



Victory Heights Primary School

New Parent Information
2023/24

VHPS New Parent Welcome

A very warm welcome to Victory Heights Primary School, we are delighted to have you join 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.

Please do not hesitate to contact us at admissions@vhprimary.com with any questions 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.

Duka Jovanovic
Admissions Officer

Academic Enrollment

When your child is new to Victory Heights Primary School there are a few steps that you will need to complete prior to beginning classes.

Enrollment Documentation and Transfer Certificates

In your child's original offer letter you were given a copy of the required enrollment documentation. All documents must be submitted prior to your child's first day at VHPS or your child will not be considered registered. If your child was attending a school in UAE, have a certified Transfer Certificate as laid out in the document list. For students from Year 2 and above, coming from abroad, transfer certificate is also required.

KHDA Registration and Emirates ID

Before a child is considered officially enrolled in school and can begin classes they must complete the full KHDA registration process. Step 1 will be announced as soon as we have official confirmation from the KHDA.

KHDA Parent Contract

The second step in the KHDA process is to sign the Parent-School contract.

After your initial registration has been approved you will receive a notification inviting you to sign the parent contract. Both the KHDA registration and parent contracts are mandatory. The parent contract can be signed online via the KHDA Website by clicking on "Happy Home -Smart Parent School Contract".

Once the KHDA contract has been signed, your child's enrollment process is complete and they are now ready to begin classes!

For children transferring to Victory Heights Primary School from another school in Dubai, the KHDA contract will be published by the KHDA and they will inform you once it is accessible for signature.

Parent Security IDs

All parents will be issued with Parent Security IDs. The IDs will be issued with a lanyard and holder, which must not be changed and is to be worn at all times when entering the school premises.

Two guardian IDs are complimentary. There is an AED 50 charge for replacing lost IDs, as well as for any additional ID's required for other authorised caregivers.

Please ensure you have emailed a passport-sized headshot photo of both guardians and child to admissions@vhprimary.com as soon as possible, to ensure your movement is not impacted on school premises.

Important Note: Unless a specific written agreement has been approved, your child will not be allowed to start classes at VHPS unless all the documentation, KHDA registration, parent contract and Term 1 fees have been completed.

2023-2024 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 Enrollment

- ☐ Submit all required enrolment documentation
- ☐ Visit VHPS to complete KHDA Registration

All Students 2023-2024 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?
- ☐ Register for Zenda app
- ☐ Register for Skiplly app
- ☐ Bookmark <http://mobile.vhprimary.com>

Lunch

- ☐ Reusable water bottle
- ☐ Lunch box/bag (afternoon break)
- ☐ Snack (morning break)

Equipment

- ☐ Stationary as per stationary list
- ☐ Chromebook (Y2-Y6)

Uniform

- ☐ Visit Trutex uniform shop in City Land Mall 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)

School Policies

It is important to be aware of key school policies before sending your child to school. These are available on our school website - <https://www.vhprimary.com>

I have read the following policies

- ☐ Copy of the KHDA Parent-School Contract
- ☐ Anti-Bullying Policy
- ☐ Behaviour Policy
- ☐ Child Protection Policy
- ☐ Communication Policy
- ☐ Homework Policy
- ☐ Internet Safety Policy



**VICTORY HEIGHTS
PRIMARY SCHOOL**
NURTURE ♦ CHALLENGE ♦ EXCEL

We Care About

♦ THE LITTLE THINGS ♦

Victory Heights Primary School Dubai
PO Box 44143 Dubai Sports City, UAE
Tel : +971 4 423 1100
Email : admissions@vhprimary.com
Web : www.vhprimary.com

Accrediting Logos :

