day. A parent/carer must complete a 'School Asthma Card, which will be sent home for you to complete.

If your child has an on-going medical need and they require a health care plan, please contact the school SENDCo, Miss Tidman, via the school office.

All accidents and injuries are documented and where necessary the local authority is informed.

Medicine

We do allow medicine in school if this means that your child can attend school instead of having an absence. Please come to the school office to complete a medicine form. **Do not send medicine into the classroom in your child's bag**.

The Junior Hub – Before and After School Childcare

The Junior Hub is our own before and after school provision for VPJS children only. It offers a range of games and activities, including: arts, crafts, sports and board games. We are very lucky to have lots of space for the children to use at the Junior Hub. We have the use of the art room; the music room; a "Chill Zone"; the playground, which includes the outdoor learning zone and gym equipment as well as using our school field. Special events and parties are also planned throughout the year.

The Junior Hub provides a happy, welcoming atmosphere in a caring, safe and secure environment where children have the opportunity to have lots of fun with their friends. All members of the team have additional roles during the school day which means that they will have good relationships with the children. This means that for children, moving from the school day into the Junior Hub is a happy experience and something they can look forward to each day!

For further information or to book and complete the annual registration forms and contract information, please contact Mrs. Hall, Junior Hub Manager via the school office on 0161 711 1509. Information can also be found on the school website Parents, Carers & Friends – The Junior Hub.

Timings and Prices

We aim to be flexible in meeting your needs and offer a range of options.

Breakfast Club: from 7.30am – 8.30am
(latest arrival 8.15am to ensure time to provide a breakfast)

Cost: £5.00 per session including breakfast.

After School Club – both sessions include a drink and snack.

Full Sessions: from the end of the school day until 5.45pm
Cost: £10.00 per session.

Mini Sessions: from the end of the school day until 4.30pm
Cost: £6.00 per session

FAF!

Family and Friends of Victoria Park Junior School

FAF! is currently in the process of establishing a new committee to continue their wonderful work from September 2025. If you would like to be involved (as little or as much as possible) please contact FAF! via the school office on 0161 711 1509 or email faf@victoriaparkschool.co.uk.

Information can also be found on the school website Parents, Carers & Friends – Family and Friends of VPJS (FAF!). You can also keep up with information and events by joining the FAF! Facebook group, which will only be used to promote FAF! events.

In the last few academic years, FAF! has raised valuable school funds through events such as the discos, bake sales and raffles.

The work of FAF! is greatly appreciated both in terms of fund raising and providing some of the "extras" we enjoy in and around school including the year 6 leaving gifts. This year we have been able to purchase a class set of VR headsets for the children to use in their learning.

CALENDAR 2025 – 2026

2025	**SCHOOL CLOSES**	**SCHOOL OPENS**
Summer Holidays	Friday 25th July 2025	Tuesday 2nd September
October Half Term	Thursday 23rd October	Monday 3rd November
Christmas	Friday 19th December	Monday 5th January 2026

2026

February Half Term	Friday 13th February	Monday 23rd February
Easter	Thursday 2nd April	Monday 20th April

(Children not in school on Monday 4th May 2026 – Bank Holiday)

May Half Term	Friday 22nd May	Monday 8th June

(**Children not in school on Friday 3rd July 2026 – Inset Day)**

Summer Holidays Friday 24th July 2026

Year 6 SATs will take place Monday 11th May to Thursday 14th May 2026

INSET DAYS (School closed to pupils)
Monday 1st September 2025
Friday 24th October 2025
Friday 3rd July 2026
Monday 27th July 2026
Tuesday 28th July 2026

Please note no holidays during term time will be authorised and you may be fined.