



THINKING SCHOOLS  
ACADEMY TRUST



# Useful Information for Parents

Academic year 2025 - 2026

**Please keep for reference**

# WELCOME

## Message from the Headteacher

We are delighted to welcome you, as families of our new Year 7 students, to our school. Starting secondary school is a significant milestone in anyone's life. It is part of students' continuing journey towards independence and we therefore understand the importance of transitioning well from Primary School. We have an experienced team who work to ensure the academic, social and pastoral needs of all new students are understood and met upon arrival.

This process of transition has already started and we value the ongoing partnership we have with families. The transition period can be daunting for both families and students and the first term for some students can be unsettling. Rest assured this is perfectly normal and we value your communication with us as we work together to support students to settle in. Alongside welcoming your child, we know that you are also joining our community and will be supporting your child as they embark upon their journey with us.

We value the part we can all play together in ensuring your child can be their best. Welcome!

Mr Olly Owen  
Headteacher

## Message from the Head of Year 7

Welcome to The Victory Academy and congratulations on securing a place for your child at our wonderful school. We look forward to meeting all the students as they start their journey with us.

The Year 7 team pride themselves on building supportive relationships with students and families in an effort to work together to ensure every student has every opportunity to be their best self. Our curriculum is designed to support the knowledge acquired in primary school whilst developing and adding to their skills and knowledge to prepare them for their future.

We also understand that every child is different and will encourage them to aspire to achieve in all areas of Academy life, whether that be academically or through extra-curricular interests such as Sport or Performing Arts.

As an academy, we support students and parents through the period of transition to ensure that the experience is a positive one, preparing students for their arrival with us in September.

I look forward to meeting and working with you all!

Miss E Lacey  
Head of Year 7

# KEY DATES

Date	Event	What to Expect
Beginning of June	Deadline for enrolment forms	All forms should be completed.
Wednesday 18 <sup>th</sup> June	Coffee Morning	To discuss SEND and transition with our SENCo, Mrs Clarkson; by invite arrangement only.
Tuesday 25 <sup>th</sup> June Wednesday 26 <sup>th</sup> June	Transition Days for students with additional needs	These days are invite only for students who have been identified by schools as needing additional transition support.
Wednesday 2 <sup>nd</sup> July	Dockyard Day	All students are invited for a free day out at the Historic Dockyard Chatham to meet their Learning Period 1 teachers and peers.
Thursday 3 <sup>rd</sup> July	Transition Day, Parents Evening and Information Market Place	All pupils will come to The Victory Academy for a taster day. Families are invited to join us in the evening to meet their Learning Period 1 teachers and discuss any concerns they have with their relevant departments. A Market Place of key services will be available.

## What are the lesson times?

Free breakfast is available to all students from 8:00am.

<b>Line up/Registration</b>	8:35am to 8:40am
<b>Learning Period 1</b>	8:40am to 9:05am
<b>Learning Period 2</b>	9:05am to 10:05am
<b>Learning Period 3</b>	10:05am to 11:05am
<b>Break</b>	11:05am to 11:25am
<b>Learning Period 4</b>	11:25am to 12:25pm
<b>Learning Period 5</b>	12:25pm to 1:25pm
<b>Lunch</b>	1:25pm to 2:00pm
<b>Movement time</b>	2:00pm to 2:05pm
<b>Learning Period 6</b>	2:05pm to 3:05pm

# KEY DATES

4

## 2025-2026 Academic Year

Term	Dates
Inset Days	Monday 1 <sup>st</sup> September 2025 and Tuesday 2 <sup>nd</sup> September 2025 (no students in school)
Term 1	Wednesday 3 <sup>rd</sup> September 2025 (Years 7,11 and 12 only) and Thursday 4 <sup>th</sup> September 2025 (All year groups) to Friday 17 <sup>th</sup> October 2025
<b>Autumn Break - Monday 20<sup>th</sup> October 2025 to Friday 31<sup>st</sup> October 2025</b>	
Inset Day	Monday 3 <sup>rd</sup> November 2025 (No students in school)
Term 2	Tuesday 4 <sup>th</sup> November 2025 to Friday 19 <sup>th</sup> December 2025
<b>Christmas Break -Monday 22<sup>nd</sup> December 2025 to Friday 2<sup>nd</sup> January 2026</b>	
Inset Day	Monday 5 <sup>th</sup> January 2026 (No students in school)
Term 3	Tuesday 6 <sup>th</sup> January 2026 to Friday 13 <sup>th</sup> February 2026
<b>February Break - Monday 16<sup>th</sup> February 2026 to Friday 20<sup>th</sup> February 2026</b>	
Term 4	Monday 23 <sup>rd</sup> February 2026 to Thursday 2 <sup>nd</sup> April 2026 (Friday 3 <sup>rd</sup> April - Bank Holiday)
<b>Spring Break - Monday 6<sup>th</sup> April 2026 to Friday 17<sup>th</sup> April 2026</b>	
Term 5	Monday 20 <sup>th</sup> April 2026 to Friday 22 <sup>nd</sup> May 2026
Bank Holiday	Monday 4 <sup>th</sup> May - Bank Holiday
<b>May Break - Monday 25<sup>th</sup> May 2026 to Friday 29<sup>th</sup> May 2026</b>	
Term 6	Monday 1 <sup>st</sup> June 2026 to Friday 17 <sup>th</sup> July 2026



# SCHOOL UNIFORM AND APPEARANCE

Maintaining high standards of uniform is an important part of the overall aspirations of The Victory Academy. Instilling high standards teaches students to comply with a dress code, which will be an important workplace skill for them in later life. Perhaps most importantly, our uniform reflects our corporate identity as a community and encourages students to take pride in themselves and their school.

## Years 7 to 11:

- Academy blazer\*
- Academy tie (House colour)\*
- Plain black V-neck jumper (optional item in addition to a blazer)
- White shirt either short or long sleeved
- Plain black straight leg trousers (no skinny fit, flared trousers or denim) or plain black, knee-length pleated skirt (skirts not to be rolled up)
- Plain black or white ankle socks (no logos, stripes or colours) or plain black or skin colour tights
- Plain black flat formal enclosed shoes (no boots, canvas shoes or trainers allowed)
- Black headscarf (only if worn for religious reasons)



## Performing Arts & PE KIT:

- Academy PE top\*
- Academy half-zip long sleeve top (optional). \* No other long sleeve tops are acceptable
- Plain navy shorts or plain navy, knee length cycling shorts with discreet logo
- Plain navy jogging bottoms or plain navy leggings with discreet logo
- Trainers (for Performing Arts, grip socks e.g., Flip Out/Gravity/Primark or plastic grip socks can be worn as an alternative)
- Navy football socks (desirable)
- Football boots – moulded studs (desirable)
- Shin pads (desirable)



Items marked \* can be purchased from our uniform suppliers; **Monkhouse** (Chatham Dockside shopping centre, Maritime Way, ME4 3ED) and **School Time Outfitters** (87-89 High Street, Chatham, ME4 4EE).

# SCHOOL UNIFORM AND APPEARANCE

---

## **Personal Appearance:**

- One small plain gold or silver stud in the lower lobe with no other visible piercings including tongue and nose piercings. If clear studs are to be used as an alternative, they should be discreet and as minimal as possible. No other clear piercings permitted. Students taking part in practical subjects (including PE and Performing Arts) will need to remove any piercings before participating.
- No other visible jewellery other than a wrist watch.
- No make-up including any type of false eyelashes.
- Nail polish, including false nails, should not be worn and will have to be removed before entering the Academy.
- Hairstyles should be appropriate and of a natural colour and not contain exaggerated colours or styles. Patterns or tramlines should not be shaved into the hair or eyebrows.
- Hair bands should be plain and either black or navy and of discreet size.
- No hats, caps, hoods or durags are to be worn in the Academy other than for religious purposes.
- Hoodies, tracksuit tops, scarves, denim and leather jackets are NOT permitted.
- If belts are to be worn they must be plain black with a discreet buckle or fastening with no logo.

The Academy seeks to work together with families to resolve any issues relating to uniform. Should there be an issue with your child meeting the above expectations we would ask that you contact the Academy in advance so that we can provide support to resolve the issue. Should your child arrive to school with incorrect uniform, you will be contacted by telephone and they will be directed home to correct their uniform before returning. If your child does not return your child's attendance will be recorded as unauthorised. We appreciate your support in working with us to ensure that students come to school well-presented and in correct uniform.

# USEFUL INFORMATION:

---

## Out of Class Learning

Out of Class Learning refers to tasks given to students by their teachers to be completed outside of usual lessons. At The Victory Academy, this is viewed as a valuable part of a student's learning journey. Out of Class Learning at The Victory Academy aims to broaden, consolidate, extend or deepen the learning experience.

### **How Out of Class Learning will be set**

- Teachers will set Out of Class Learning through Microsoft Teams via Assignments.
- Students will be able to check their Out of Class Learning and deadlines by logging into their Microsoft Teams account.

## Pastoral Support

Your child's Learning Period 1 teacher is responsible for overseeing pastoral and academic welfare and is normally the first point of contact for parents. Should you wish to meet with a member of staff then you will need to contact Reception to arrange an appointment. Should your enquiry merit the attention of a more senior member of staff, please ask to speak with your child's Head of Year. On some issues, families may wish to write directly to the Headteacher.

If you are going away from home for a period of time, please ensure that the Academy is informed of your address and telephone number, as well as the place and person with whom your child will be staying in your absence. Should you change your address or telephone contact details it is essential that we are provided with the new information.

### ***Will my child be placed in classes with students from previous school?***

In order to make students feel more confident during the transition phase, we try to aim to have familiar faces in tutor groups. Where students come from larger primary schools it is highly likely that they will be placed into similar form groups.

# USEFUL INFORMATION:

---

## Home School Agreement

A Home School Agreement is a statement explaining your child's school's aims, values, policies and procedures, its responsibilities towards its pupils, the responsibilities of the pupil's families, and what's expected of pupils.

As a Victory student, I agree to:

- Reflect on how I can display the Victory Values in all areas of my life by building the habits of the Victory Virtues into everything I do.
- Actively engage with my learning, both opportunities within the classroom and outside the classroom, whilst also supporting others to do so too.
- Be an organised learner. Ensure I arrive to school and lessons every day on time, prepared and wearing the correct uniform.
- Persist to achieve 100% attendance.
- Ensure my conduct in school, in the community and whilst travelling to and from school, upholds the Victory Values.
- Be an active member of the school community. Tell a member of staff if someone does not meet or demonstrate the Victory Values
- Use words and actions that show respect towards all people, regardless of their ethnicity, race, gender identity, sexual identity, religion, disability or family background.
- Ensure a safe community by not bringing banned items into the Academy and not engaging in any forms of physical violence or playfighting.
- Respect our environment by eating and drinking in the designated areas and disposing of litter into the appropriate bins provided.



# USEFUL INFORMATION:

---

## Home School Agreement

A Home School Agreement is a statement explaining your child's school's aims, values, policies and procedures, its responsibilities towards its pupils, the responsibilities of the pupil's families, and what's expected of pupils.

Parents/Carers will:

- Ensure my child is fully equipped for learning and abides by the uniform policy every day; I understand my child may be sent home if they do not meet the uniform expectations.
- Ensure my child arrives on time every day, not take holidays in term time and contact the Academy on the first day of my child's absence.
- Encourage my child to treat all members of the Academy and local community with respect and courtesy.
- Support the Academy in promoting and upholding the highest standards of behaviour at all times and support my child to understand the need to follow the Academy Behaviour Policy and the values of the Academy.
- Support the Academy if a sanction has been issued because of non-compliance with the Academy Behaviour Policy.
- Attend all meetings about my child, respond to all communications and be involved in the wider life of the Academy.
- Encourage my child to complete Out of Class learning to the best of their ability and provide a regular time and quiet environment for Out of Class learning.
- Encourage my child to participate in extra-curricular and enrichment activities.
- Inform the Academy of any issues or concerns that will impact negatively on your child's learning and/or attendance.

# USEFUL INFORMATION:

---

## Home School Agreement

A Home School Agreement is a statement explaining your child's school's aims, values, policies and procedures, its responsibilities towards its pupils, the responsibilities of the pupil's families, and what's expected of pupils.

The Academy will:

- Provide a learning environment that is stimulating, safe and caring, which develops thinking skills and habits of learning.
- Make sure all lessons are well prepared and appropriate to each student's needs to develop their full potential.
- Offer an ambitious curriculum.
- Set a regular planned programme of Out of Class learning that will be monitored and reviewed regularly.
- Let parents/carers know how their child is progressing and make parental contact if we are concerned about their child's standard of work, behaviour, personal welfare, punctuality or attendance.
- Welcome parents/carers into the life of the Academy and keep them informed about work planned for their child.
- Offer a range of additional activities/clubs to enrich every student's experience of life at the Academy.
- Celebrate and recognise the success of students.
- Deal with any concerns promptly in line with the complaints policy.

# USEFUL INFORMATION:

---

## Special Educational Needs

The Special Educational Needs Coordinator (SENCo), is responsible for the management of the Special Educational Needs Department and is your first point of contact should you have any concerns regarding long-term or short-term difficulties that impact upon your child's learning or sense of wellbeing at school or home. The Victory Academy will be contacting primary schools to obtain up to date information on all students with SEN/EHCP as well as students with specific needs. Should you have concerns, our SENCo is Mrs Clarkson and the Deputy SENCo is Ms Johnson.

## Rewards

We consider it extremely important to recognise good work and effort, and teachers will praise students as much as possible both verbally and through written comments in exercise books. Students may be awarded Positive Points for all sorts of reasons. These are recorded and certificates and rewards are available for students gaining the appropriate number of points, for academic and pastoral achievement, and for progress. These points can then be 'cashed in' for prizes from the Academy shop in Student Services. Our annual Academy award celebration ceremony is a very important event in the Academy's calendar, and prizes are awarded not only for academic success, but also for sporting and personal achievement. Please do keep us informed if your child has done especially well outside school; we like to know about and acknowledge success.

## Sanctions

Students are expected to behave well and responsibly at all times. When a student chooses not to behave appropriately, through their actions, words or attitude, then they will receive a sanctions. Sanctions may include the following: verbal warning, community service, detentions, reset from lessons or suspensions from the Academy.

Where there is a repeated failure to meet the expectations of the Academy your child might be placed 'on report' to their Form Tutor or a Head of Department or Head of Year. They might also be asked to sign an 'Acceptable Behaviour Agreement' where there will be sanctions should the agreement be broken. Rarely, we may be forced to impose a suspension or permanent exclusion from school.

Where the behaviour or attitude of a student gives cause for concern, families will be notified and involved in developing strategies to modify the child's behaviour. We endeavour to work with students and families to modify unacceptable or inappropriate behaviour and may well adopt an approach of restorative justice, especially where students have been in dispute with each other or, indeed, with their teacher or another adult within the Academy.

# USEFUL INFORMATION:

---

This process requires the offender to acknowledge the harm that they have done and to be involved in deciding how to put things right. Depending upon the nature of the incident and indeed the response of the guilty party/parties this may or may not also result in sanctions similar to those listed above.

## Complaints

The Academy is committed to the academic progress and pastoral well-being of all students and seeks to resolve complaints swiftly and to learn from them. We look to deal with complaints informally in the first instance via your child's Form Tutor, Class Teacher or Head of Year. Full details of how we handle complaints can be found in our complaints procedure on our website.

## Site Security

We ask that you make an appointment before visiting the Academy. All visitors must sign in at Reception, and sign out when they leave.

## Lost Property

Valuable items should not be brought to school. It is vital that all clothing is marked with the student's name. This will aid the return of items if lost. For PE, valuable items need to be handed in to PE staff for safekeeping. Items of lost property are stored in Student Services. If items have been lost, students should report to Student Services during break or lunch time. Unclaimed items will be disposed of at the end of each term.

## Cyclists

Students wishing to cycle to school are strongly advised to wear a safety helmet and to have passed a cycling proficiency test. Cyclists are instructed not to cycle in or out of the gateway. Students who cannot cycle responsibly will not be allowed to bring a bicycle onto the Academy premises. Students should dismount on entering the site. Bicycles should be stored in the cycle rack and must be padlocked. Cyclists store their bicycles at their own risk.

# USEFUL INFORMATION:

---

## Parking and Vehicle Access

Families are asked to drop off and collect students in the school car park adjacent to the Academy site. Please do not use the entrance to the Academy as a turning circle or temporary dropping off point. Please do not drive into the main school site when delivering students in the morning or picking them up at the end of the school day. We will make special arrangements for children with injuries, etc. Please pass on this information to relatives/others who may collect/pick up your child from school.

## Student Absence & Leave of Absence for Holidays

Regular attendance at school is not only required by law but is essential if a student is to fulfil their potential. Please bear in mind that research shows that a student who achieves an attendance rate of only 90% will achieve at least one grade lower in their GCSEs.

If your child is absent due to illness, it is essential that you inform the Academy on the first day of absence using the **Arbor Parent APP**. Please give your child's name, Form Group and reason for the absence. This should be done daily unless it is a long-term absence when you should speak with the Attendance Improvement Manager. When your child returns, please provide a note giving the reason for and the dates of the absence.

Schools are no longer permitted to grant leave of absence for holidays during term time. Any unauthorised absence is monitored by the Attendance Advisory Service and can lead to the imposition of fines or court action.

## Student Sickness/Accident in School

If your child is ill whilst at school they should report to Student Services where they will be assessed. If it is deemed necessary to send them home, a member of staff will contact you and arrange for them to be collected. Under no circumstances are students permitted to telephone directly to make arrangements to be picked up. If your child has an accident whilst at school then first aid is available by staff who are first aid qualified. Accident forms will be completed. If medical treatment is deemed necessary, you will be contacted. The Academy errs on the side of caution and we would ask you to support us should you be asked to collect your child.

## Breakfast Club

We offer a free breakfast for all students, which is available from The Galley from 8.00am-8.30am each day.



# USEFUL INFORMATION:

---

## Lunch Money

The Victory Academy have a cashless system for purchasing items from the canteen. Students' biometric information is collected by way of a thumbprint, which is linked to their personal account. Accounts can be topped up on line via PlusPay, through the MyEd App.

## Free School Meals

The government provides funding for schools to support young people from lower income families to get the most from the educational opportunities we provide. With this money we can continue to improve our students' learning experience and achievement. Please register as soon as possible to make sure your child does not miss out on this funding. Applying is quick and easy. Use the form linked below to check if you are entitled to Free

Further information can be found on our website with the following link:  
<https://thevictoryacademy.org.uk/our-school/students-and-parents/school-meals/>

Free School Meals Application Form: [https://thevictoryacademy.org.uk/site-victory/assets/files/2223/fsm\\_application\\_form.pdf](https://thevictoryacademy.org.uk/site-victory/assets/files/2223/fsm_application_form.pdf)

## Clubs

There are a number of clubs which take place throughout the Academy week from sporting to academic. These clubs are managed by Academy staff, with details available from Learning Period 1 teachers and the school website.

## Buses

Any queries should be raised with the bus companies directly:

- ASD Transport
- Arriva

Any long term problems should be brought to our attention so that we can make representation to the bus company concerned. Students who live outside Medway are able to purchase 'Freedom Passes' from Arriva. Unfortunately, this concession is not available to residents of Medway.

Please impress on your child the need for responsible and appropriate behaviour when queuing for and travelling on public transport. The Academy will not tolerate poor behaviour or behaviour that tarnishes the Academy's reputation.

# USEFUL INFORMATION:

---

## Mobile Phones

The use of mobile phones and electronic devices is not permitted on site for students in Years 7-11. If your child has to bring a mobile phone to school, it must be switched off and kept in their locker or school bag during the school day. The Academy does not have the resources to search for lost or stolen valuables and these should not be brought into the Academy. Should a mobile phone be seen or heard it will be confiscated for the remainder of the day and your child will need to collect it at 3.15pm from Student Services. If this becomes a persistent issue further sanctions will be applied.

## Lockers

Lockers will be allocated upon request at the start of each academic year. Students must provide their own padlock to secure their locker. If a student wishes to be allocated a locker they can speak to their Learning Period 1 Teacher who can arrange this.

## When will I get updates on my child's progress?

There are a number of methods when details of student progress is shared:

- Meet the tutor evening
- Parents evening
- Progress report cards (twice per year)

Dates of when these sharing points are to take place are still to be decided, as soon as they are known you will be informed.

## How can I expect to receive communication from the Academy?

<b>Arbor Parent App</b>	<p><b>Arbor MIS</b> (Management Information System) is a cloud-based school management system designed to help secondary schools and multi-academy trusts (MATs) efficiently handle student data, attendance, behaviour, assessment, and communication.</p> <p>The Arbor App allows you to receive the latest messages from your child's school, book parent/guardian consultation slots, track your child's attendance and update the information that we hold about both you and your child, including consents.</p>
<b>Email</b>	<p>The Academy will communication via email relating to news and events.</p>
<b>MyEd App</b>	<p>MyEd allows you to view information and the app links to PlusPay which is a very effective way of paying for meals, trips and items such as revision guides.</p>
<b>Telephone</b>	<p>Should there be a need, the Academy will contact via designated telephone number.</p>
<b>Website</b>	<p>The Victory Academy website is updated with news, events and letters.</p>
<b>Social Media</b>	<p>The Victory Academy has accounts on Facebook, Twitter and Instagram. We regularly share information on events, updates and achievements. We also have a Year 7 Transition Group on Facebook.</p>

## Main Contacts:

<b>Learning Period 1 Teacher</b>	Should you have any concerns relating to your child, their Learning Period 1 teacher is the ideal staff member as they will be the first point of contact when they arrive to school.
<b>Head of Year</b>	The Head of Year can be contacted via email or an appointment made via Main Reception. They will respond to your concerns.
<b>Attendance</b>	Should you have concerns relating to attendance, Miss Reeve can be contacted via email: <a href="mailto:wendy.reeve@victoryacademy.tsat.uk">wendy.reeve@victoryacademy.tsat.uk</a> , or by telephone: 0333 360 2140.
<b>Student Services</b>	Should your concern require the attention of our Student Services Manager – Mr Miller can be contacted via email <a href="mailto:david.miller@victoryacademy.tsat.uk">david.miller@victoryacademy.tsat.uk</a> or through Main Reception.
<b>Safeguarding</b>	Should you have any concerns that require the attention of the Safeguarding Officer – Mrs Hope can be contacted via email <a href="mailto:terri.hope@victoryacademy.tsat.uk">terri.hope@victoryacademy.tsat.uk</a> or via Main Reception.
<b>SENCO</b>	Should your concern require the attention of our SENCO - Mrs Clarkson can be contacted via email: <a href="mailto:andrea.clarkson@victoryacademy.tsat.uk">andrea.clarkson@victoryacademy.tsat.uk</a> or through Main Reception.
<b>Main Reception</b>	Should you be unsure as to who to contact, details can be passed to the Main Reception who will forward your query to the relevant person: <a href="mailto:office@thevictoryacademy.org.uk">office@thevictoryacademy.org.uk</a> or by telephone 0333 3602140.

# QUESTIONS

---





