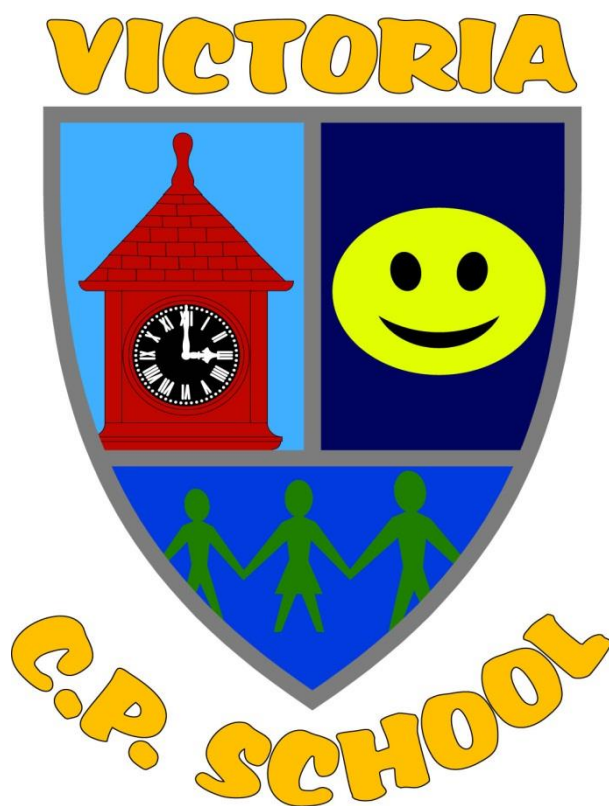


# VICTORIA COMMUNITY PRIMARY SCHOOL



**ANNUAL GOVERNORS' REPORT TO PARENTS**

**SEPTEMBER 2016 - AUGUST 2017**

## **WELCOME**

Welcome to the Annual Report of the Board of Governors of Victoria Community Primary School. The report gives information which refers to the academic year 1<sup>st</sup> September 2016 to August 31<sup>st</sup> 2017. The purpose of this report is to give to parents a formal account of how the Board of Governors has discharged its duties in the past academic year and provides a clear idea of how the school is being managed by the Governing Body. If the information is not available here the report will guide you as to where you can find the relevant information. This will we hope reduce repetition.

A copy of the full report (this one) is available on the school website and is available on request to all parents and staff members. A summary report will be provided to all parents and staff members.

If you have any queries or wish to discuss any issue then please contact the school to arrange a meeting with myself Andrea Evans as Chair of the Governing Body or Mrs Eccles as Headteacher.

## **LETTER FROM THE CHAIR OF GOVERNORS**

Welcome to the Victoria Community Primary School Annual Report which provides parents and carers with information of how the whole school team has carried out its many responsibilities.

Prior to the beginning of the new academic year and during the holiday periods up to the summer of 2017 we continued to improve the internal and external areas of the school. Listed below is some of the major work that was done.

### **SUMMER BREAK - 2016**

- NEW FLOOR COVERING IN YEAR 5 AND YEAR 3 OPEN AREAS.

- YEAR 2 CLASSROOM – REFURBISHMENT
- YEAR 5 CLASSROOM – REFURBISHMENT
- NEW FOREST SCHOOL CANOPY – JUNIOR DEPARTMENT
- TARMAC OF INFANT YARD AND NEW BIKE TRACK
- NEW PICNIC TABLES INSTALLED ON BOTH INFANT AND JUNIOR YARDS

#### **SEPTEMBER - 2016**

- NEW WINDOWS IN YEAR 3 CLASSROOM AND REFURBISHMENT OF YEAR 3 CLASSROOM

#### **OCTOBER HALF TERM – 2-16**

- 2<sup>ND</sup> YEAR 3 CLASSROOM – REFURBISHMENT OF CLASSROOM.

#### **EASTER BREAK - 2017**

- TOTAL REFURBISHMENT OF YEAR 1 CLASSROOMS.

#### **MAY HALF TERM HOLIDAY - 2017**

- REFURBISHMENT OF YEAR 5 CLASSROOM.

#### **MINI BUS**

- During this academic year we also took possession of our new mini bus.

#### **IT EQUIPMENT**

- The action plan also saw the installation of new short throw projectors in a number of classrooms and the continued improvement of our IT equipment including more iPads for each year group.
- This academic year saw many successes which you will see when you read our Key Stage 1 and 2 end of year data. We continue to be a strong yellow school based on our data and within our family of schools.

- The drama club put on another fantastic performance this year of Annie. As with any event a lot of hours are put in by staff and children to make these performances a great success.
- Musically the school continues to do well with many children performing in choirs and also we have many talented individual children who play a variety of instruments. Our tradition at Victoria of encouraging musical talent continues. As a school we value the benefits music can bring to all children and as such we continue to assist in the funding of music lessons once auditions have taken place and places awarded.
- Residential and educational visits continue to play an important part of life at Victoria.
- The school holds many special events such as coffee mornings, school fairs, concerts and much more to raise money for different charities both local and national. We value the support we receive from parents and carers who answer our requests for help in raising money.
- We continue to have successful Parent Days where parents and carers can visit the school and share the day with their children. We also run 'Meet the Teacher' Days which again are proving to be highly successful. We need to have the support of parents and carers in the educational life of children.
- Our Infant Funded three year old Group Little Treasures, Gems Playgroup Plus and Jewels After School Club continue to play an important role within the life of the school and this year Little Treasures held their third graduation ceremony which continues to be a great hit with children and parents.
- The Victoria Out of School Club that operates from the Junior Department continues to be a successful service provided for Victoria children and also children from within the community during the holiday periods.

- We continue to work very hard with all primary schools and our feeder secondary school within our cluster to improve the transition from Primary into Secondary for our Year 6 pupils.
- We continue to add to our fantastic resources as our budgets allow and our children are very lucky with the equipment and resources that they can discover in their classrooms.
- These improvements and opportunities never cease of course and the governing body and the senior management team are very much aware of the increasing demands on them to ensure children receive the best possible opportunities at Victoria Primary School to achieve their full potential.

We cannot however do this at school alone and your support at home is crucial to your child achieving the very best they can. Education cannot be an 8 55 am to 3:15 pm element of a child's life. As adults, we are very much responsible for teaching, giving direction and building confidence in our children at all times.

Attendance and punctuality is a priority for children at Victoria and we really do need your help as parents and carers to ensure that children attend school and arrive at school on time. Results show that those children who miss school do not perform as well as they could do when they reach GCSE and beyond. At that age, of course it can be too late. Children have so many opportunities to learn but attendance and turning up to school on time is essential.

In recent years Victoria CP School has become even more enriched by continuing to welcome children from many different countries and we value and share in their culture and their diversity.

**The world will look very different when our children become adult citizens. All of us need to ensure that we give children the best building blocks we can to deal with many different experiences that**

**we can only imagine but the education, values, respect, love and support that our children receive mean that children leaving Victoria Primary School at the end of Year 6 have the foundations on which to build a healthy, happy and fulfilling life.**

I would like to thank everyone involved in the provision of education and care for children at our school for another successful year.

**Andrea Evans, Chair of Governors**

## **THE GOVERNING BODY**

Below you will find details of the governing body. We are very grateful for the experience and time that the governors give to the life of the school

During the period the report covers we have welcomed new governors and we have said a sad farewell to others. Being a governor and giving up valuable time in busy lives is a very big commitment and our thanks go to past and present governors. Term of office for any governor is normally a minimum of 4 years.

### **SEPTEMBER 2016 TO AUGUST 2017**

<b>Name</b>	<b>Designation</b>
Ms A Evans	Chair of Governors & LA Governor
Mr N McBain	Vice Chair & LA Governor
Mrs D Eccles	Headteacher
Mr B Fitzhugh Mrs R Williams Mrs C Spinks Ms C Borgerson Mrs E Evans	Parent Governors
Mr C McCubbin Mrs A Kendall Mr A Jones Mrs A Jones	Community Governors
Ms H Anderton Mrs S Birchall	Teacher Governors
Mrs N Stanton	Staff Governor
Mrs I Cawsey Mr P Beddoes	LA Governor LA Governor
Cllr J Larby (retired during the year)	Minor Authority Community Council
Clerk	Ms T Haines (LA Clerk)

## **DATES OF GOVERNOR MEETINGS - ACADEMIC YEAR**

### **SEPTEMBER 2016 TO AUGUST 2017**

<b>DATE</b>	<b>MEETING</b>
06/10/2016	FULL GOVERNORS
08/11/2016	FINANCE, PERSONNEL AND GROUNDS MAINTENANCE
10/11/2016	DOCUMENTATION GROUP
30/11/2015	FULL GOVERNORS
02/03/2017	FINANCE, PERSONNEL AND GROUNDS MAINTENANCE
09/03/2017	DOCUMENTATION GROUP
05/04/2017	FULL GOVERNORS
27/06/2016	FULL GOVERNORS/DOCUMENTATION/FINANCE COMBINED

**PLEASE NOTE - NO GOVERNOR RECEIVES ANY MONIES FOR TRAVEL OR ANY OTHER EXPENSES INCURRED.**

### **PROSPECTUS**

Each year the school prospectus is updated and is available from the school.

### **SCHOOL WEBSITE**

Since September 2012 the school has established a website and is regularly updated:  
[www.victoria-pri.wrexham,sch.uk](http://www.victoria-pri.wrexham,sch.uk).

### **POLICIES**

Policies are updated on a regular basis. Policies can be viewed upon request.



## END OF FOUNDATION PHASE OUTCOMES

### School Comparative/Validation 2017 (End of Foundation Phase Outcomes - Pupils)



(Table 1 of 2 - PERCENTAGES)  
Wrexham  
Victoria Primary School

		N	D	W	1	2	3	4	5	6	A
Personal and social development, well-being and cultural diversity	School	0.0	0.0	0.0	0.0	0.0	0.0	1.8	35.7	62.5	0.0
	Wales	-	0.4	0.3	0.2	0.4	1.0	3.3	35.5	58.8	0.1
Language, literacy and communication skills (in Welsh)	School	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	Wales	0.0	0.1	-	0.1	0.2	1.2	7.6	54.4	36.2	0.1
Language, literacy and communication skills (in English)	School	0.0	0.0	0.0	0.0	0.0	1.8	1.8	46.4	50.0	0.0
	Wales	0.1	0.5	0.4	0.2	0.6	1.7	8.7	51.8	36.1	0.1
Mathematical development	School	0.0	0.0	0.0	0.0	0.0	1.8	1.8	50.0	46.4	0.0
	Wales	-	0.4	0.3	0.2	0.4	1.3	7.5	53.5	36.3	0.1

Optional Areas of Learning:

Creative development	School	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Physical development	School	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Knowledge and understanding of the world	School	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Welsh language development	School	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

FPI \*\*

School	96.4
Wales	87.0

## END OF YEAR 6 - KS 2 RESULTS

### School Comparative/Validation 2017 (KS2 - Pupils)



(Table 1 of 2 - PERCENTAGES)

**Wrexham**

Victoria Primary School

		N	D	NCO1	NCO2	NCO3	1	2	3	4	5	6+	4+
<b>English</b>	School	0.0	0.0	0.0	0.0	0.0	0.0	1.8	5.4	39.3	53.6	0.0	92.9
	Wales	0.1	0.4	0.1	0.1	0.1	0.5	1.6	6.8	48.4	40.6	1.4	90.3
Oracy	School	0.0	0.0	0.0	0.0	0.0	0.0	0.0	7.1	37.5	55.4	0.0	92.9
	Wales	0.1	0.4	0.1	0.1	0.1	0.5	1.4	6.9	47.1	41.7	1.7	90.5
Reading	School	0.0	0.0	0.0	0.0	0.0	0.0	1.8	8.9	33.9	55.4	0.0	89.3
	Wales	0.1	0.4	0.1	0.1	0.1	0.5	1.5	7.5	46.4	41.6	1.7	89.7
Writing	School	0.0	0.0	0.0	0.0	0.0	0.0	1.8	5.4	41.1	51.8	0.0	92.9
	Wales	0.1	0.4	0.1	0.1	0.1	0.5	2.0	11.3	51.5	32.5	1.3	85.4
<b>Mathematics</b>													
	School	0.0	0.0	0.0	0.0	0.0	0.0	0.0	7.1	46.4	42.9	3.6	92.9
	Wales	0.1	0.4	0.1	0.1	0.1	0.4	1.4	6.5	47.8	41.5	1.6	91.0
<b>Science</b>													
	School	0.0	0.0	0.0	0.0	0.0	0.0	0.0	7.1	39.3	53.6	0.0	92.9
	Wales	0.1	0.4	0.1	0.1	0.1	0.4	1.3	5.8	49.2	42.3	0.2	91.7
<b>Welsh Second Language</b>													
	School	0.0	0.0	0.0	0.0	0.0	0.0	0.0	7.1	48.2	44.6	0.0	92.9
	Wales	0.1	0.6	0.3	0.2	0.1	1.0	2.7	17.1	55.5	22.0	0.4	77.9

Core Subject Indicator \*\*

School	91.1
Wales	88.6

#### Notes

N: Not awarded a level for reasons other than disapplication.

D: Disapplied under section 364 or 365 of the Education Act 1996, now effected through sections 113-116 of the Education Act 2002.

NCO1 : National Curriculum Outcome 1

NCO2 : National Curriculum Outcome 2

NCO3 : National Curriculum Outcome 3

(NB NCO1, NCO2 & NCO3 have replaced Level W in previous years)

- : Not exactly zero, but less than 0.05

\* : Cohort is less than five or cannot be given for reasons of confidentiality

\*\* : Achieved the expected level in each of Welsh First Language or English, Mathematics and Science in combination.

## **FINANCIAL INFORMATION**

A full account of the cost of providing education at Victoria C.P. School along with all schools in Wrexham is available on the Wrexham Council website - [www.wrexham.gov.uk](http://www.wrexham.gov.uk) Please refer to the section 52 statement which outlines all expenditure. Below is a summary of the expenditure against planned during 2015-2016 at the school, obviously as the new financial year always starts in April this statement only shows expenditure up to March 2017.

<b><u>VICTORIA COMMUNITY PRIMARY SCHOOL</u></b>			
<b><u>SUMMARY FINANCIAL EXPENDITURE STATEMENT 2016/2017</u></b>			
<b><u>Financial Year 1st April 2016 - 31st March 2017</u></b>			
<b>BUDGET HEADING</b>	<b>EXPENDITURE/ (INCOME) ACTUAL</b>	<b>EXPENDITURE/ (INCOME) PLANNED BUDGET</b>	<b>BALANCE</b>
EMPLOYEES	1,264,768	1,246,476	-18,292
PREMISES	54,536	54,427	-109
TRANSPORT	13,919	12,915	-1,004
SUPPLIES & SERVICES	143,003	149,370	6,367
EDUCATION SUPPORT SERVICES	120,952	120,952	0
CONTINGENCY FUND	0	65,543	65,543
<b>TOTAL EXPENDITURE</b>	<b>1,597,178</b>	<b>1,649,683</b>	<b>52,505</b>
OTHER INCOME	-247,489	-233,019	14,470
OPENING BALANCE (1st April 2016)	-77,763	-77,763	0
<b>TOTAL NET EXPENDITURE</b>	<b>1,271,926</b>	<b>1,338,901</b>	<b>66,975</b>

## **ADDITIONAL LEARNING NEEDS**

- A child has 'additional learning needs' if he or she has a learning difficulty which makes progress slower than normal. In such a situation, a programme of work is drawn up to meet the needs of the individual to enable them to reach their maximum academic, social and personal potential. Parents are involved at all stages in this process and are regularly asked for their views and support in working at home with their child.
- The school follows the Additional Learning Needs Code of Practice for Wales.
- Taking account of changes that were required by this code of practice at the end of October 2011 there were **36** children under School Action(SA) which means that these children will have Individual Education Plans devised in consultation with the pupil, parents, class teacher and the ALNCo.
- There are **26** children under School Action Plus (SAP) which means that as well as the input as with School Action there is also input from outside agencies such as the Area Additional Learning Needs, the Educational Psychologist or the Speech and Language Service.
- There are **3** children under ARSAP plus 1 pending which is a formal agreement issued by the authority.
- There are 4 pending statemented pupils.
- Staff meet and work closely with the Educational Psychologist Mrs Sarah Balcombe, the Inclusion Consultant Mrs Natalie Jones, the Educational Social Worker Ms Debbie Thomas and the EAL Advisor Mrs Rona Lewis.
- Parents are welcome to discuss their child's progress through the school year with either the class teacher or the ALNCo,

## **MORE ABLE AND TALENTED**

At Victoria CP School we aim to provide a curriculum that is appropriate to the needs and abilities of all our children. Our school values all children equally and endeavours to ensure that each child should have the opportunity to realise his/her potential in a challenging and supportive environment.

Our school will have, at any time, a number of more able or talented pupils, some of whom may perform at a level that well exceeds the level of others in their class or that expected for children in their age group. This may be in one or more areas of learning.

We believe that we can make a difference in enabling these pupils to achieve the greatest possible progress and recognise the value and importance of identifying and celebrating their achievements and successes. Research has shown that by making provision for gifted, talented and more able pupils, the standards of achievement are raised for all pupils.

Our definition of ability recognises academic and practical performance as well as those who show outstanding artistic, musical and creative talent. physical skills, leadership qualities and entrepreneurial skills.

### **EXTRA CURRICULAR ACTIVITIES - UP TO JULY 2017**

- Children at the school have a huge opportunity to take part in all sorts of activities, from choirs, to football teams, to museum visits, to forest school experiences. The children have experienced some fantastic times once again this year and you will have received information during the past year on the calendar of events. Again, the website will give more information for the coming year.

### **SPORT**

- At Victoria C P School all children have the opportunity to participate in sport be it football, rugby, athletics, swimming, netball, tennis and of course regular exercise which is essential for all children at all ages. The teams that represent the school do extremely well and have won many trophies and awards. Sport is open to everyone at the school and is actively encouraged.

### **AFTER SCHOOL CLUBS**

- A wide range of after school clubs are available at different times of the year and more information is available from the school.

## **ANNUAL ATTENDANCE FIGURES AND DEALING WITH ABSENCES**

The school works very hard to ensure that all children are on time. If children arrive after that time, parents are asked to fill out the late sheet. This is looked at regularly and action taken if lateness persists. If children are not at school by 9:30 and parents have not reported any illness or any other reason, the school contacts home in order to ascertain the reason why. There are now very strict guidelines that parents and carers are asked to follow if a child is absent. More information can be found on the website and from the local authority.

## **ATTENDANCE FIGURES FOR 2016-2017**

ATTENDANCE = 94.6% (target 95%)

## **SCHOOL ATTENDANCE TARGETS FOR 2017-2018**

TARGET FOR 2017-2018 = 95%

## **BREAKFAST, EARLY ENTITLEMENT, PLAYGROUP PLUS AND AFTER SCHOOL CLUBS**

- These groups continue to be very popular and very well attended. More information on these groups if you are interested can be obtained from the school.

## **COMMUNITY LINKS**

- The school prides itself on working with many different groups and individuals within the community.
- Regular visits are made to the school by entertainers, artists, police, scientists, orchestras and so many more that again the list could fill a book.

## **BUILDINGS AND GROUNDS MAINTENANCE**

The school undergoes regular health and safety inspections both from the Health and Safety appointed governor and the Local Authority.

The toilet facilities are maintained at a very high level. There are adult and children disabled toilets in the infant department. Both junior boys' and girls' toilets have separate disabled toilets and there is an adult disabled toilet in the junior department.

All toilets are cleaned daily and monitored during the day for cleanliness.

## **VICTORIA COMMUNITY PRIMARY SCHOOL**

### **STAFF 2016/2017**

**Please note that numbers in classes can increase and reduce throughout the year.**

#### **Nursery: 58 pupils**

Ms G Roberts/Mrs S Jones - Class Teacher - Amber Class

#### **Reception: 59 pupils**

Mrs A Shallish/Mrs K Wright - Class Teacher - Ruby Class  
Mrs J Sibley - Class Teacher - Diamond Class

#### **Teaching Assistants in Nursery and Reception**

Ms L Gallanders	Ms K Davies	Mrs B Hughes
Mrs A Vaughan	Mrs J Westhead	Mrs S Dubash
Mrs J Byrne	Mrs K Seward	Mrs J Blackwell

#### **Year 1 59 pupils**

Mrs J Walker (Deputy Head)	-	Class Teacher - Opal Class
Mrs V Wright	-	Teaching Assistant - Opal Class
Mr M Jones	-	Class Teacher - Emerald Class
Mrs A Davies	-	Teaching Assistant - Emerald Class
Mrs A Watkins - Support Worker		

#### **Year 2 60 pupils**

Mrs B Prytherch	-	Class Teacher - Sapphire
Mrs S Turner	-	Teaching Assistant - Sapphire
Miss K Edwards	-	Class Teacher - Topaz Class
Mrs N Stanton	-	Teaching Assistant - Topaz Class
		Year 2 'catch-up' support
Sarah Cunningham	-	Teaching Assistant - Topaz Class
Miss G Carr	-	Support Worker

Mrs M Jones	-	Foundation Phase PPA Teacher
Mrs A Jones	-	Business Manager/Infant Dept Secretary

### **STAFFING - KEY STAGE 2 - JUNIOR DEPARTMENT:**

#### **Year 3 57 pupils**

Miss J Edwards	-	Year 3JE
Mrs L Wilson	-	Year 3LW
Mrs D Roberts	-	Teaching Assistant 3JE
Mrs R Macdougall	-	Teaching Assistant 3LW
Miss K Hill	-	Support Worker
Mrs C Stokes/Miss K Seward	-	Support Worker

#### **Year 4 60 pupils**

Mrs S Birchall	-	Year 4SB
Miss J Weller	-	Year 4JW
Mrs J Blackwell	-	Teaching Assistant 4SB
Mrs H Morris	-	Teaching Assistant 4JW

#### **Year 5 56 pupils**

Mr N Hodges	-	Year 5NH
Ms L Sheriff	-	Year 5LS
Mrs A Vaughan	-	Teaching Assistant 5LS
Mrs L McClelland	-	Teaching Assistant 5NH

#### **Year 6 59 pupils**

Mrs J Settle	-	Year 6JS
Miss H Anderton	-	Year 6HA
Mr A Potts	-	ICT Technician/ Year 6 Teaching Assistant

Mrs C Seaton	-	Juniors PPA Teacher
Mrs D Andrews	-	Juniors PPA Teacher
Junior Department Secretary	-	Mrs S Bellis

**SCHOOL DATES/HOLIDAYS** - This information is provided on the website and on the calendar of events that parents and carers receive from the school.



**HEALTHY SCHOOL MEALS** - As Victoria celebrated gaining the big Healthy School Award in 2013 we continue to work with parents and with catering staff to ensure healthy school meals for all our children.

## **VICTORIA COMMUNITY PRIMARY SCHOOL** **THE SCHOOL ETHOS**

All children need love, care, time and understanding. Their primary education is a vital part of a growing awareness of the wider world, for which they need to gain knowledge and skills essential to life, in order that they become more fulfilled citizens.

It is of the utmost importance that a child is happy at school. We aim to provide a caring, secure and stimulating environment where each child may achieve his/her full potential morally, spiritually, emotionally, physically, aesthetically, socially and academically.

We believe each child to be an individual with individual needs and we endeavour to develop enquiring, confident and independent thinkers and learners, through a curriculum which is broad, balanced and relevant to the child. It is important to remember that all children learn in different ways and at different speeds.

Children learn best from situations in which they are actively involved. The enthusiasm, energy and stimuli for learning at school come from the relationships between children and their teachers. We have high expectations of our children and together with mutual trust and understanding; this generates active and purposeful teaching and learning.

## **MISSION STATEMENT AND AIMS OF THE SCHOOL**

**"For EVERYONE to try to improve on previous best."**

In order to live up to the Mission and make it a reality for all children, full co-operation is needed between all adults who play a part in the lives of children at school and home. To this end the School will always strive to facilitate **good communication**.

Within a caring and disciplined framework, the School endeavours to provide a balanced education in the fullest sense and to encourage pupils to develop their individual personalities, interests and potential to the full.

Taking all the above into account, the following Aims are designed to achieve the ideals expressed in the Mission Statement.

We aim:

- To deliver the Foundation Phase and National Curriculum in a meaningful and interesting manner to all.
- To develop positive attitudes towards school and education as this in itself is a facilitator of learning.
- To encourage our pupils to be **adaptable, independent and self-empowered learners** in order to cope with a rapidly changing society.
- To help our pupils develop lively enquiring minds, to achieve an ability to question and argue rationally and to evaluate and make judgements and decisions.
- To educate our pupils to apply themselves to tasks and to develop an aesthetic awareness.
- To help our pupils acquire knowledge and skills which are applicable and relevant to their later life, and their future employment.
- To help our pupils develop and use mathematical, scientific and technological skills effectively.
- To instil respect for religious and moral values and tolerance of other races, religions and ways of life.
- To help our pupils understand the world in which they live, and that inter-dependence and co-operation of individuals, groups and nations are an important aspect of life.
- To help our pupils appreciate what their fellow man has achieved, and that man's future hopes and aspirations are an important aspect of life.
- To encourage children to develop agility and physical co-ordination, find confidence through individual activities and group activities and be given the experience of participating in a variety of team games.
- To encourage our pupils to celebrate their own achievements with humility and be generous in the celebration of the achievements of others.
- To encourage our pupils to be polite and pleasant.
- To encourage our pupils to have high expectations, with the belief that **"effort must accompany achievement"**.

## **ADMISSIONS**

We regard Victoria Community Primary School as an important part of the community and would like every child in the area to attend our school. Details of the County Admissions Policy are to be found in the Schools Information Document, available from school or the local library. The school adheres to the L.E.A. Admissions Policy.

All prospective parents are very welcome to visit the school. Please make an appointment by contacting the school office, as this ensures that a member of staff is available to show you around our school and answer any questions you may have.

It is necessary for every parent to complete an admissions form before their child comes to our school. This provides us with vital information about your child and, **if circumstances change, we would appreciate early notification** in order for us to keep records up to date. **If your child has, or develops, a medical condition which we should know about, then it is imperative that you inform the Headteacher and the class teacher.**

**I hope as you come to the end of this report that you will congratulate all who are involved in the life of Victoria Primary School, all staff at the school, the Governing Body, visitors and volunteers who take an active interest in the progression of pupils throughout the school, yourselves as parents and carers who support the school so well and finally of course the pupils.**

**As Chair of Governors I hope you have enjoyed reading the report. Additional information can be obtained from other booklets, the website, from class teachers and of course from your children who I am sure are always very happy to share with you their time at school. Thank you.**