

PARENT HANDBOOK



VICTORY HEIGHTS
PRIMARY SCHOOL
NURTURE • CHALLENGE • EXCEL

Principal's Message



Dear Parents,

Welcome to Victory Heights Primary School. As you start your academic year with us, we would like to keep you updated on important information and guidance that will support each family.

At VHPS we are a community rich in diversity, tolerance and values. Through our broad curriculum, and enrichment, we work together to ensure that we become well rounded citizens of the world.

Our mission is to Nurture, to Challenge and Excel and activities. Our unofficial motto is "All you need is love", about learning, children at Victory Heights Primary School make excellent progress in their time with us, and most children leave having achieved well above national curriculum expectations. Serious about learning invested in happiness!

We look forward to a wonderful year ahead!

Ms Sasha Crabb



Admissions Team



Victory Heights Primary School Parent Handbook

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.



Curriculum



Victory Heights Primary School follows the British School system, based on the National Curriculum for England. We work in partnership with the 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.

VHPS is divided into three Key Stages, guiding your children's educational journey.

Foundation Stage

Starting from age three, FS1 and FS2 follow the Early Years Framework. At the end of the Foundation Stage the children will be assessed using this framework on the 'Early Learning Goals'. Play and exploration remains an important part of the curriculum, alongside more focused activities, including our phonics programme. All the knowledge, skills and understanding are taught in a holistic manner through interesting topics, created from the children's interests and imagination. Arabic is introduced to both native and non-native learners from FS2.

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 recognises that the learning experience is greatly enriched when subjects are not taught in isolation.



Curriculum



Key Stage 2

Starting from age seven, covering Year 3 to 6. In Year 3 our foreign language program will introduce Spanish to our students. We have Curriculum Leaders to ensure that there is a natural progression from children moving from one year group to the next. After graduating from Year 6, students are extremely well-prepared for the challenges of secondary school!

We are delighted that this past year all of our Year 6 students received placements in one of their first choice of high schools!

Specialist

In addition to the class teacher (who will teach the class English, Math, Science, Humanities and Moral, Social and Cultural Studies), we have specialist teachers that deliver lessons across the key stages in:

- Art (from Year 1)
- Music
- Physical Education & Swimming *
- Spanish (KS2 only)
- Arabic (from FS2)
- Islamic Studies (from Year 2)
- Computing (from Year 1)
- SPARK - an exciting and innovative class to 'spark the imagination' of Year 1 children.
- STEAM (Science, Technology, Engineering, Arts & Maths) STEAM is for Years 2-6 which brings all of these subjects together in exciting experiments and investigations.

** Swimming begins after October half term for FS2, and at the beginning of Term 2 for FS1*



Academic Enrollment

**1**

Enrollment Documentation and Transfer Certificates

In your child's original offer letter, we included a list of required enrollment documents. Please ensure all documents are submitted prior to your child's first day at VHPS. Without these documents, your child's registration cannot be finalized.

- DHA Medical Form
- Medical Immunization Consent Form
- Parent ID Form
- VHPS Offer Acceptance Form, Terms and conditions
- VHPS Photography Consent Form
- For children transferring from another UAE school, a certified Transfer Certificate is required.
- For students in Year 2 and above, coming from abroad, a Transfer Certificate is also mandatory.

2

KHDA Registration and Emirates ID

To officially enroll your child, the full KHDA registration process must be completed. We will announce Step 1 of this process once we receive confirmation from the KHDA.



Academic Enrollment



3 KHDA Parent-School Contract

The second step involves signing the mandatory Parent-School contract. After your initial registration is approved, you will receive a notification to sign the contract. This can be done online through the KHDA's "Happy Home - Smart Parent School Contract" platform. Both the KHDA registration and the Parent-School contract must be completed before your child can begin classes.

For students transferring to VHPS from another Dubai school, KHDA will notify you once the contract is ready for signature.

4 Parent Security IDs

For added security, all parents will be issued Parent Security IDs with a lanyard and holder, which must be worn 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. All documentation, including KHDA registration, parent contract, and Term 1 fees, must be completed.

2025-2026 Checklist



Enrollment

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

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 Payhub360.com

Lunch

- Reusable water bottle with straw-type lid
- Lunch box/bag (if bringing own lunch)
- Snack (morning break)



2025-2026 Checklist



Equipment

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

Uniform

- Back pack (no wheels)
- VHPS School uniform *
- Black shoes
- White or black socks
- VHPS PE kit *
- PE trainers (white or black only)
- VHPS House shirt (FS2 – Year 6 only)

** Please visit Sumeru uniform shop in J3 Mall, Al Wasl Road to purchase compulsory items*

School Policies

Please read the following policies available on www.vhprimary.com

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



2025-2026

Stationery List

All of the below must be brought into school from the first day, and is available from most stores like Carrefour, Spinneys and main 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 child's name
- Lunch box with child's name

Years 1 - 6

- A pencil case
- HB pencils, pencil sharpener and eraser
- 30cm ruler
- Pack of colouring pencils
- Pack of white board markers and eraser
- Glue Stick

Years 3 - 6

- Highlighter pens (multiple colours)

Years 2 - 6

Working with our trusted partner LearnIT, we will share details of our device purchase scheme, or you can purchase your own device**, providing it meets the following **minimum specifications**:

- Chromebook (ChromeOS)
- 11.6" FHD Screen or greater
- 4GB RAM or greater (8gb is preferred)
- 64GB on board storage or greater

** For devices not purchased through LearnIT, a one time 250 aed management license fee is payable.



*** (these are only required once your child has their license and this will be communicated to you by their class teachers)*

Communication

zenda...

Zenda is our school parent portal, which enables parents to access a range of important information relating to their child and the school as a whole, including:

- Weekly News
- Report Absences
- Clinic Notices
- School Operations

To download Zenda, please visit Google Play or the Apple App Store and search for 'Zenda' - Please enter the school code: vhps

Use your school registered mobile or email address to sign up.



School news is regularly published through our school mobile application, which is available at <http://mobile.vhprimary.com>

- School Notices
- Calendars
- Policies
- Term Dates

The VHP web application is accessible on all major smartphones and tablets. To get started, simply open <http://mobile.vhprimary.com> in your mobile browser. Then, select "Add to Home Screen" to place the VHP icon directly on your device's home page for easy access.

Alternatively, you can add it via the 'Bookmarks' or 'Favourites' section of your browser.



Communication



Seesaw

Seesaw application is used as a key digital platform for communication with:

- Class Teacher
- Specialists
- PE Department

Payhub 360 is the payment portal for VHPS. Setting Up PayHub360

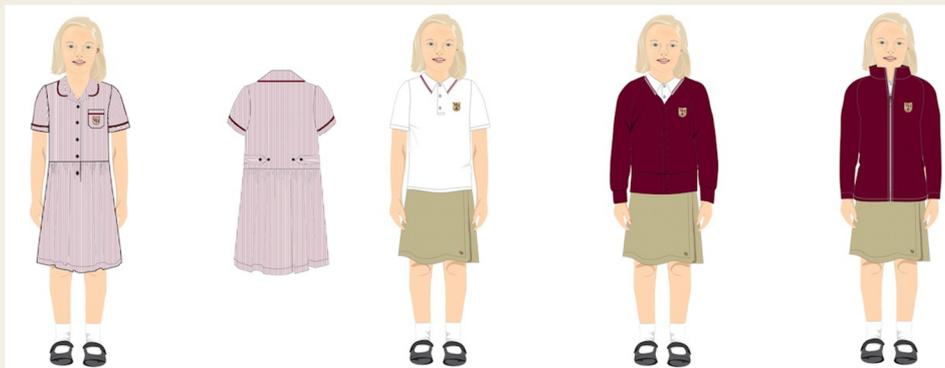
To get started, follow these simple steps:

- Visit <https://payhub360.com>
- Log in using your registered email address with the school.
- Use the default password: school (you can update this later).
- Click on 'Student Profile.'
- Select 'Activity Fee' or 'Term Fee' and click 'Add to Cart.'
- Click 'Proceed' to payment.
- Enter your card details and select 'Pay Now'



School Uniform

At Victory Heights Primary School, all children are expected to wear the full uniform at all times.



FS1 and FS2

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

Years 1 to 6

- VH Dress in 'White and Maroon' Stripes (Y1 & 2)
- Skort in 'Stone'
- VH Short Sleeve blouse in white + maroon stripes
- V-neck Cardigan in 'Maroon' Stripes
- 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 (Velcro or Laces)



FS1 and FS2

- Short 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

Years 1 to 6

- Short 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, Year 1&2)
- Basketball Hat (Not pictured, Years 3-6)
- Navy socks and Black Shoes



School Uniform



Shirts to be purchased only after your child has been sorted into a School House

Our school has four houses, each named after an animal native to the Arabian Peninsula: Oryx (green), Foxes (red), Leopards (yellow), and Falcons (blue). All children from FS2 to Year 6 are assigned to a house.

The house system fosters a strong community spirit, enhances a child's sense of belonging, and celebrates achievements outside the classroom through special house days, social and sporting events, and various competitions.

House Captains, chosen for being exemplary role models, have a range of responsibilities, including leading teams, organising events, and collecting and verifying house point totals.

House points are awarded by all teachers for effort, achievement, good behaviour, and sportsmanship. Our house events and competitions are aligned with the school's vision, values, and our ELLI animals.

Throughout the year, we host numerous events and competitions in which all students have the opportunity to participate. These include projects on global and UAE issues such as sustainability.

In addition, we hold inter-school sports competitions, like our Great VHPS Bake Off and House Sports Week. All events contribute to house points, and students are encouraged to participate actively.

Children are required to wear their house shirts on any calendared house days and are also invited to wear them on their designated swimming days. House shirts are available through the school uniform supplier, as mentioned above.

BOYS & GIRLS PE KIT & SWIM WEAR



- Polo Top in Maroon / White
- Shorts in White
- White or Black Trainers (No coloured adornments)
- VH Swimming Costume
- VH Swim Cap (Not Pictured)
- Towel (of your choice)



Where to purchase?



ORDER ONLINE AT

www.shopatsumeru.com

- Visit our website
- New user kindly REGISTER and existing users kindly LOGIN
- Search your school bar: Please enter first school name
- Check garment size for each item
- Proceed to checkout and payment



Location:
J3 Mall, Level 1, 983, Al Wasl Road, Umm Suqeim



Timing:
Monday to Saturday
10am to 7:30pm



Contact:
+971 58 102 9932
+971 58 945 2403



Online Sales:
www.shopatsumeru.com
Merchandise will be delivered to your residence via courier



Additional Services:

- Made to measure at retail location
- Alteration available at retail location
- Iron on name tags available



Important Points



- Girl's hair must be tied back at all times for safety reasons.
- Jewellery - Students are permitted to wear a single plain stud earring in each ear. Hoops, dangling earrings, or any other styles are not allowed. A watch may be worn; however, no other jewellery, such as necklaces, bracelets, or rings is permitted in school unless specifically requested by parents for religious reasons. All such 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 coloured trainers.
- No 'Smart' watches are permitted in school, with no exceptions.



Term Dates 2025-26

Winter Term (Term 1)	
Term 1 starts	Monday 25th August
Prophet's Birthday	Thursday 4th September
Half Term	Monday 13th October - Friday 17th October
Commemoration Day & UAE National Day*	Monday 1st December - Wednesday 3rd December
End of Term 1	Friday 5th December
Spring Term (Term 2)	
Term 2 starts	Monday 5th January
Ramadan Starts*	Monday 16th February
End of Term 2	Friday 13th March
Summer Term (Term 3)	
Term 3 starts	Monday 30th March
Arafat Day & Eid Al Adha*	Tuesday 26th May - Friday 29th May
Islamic New Year *	Tuesday 16th June
End of Term 3	Friday 3rd July
<i>*Dates are subject to approval by KHDA</i>	



School Timings



The Foundation Stage (VHFS) will open its gates at 7:40 a.m., and the Primary School building (VHPS) will open at 7:30 a.m. Children participating in early morning sports squads can enter from 6:55 a.m.

No other earlier admittance will be permitted. We would like to remind parents that children should not be left unsupervised at the school gates prior to the start of the school day.

School Timings		Drop-Off	Pick-Up
Monday - Thursday	FS1	07:40 - 08:00	13:15 - 13:30
	FS2	08:00 - 08:20	13:45 - 14:00
	Years 1-2	07:30 - 07:55	15:00 - 15:10
	Years 3-6	07:30 - 07:55	15:00 - 15:10
Friday	FS1	07:40 - 08:00	11:00 - 11:15
	FS2	08:00 - 08:20	11:15 - 11:30
	Years 1-2	07:30 - 07:55	11:40 - 11:50
	Years 3-6	07:30 - 07:55	11:40 - 11:50

There is no entry to the school site in the morning for parents. *



Drop Zones



VHPS Only - The main school building operates a curbside drop-off system in the mornings to help ease traffic flow in the local area. Members of the school's academic team are on hand to assist children in safely exiting vehicles and entering the school.

To ensure that traffic is evenly distributed across the two curbside drop-off zones, we ask that you follow the designated drop-off locations shown below. If you have children in multiple year groups, please drop all children at the location designated for the youngest sibling. There is no need to make multiple stops.

Drop-off is available from 7:30 to 7:55 am. If you arrive after this time, you must park and accompany your child to reception for late registration.

Drop-Off	
Canal Residence Side	Years 1-2
Gate 2	
ELS Club Side	Years 3-6
Gate 4	

* Year 1 parents are permitted on site until the first half term (October).



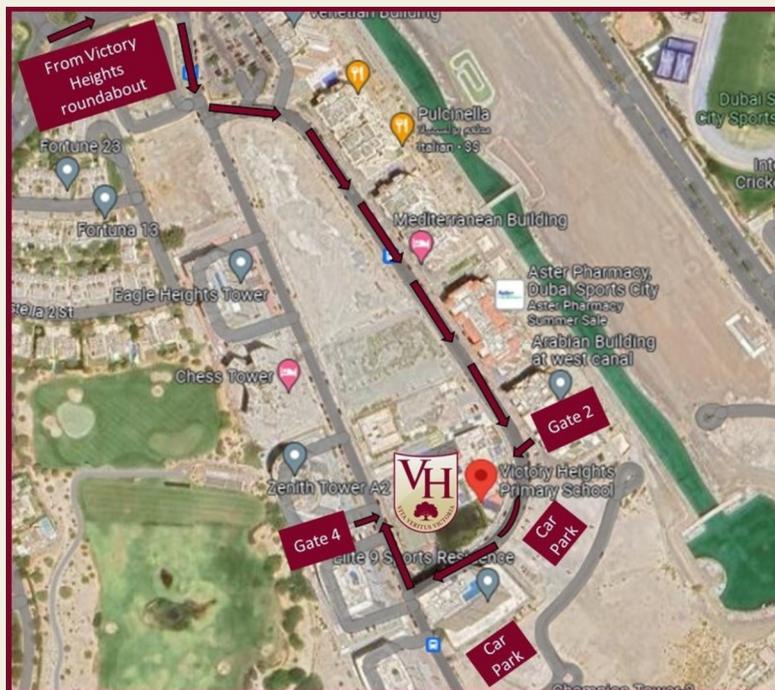
Pick-up Zones



Parents must collect their children in the afternoon from the collection points shown below.

Please ensure your child is collected promptly at the designated time. If you arrive after the collection period has ended, your child will be taken to the main school reception. Repeated instances of late collection may result in a meeting with a member of the school's leadership team.

Canal Residence Side - Gate 2	
Years 1-2	15:00 - 15:10 Fridays 11:30 - 11:40
ELS Club Side - Gate 4	
Years 3,4 and 6	15:00 - 15:10 Fridays 11:40 - 11:50
Arabic Block - Gate 6	
Year 5	15:00 - 15:10 Fridays 11:40 - 11:50



VHPS Parking guidance map



Pick-up Zones

VHFS



The VHFS building operates in an area with limited parking due to residential and commercial developments. With this in mind, we operate a staggered drop-off and pickup, and request parents to adhere to these timings.

We also promote the use of car-sharing where possible, or walking/cycling to school from the adjacent communities.

Please also be mindful of the limited parking, and once you have collected/dropped off your child, please leave the area quickly, so as to free up parking for other parents.

FS Classrooms	
FS1	13:15 - 13:30 Fridays 11:00 - 11:15
FS2	13:45 - 14:00 Fridays 11:15 - 11:30

Drop-off - Please take your child directly to their class using the outside doors. You will be greeted by the class teacher or the classroom assistant.

Pickup - You can collect your child from the classroom at the end of the school day.

Late drop-off/pickup

If you are late to drop-off or collect your child, please proceed to the VHFS Reception. It is important to ensure your child's punctuality, and to collect them on time. If there are any concerns with this, the Head of EYFS will ask to meet you in person to discuss how to improve your punctuality.



VHFS



VHFS Parking guidance map



ECA



Period 9

The school offers an extracurricular program available at no cost to all children from Years 1-6*. This program includes a variety of extra- and co-curricular activities, selected by the children and organised on a carousel basis by our academic staff. The program is designed to help students explore interests in areas such as sports, technology, and academics, culminating in showcase moments. Additionally, longer-term activities, such as the school choir and performing arts, are also part of the extended day program.

A full list of Period 9 activities will be provided early in the academic year.

After School Enrichment

We are delighted to offer a paid aftercare provision at both our Foundation Stage building and Primary School. Our after-school enrichment activities are led by members of our academic team, providing a seamless extension of the school day.

In the Foundation Stage, the after-school sessions are play-based, designed to support young children's development in a relaxed environment. For our Primary School students, the After-School Enrichment program offers a wide range of curriculum-linked activities, including reading, handwriting, mental maths, and art.

All children attending the after-school club will receive a complimentary snack and drink provided by our catering partner, Ben's Farmhouse.



After School Enrichment



Monday - Thursday	FS1	13:30 - 14:45
	FS2	14:00 - 14:45
	Years 1-6 (Option 1)	15:00 - 15:45
	Years 1-6 (Option 2)	15:00 - 16:30
Friday	Years 1-6	12:00 - 13:30

Aftercare is available on a personalised basis, allowing parents to select days and times based on their preferences. Please note, Ad hoc care is also available, where you can sign up your child on the day, before 12 p.m.

You can express and confirm interest via the sign up link.
https://docs.google.com/forms/d/e/1FAIpQLScwyAjqrJbIC223f-0FndVM_0NosN1D9jSX0pdJEVOnnyvzkQ/viewform

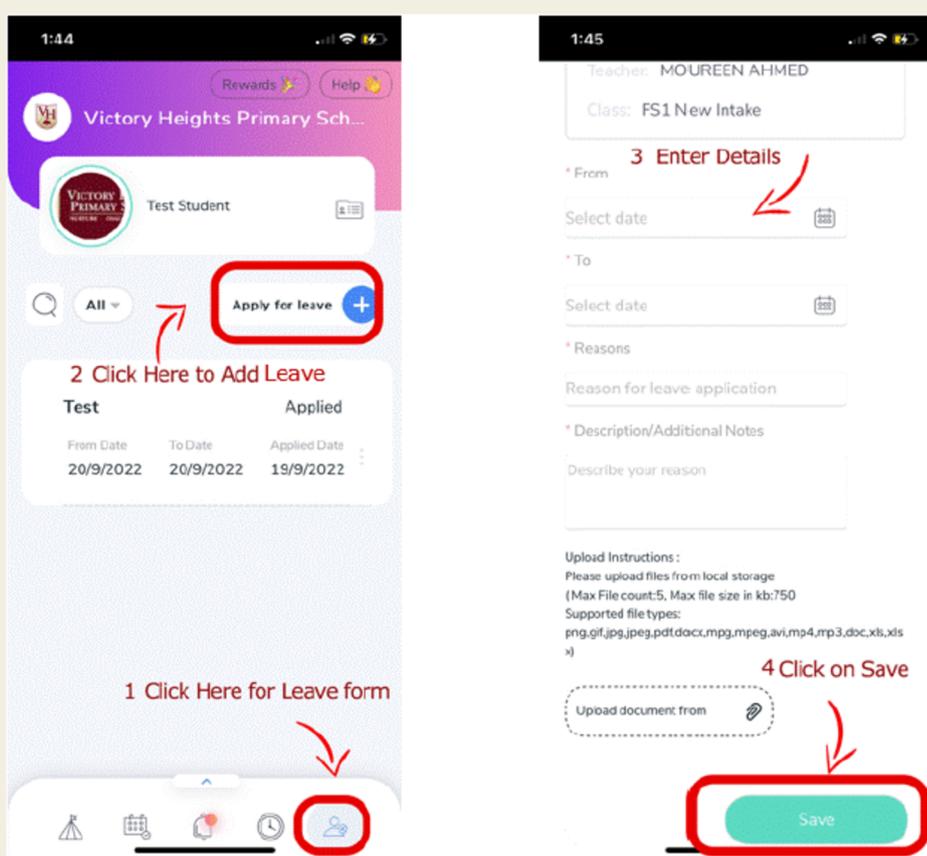


Attendance and Punctuality



Victory Heights Primary School promotes high levels of attendance and punctuality across the school. There is a clear connection supported by research, between high levels of attendance and achievement.

Students are expected to attend school every day unless they are ill. Family holidays should be organised in school holiday time. Requests for time out of school for family occasions can be granted at the principals' discretion. If a student is absent, a request must be logged on the Zenda app.



Students are expected to be in class before the National Anthem which is played at 8:00 am. Students arriving after the National Anthem are recorded as late. Persistent lateness will be addressed with the parent and escalated to PLT if the lateness continues.



Fees and Payments



Tuition fees at Victory Heights Primary School ("VH Primary") are as per the Tuition Fee. Schedule set out below:

School Fee Structure 2025-26

No additional fees for SPARK and STEAM curriculum

Year Group	Annual Fees	Term 1	Term 2	Term 3
FS1	AED40,138	AED16,056	AED12,041	AED12,041
FS2	AED43,785	AED17,513	AED13,136	AED13,136
YR 1-2	AED47,435	AED18,973	AED14,231	AED14,231
Yr 3-4	AED51,084	AED20,434	AED15,325	AED15,325
Yr 5-6	AED54,733	AED21,893	AED16,420	AED16,420
Due Date		25th August 2025	5th January 2026	6th April 2026

Please note that the above Tuition Fees are exclusive of transport, school uniforms, food services, and any English language or Special Needs Learning Support that students may require. Tuition fees also do not include the cost of field trips, additional after-school/extracurricular activities/clubs or holiday camps, all of which shall be charged separately.

Refunds

The Application Fee, Enrolment Fee and Re-Enrolment Fee are all non-refundable, in accordance with KHDA guidelines which states that, in the case of both existing and new students, schools are not required to refund deposits and fees if students choose not to return to school for the next academic year or choose not to take the offered places.

Whilst the above fees are non-refundable, tuition fee refunds follow the Ministry of Education Bilo of Federal Law No. (28) for Private Education.



Fees and Payments

Refunds



If a student withdraws or leaves school for any reason, and has given one full term's written notice, as set out above, refunds will be made to the original payee as set out below:

- If a student withdraws prior to the start of the academic year, the balance of the first term's fees paid will be refunded, except for the Application Fee and Enrolment Fee.
- If a student withdraws during the school year, the Application Fee and Enrolment Fee are non-refundable and the remaining tuition fee is calculated as follows:
 - If a student attends school for two weeks or less, one full month's fee will be charged;
 - If a student attends school for more than two weeks, but less than one month, two full month's fees will be charged; and
 - If a student attends school for more than one month, the entire term's fees will be charged.
 -

The value of the fee per month is calculated by dividing the total tuition fees by ten. Charges for books and school uniforms will not be refunded, but the above conditions for refund apply to bus fees for transportation provided by the school.

There are no fee refunds in any other circumstances except those stated above. All other Fee Payment information can be found in our Fee Payment Policy, which can be found at <https://www.vhprimary.com/userfiles/vhdmvc/2024%20tuition%20fee%20UPDATED1.pdf>



Events and Trips



Trips

As part of our commitment to ensuring that children at Victory Heights Primary School are afforded access to a broad, balanced and culturally enriching curriculum, we organise a number of trips throughout the course of the year.

Our commitment is to ensure that parents will pay no more than 750 aed* per year on events and trips, excluding residential trips.

**Children who study Islamic Studies may incur some small, additional costs to support Islamic Studies curriculum visits.*

Productions

We have been inviting visiting theatrical companies to perform to our children since the school opened, and consider the experience to be extremely valuable and engaging for the children.

These productions are high quality, with professional actors, and attract a ticket cost. We primarily work with Shakespeare 4 Kids (S4K) and Dune Productions, and we look forward to inviting them into school again this year.

Events

We host a number of special events throughout the year, that usually coincide with non-uniform days. These celebrate events such as UAE National Day, International Day of Peace and World Book Day. These events will be shared with you ahead of time so that you can plan for non-uniform days.

Payment

Full details of your child's year group trips and events will be shared with you at the beginning of the academic year. These can be paid for using the PayHub360 Payment for trips and events will close one week before the date of the trip, and after this point no additional payments will be taken.



School Inspections



KHDA

The Knowledge and Human Development Authority (KHDA) is responsible for overseeing the growth and quality of private education in Dubai. KHDA accredited Victory Heights with an "Outstanding" rating in 2022-23, and in the most recent inspection, we proudly maintained this rating and were also awarded "Outstanding" in Well-being. We were ranked Outstanding in Well-being and Inclusion, a distinction achieved by only 10 other schools within the Emirate of Dubai.

Victory Heights excels in all areas of English, Maths, and Science, as well as in personal development, teaching, curriculum, assessment, leadership and management, and Well-being. In Arabic language subjects, we are a rapidly improving school, showing successful progress in Arabic A, Arabic B, and Islamic Studies. We are proud of the hard work our teachers and families have invested in the continued development of the school, and we are excited for the upcoming year!

You can view the full report on our website under 'Inspection Reports.'

BSO

Additionally, as a "British Schools Overseas", we are inspected on a regular basis by BSO, with inspections carried out by the Education Development Trust. In 2021/22, we were adjudged to be "Outstanding" in all areas.

You can view the full report on our website under 'Inspection Reports'



Assessment and Reporting



Feedback and Marking

There is no 'prescribed' method of marking/feedback at Victory Heights Primary School. We recognise that different subjects and contexts call for different methodologies. Given the excess workload demands that written marking places on teaching staff, which can be to the detriment of teacher wellbeing, coupled with the lack of evidence that written marking has any significant level of impact on children's achievement, Victory Heights Primary School suggests these alternative feedback strategies (in no particular order).

- Whole Class Feedback
- Verbal Feedback
- 'Live' Marking
- Peer and Self-Assessment
- Use of multiple-choice questions (MCQs) - preferably electronically marked
- Use of 'Comparative Judgement' to assess and moderate written work
- Dialogue, questioning and use of formative assessment (characterised as AfL)
- Digital audio feedback (through platforms such as Seesaw and Flipgrid)

Our Feedback and Marking policy have been subject to rigorous internal review, and has been externally praised by DSIB inspectors.

Therefore, you should not expect that your child's books will be full of ticks acknowledging work, or teacher comments. The progress that you will observe in your child's book, over an extended period of time, should tell its own story that your child has received feedback that has enabled them to develop.



Parents



Communication

Victory Heights Primary School recognises that communication between parents and school is essential to ensuring the success of children.

Your child's class teacher will use Seesaw as the primary method of communication with you. Please be mindful that teachers are busy with their class throughout the school day, and are not available to immediately reply. Our expectation is that you will receive a reply within 24 hours of your first communication.

If you have a more urgent and pressing concern, please contact our school reception at 04 423 1100.

Whilst we value our good relations with parents, please be respectful of your child's class teacher's time and limit communications to essential matters only.

Lanyards

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 our Admissions Department as soon as possible, to ensure your movement is not impacted on school premises.



Parents



Expectations of Parent Behaviour

All staff at Victory Heights Primary School engage with parents in a polite and respectful manner. At no time should any member of the school staff feel threatened or intimidated, or be spoken to rudely by a member of the school community.

The school will not tolerate anti-social behaviour of this kind, and parents will be invited to meet with the principal in the first instance, and further recurring behaviour may result in us taking further action, including removal of access to the school site.

Parent Reps

We value the contribution of our parents who volunteer their time to become class representatives, and we know that other parents find this invaluable as well. Class parent reps help us in disseminating information about school events to parents, usually through channels such as Whatsapp. They are often able to quickly answer short questions that parents may have, such as "Is tomorrow a non-uniform day?"

Whilst class reps are invaluable, we do recognise that they have their own day to day lives to attend to, and we ask that other parents be mindful of this. We also ask that for non-trivial questions, parents direct their questions to the school, to ensure that they have received the correct information.

If you are interested in becoming a class rep, please email parentliaison@vhprimary.com to register your interest.



External ECA Infinite Sports



We are proud to work with Infinite Sports, who manage a full schedule of extra-curricular activities and tailor-made enrichment programmes at Victory Heights Primary School.



Who are Infinite Sports

Infinite Sports are our partners in offering an outstanding menu of extra-curricular activities to children at Victory Heights Primary School. Through Infinite Sports, we are able to work with some of the leading sports academies in the Emirates, such as Elite Sports, Rugby Tots and Step Up Academy, as well as providers in fields such as STEAM, Robotics and the Arts.

Activities organised by Infinite Sports operate outside of school hours and attract an additional cost, payable directly to Infinite Sports.



Contact via WhatsApp at +971 553911074

Canteen



Victory Heights Primary School works in partnership with Ben's Farmhouse, a homegrown catering company that provides delicious hot and cold food options, with a farm to table ethos.

All food is nut-free and the macronutrient profile is carefully considered to ensure children are not only getting a tasty meal, but one that is healthy and safe for all.



Packed Lunches

We recognise that not all parents wish to use the canteen, and welcome children to bring their own packed lunches and mid-morning snacks. We aim to provide an environment that supports a positive approach to healthy eating. Parents are advised to provide school snacks and lunches that contain sufficient nutrition to satisfy the child. It should contain a source of protein, carbohydrates and healthy fats. In line with recommendations, children should have access to fresh fruit and vegetables daily.



Organisation Chart



Sasha Crabb

Principal



Matt Hawley

Headteacher



Alex Quinn
Assistant Headteacher



Jade Harper
Assistant Headteacher



Sasha Quinn
Head of EYFS



Michelle Choytooa
Inclusion Champion

The school is guided by an experienced and dedicated leadership team, led by Principal Sasha Crabb. Supporting her is Mr. Hawley, our Headteacher, who manages the day-to-day operations of the school. His responsibilities include timetabling, overseeing pick-up and drop-off procedures, and ensuring the safety and safeguarding of all pupils.

Mr. Alex, one of our two Assistant Headteachers, oversees assessment across the school and leads on the pastoral and academic progress of Years 2, 4, and 6. Ms. Jade, our second Assistant Headteacher, is responsible for staff professional development and the strategic leadership of Years 1, 3, and 5.

Our Early Years Foundation Stage (EYFS), based at the VHFS site, is led by Ms. Sasha Quinn, Head of EYFS, who ensures the highest standards of care and learning for our youngest pupils.

Ms. Michelle, our Inclusion Champion, leads the Inclusion Team and plays a key role in supporting the individual needs of all children, with a particular focus on those requiring additional support to thrive.

Contact Information



Ms Sasha Crabb

principal@vhprimary.com

Headteacher

headteacher@vhprimary.com

Inclusion Team

inclusion@vhprimary.com

Reception

reception@vhprimary.com

Admissions

admissions@vhprimary.com

Transport

transport@vhprimary.com

Clinic

clinic@vhprimary.com

Events and Extra Curricular Activities

events@vhprimary.com

Safeguarding



Our Safeguarding Commitment

At Victory Heights Primary School, the safety and wellbeing of every child is our highest priority. We are committed to providing a secure, supportive, and nurturing environment where all children feel valued, respected, and protected.

Our staff are fully trained in safeguarding procedures, and we have clear policies in place to ensure the welfare of all students. We also work closely with parents and external agencies to uphold the highest standards of child protection.

For full details on our approach to safeguarding, including our policies and procedures, please refer to the **Safeguarding and Child Protection Policy available on our school website**. If you have any concerns or questions, please do not hesitate to contact us - we are always here to support you.

Sasha Crabb

Principal and Designated Safeguarding Lead

