



Victor Seymour Infants' School



Parent Information Booklet 2023 - 2024

Excellence

Inspiring successful creative learners

Contents

1. Welcome to Victor Seymour Infants' School
2. Our Ethos
3. Staff List
4. Term Dates
5. Who to Contact When
6. Communication – how else do we communicate with you?
7. Timing of the School Day
8. Wrap Around Care
9. After School Activities for Children
10. School Lunches, Milk and Fruit
11. Free School Meals and Pupil Premium
12. School Uniform
13. Illness and Absence
14. Home Learning
15. Special Educational Needs (SEN)
16. Local Governing Body
17. Complaints Procedure
18. Privacy Notice
19. Internet Safety
20. School Policies
21. What do I need to do next?
22. School Contact Details

1. Welcome to Victor Seymour Infants' School

My name is Miss Morrissy and I am the Headteacher here at Victor Seymour.

Firstly, it is our pleasure to welcome you and your child to Victor Seymour Infants' School. I hope that this booklet will be useful in providing the information you will need and help you and your child to make a successful and smooth transition into our school.



As joint providers of education and a learning environment for your child, we value the partnership between home and school and welcome parents/carers into school. A regular exchange of information between parents/carers, teachers and school staff about your child's successes, problems and interests are tremendously valuable in helping us to work effectively with your child.

It is important that, as parents/carers, we work with you and support you to give your child the best opportunities to learn and grow as young people in our community. Whilst we aim to provide the very best for your child, we also know that your child will add value to our community and so will you.

2. Our Ethos

At Victor Seymour, we are committed to ensuring all our community feels welcome and are able to communicate effectively. We see our school as a learning community for all and try to provide effective information sharing and training for parents/carers, staff and, of course, children. We hope you will recognise the following:

- A learning community for all and a drive to do everything the very best way we can.
- Where everyone is given opportunities to develop a 'love of learning' through exciting experiences that engage our children and all learners.
- An 'open door' policy where you are able to talk to members of staff and feel listened to.
- A school where every child is important and recognised in their own right.
- Where all children are encouraged to develop their talents and skills to achieve their full potential and to demonstrate positive behaviour, even in difficult circumstances.
- A place where respect for others is explicit and applies to all relationships.
- A place where mental well-being, as well as academic achievement, is seen as important.
- Valuing the role of parents/carers and the important part you play in your child's learning.

3. Staff List

ROLE	NAME
Headteacher	Miss Samantha Morrissy
Deputy Headteacher	Mrs Emma Gauci
Foundation Stage Leader and Special Educational Needs Coordinator (SENCO)	Mrs Marie Wilkinson
School Operations Manager	Mrs Alix Hammond Edis
Finance Officer	Mrs Nicole Potton
Admissions Officer	Mrs Charlie Gardiner
Attendance Officer	Mrs Alex Adkins
Premises Manager	Mr Steve McCoy

NURSERY TEACHING TEAMS	TEACHER	TEACHING ASSISTANT/S
Silver Class	Mrs Healy / Mrs Hams	Mrs Halsey & Mrs Shute
Gold Class	Mrs Huggett	Mrs Hall & Mrs Harding
RECEPTION TEACHING TEAMS	TEACHER	TEACHING ASSISTANT/S
Red Class	Miss Emms	Miss Waters
Yellow Class	Mrs Reid	Mrs Griffiths
Blue Class	Miss Norman	Mrs Chaplin
YEAR 1 TEACHING TEAMS	TEACHER	TEACHING ASSISTANT/S
Green Class	Miss Bierman	Mrs Maheswari
Indigo Class	Mrs Johnston	Mrs Robins
Turquoise Class	Miss Watson	Mrs Kelly
YEAR 2 TEACHING TEAMS	TEACHER	TEACHING ASSISTANT/S
Pink Class	Mrs Francis	Miss White
Purple Class	Miss Berry Mrs Tully (maternity leave)	Mrs Theodorou
Lime Class	Miss Singh	Mrs Newman

NAME	ADDITIONAL SUPPORT STAFF ROLE
Mrs Woods	HLTA / IT TA and additional class support
Miss Peachey	1:1 Support Teaching Assistant (Maternity Leave)
Mrs Robinson	SEND Support Team
Mrs McMillan	SEND Support Team
Mrs Greenwood	SEND Support Team
Mrs Diss	SEND Support Team
Mrs Rollins	SEND Support Team
Mrs Lunn	SEND Support Team

NAME	CATERING STAFF ROLE
Mrs Whittaker	Catering Manager
Mrs Healy	Catering Assistant
Mrs Alves	Catering Assistant
Mrs Kelly	Lead Midday Supervisor / Lead Breakfast Club
Miss Wedlake	Midday Supervisor
Mrs Tumulo	Midday Supervisor
Mrs Dale	Midday Supervisor / Breakfast Club
Mrs Diss	Midday Supervisor
Mrs Shahid	Midday Nursery Supervisor
Mrs Maheswari	Midday Supervisor / Breakfast Club
Mrs Rollins	Midday Supervisor
Miss Lunn	Midday Supervisor
Mrs Elmazbour	Midday Supervisor
Mrs Killick	Breakfast Club
Miss White	Afterschool Club Manager
Mrs Kanchiraju	Afterschool Club Deputy Manager
Mrs Robinson	Afterschool Club Supervisor
Mrs Dale	Afterschool Club Supervisor

4. Term Dates 2023 / 2024

The following are our term dates including Inset days.

Please note that the last day of each term is different for Nursery and Infants' School children – Nursery children finish a day earlier.

The School Office will always send out information on these important dates – look out for emails and check the school website for reminders and updates.

Autumn term 2023

- First day: Monday 4th September 2023
- Half-term: 23rd October to 27th October 2023
- Last day (Nursery): Wednesday 20th December 2023
- Last day (Infants): Thursday 21st December 2023

Spring term 2024

- First day: Monday 8th January 2024
- Half-term: 12th February to 16th February 2024
- Last day (Nursery): Wednesday 27th March 2024
- Last day (Infants): Thursday 28th March 2024

Note: Good Friday is on 29th March and Easter Monday is on 1 April 2024

Summer term 2024

- First day: Monday 15th April 2024
- Half-term: 27th May to 31st May 2024
- Last day (Nursery): Tuesday 23rd July 2024
- Last day (Infants): Wednesday 24th July 2024

INSET DATES:

School is only open for staff on these days and children **are not** required to attend:

- **Monday 4th September 2023**
- **Tuesday 5th September 2023**
- **Friday 6th October 2023**
- **Friday 9th February 2024**
- **Friday 5th July 2024**

5. Who to contact when?

Please see the table below for information on who to contact with specific queries.

If you any have other queries, please email or speak to the School Office in the first instance. They will forward your query to the appropriate member of staff.

I HAVE A QUESTION ABOUT...	WHO YOU NEED TO TALK TO	OTHER INFORMATION
Class activities / lessons / home learning	Your child's class teacher	<p>We have an 'open door' policy at Victor Seymour and we feel it is very important that you discuss any concerns when you have them. Teachers are more than happy to meet with you at an agreed time.</p> <p>Alternatively, you may:</p> <ul style="list-style-type: none"> · Talk to the teacher on duty at the gate · Send a note with any information you need to pass on for that day in your child's book bag · Speak to / email the office staff · Use your child's class email address
Payments	School Office	Victor Seymour is cash-less. We use MCAS to receive payments for all school trips, workshops and Breakfast Club. When your child starts you will be sent details for you to access MCAS.
School trips	Your child's class teacher	Full details are provided prior to the trip and if you have any queries speak to your child's teacher or to the School Office at the time.
Uniform / lost property	School Office	Boxes are kept in the front office where parents/carers can easily look for items that are lost.
Contact details	School Office	Please ensure we always have your up to date contact and address details at all times.
Behaviour	Your child's class teacher or School Office	Please speak to your child's teacher first. If you feel that matters have not been resolved or explained then please speak to Mrs Gauci (Deputy Head) or Miss Morrissy (Headteacher).
School events / school calendar	School Office	Information on school events can be found on the school's website. Also look out for emails, Facebook notifications and posters around school.
Family Information Support	Mrs Gardiner, School Office	To signpost parents/carers to outside agencies for further help if required

I HAVE A QUESTION ABOUT...	WHO YOU NEED TO TALK TO	OTHER INFORMATION
Attendance and absence requests	<p>If you need to report your child's absence, call: 020 8647 9800</p> <p>If you want to request approval for term-time absence please do so in writing to Miss Morrissy via school office.</p>	<p>We regard excellent attendance as being vital for our children to make good progress in their learning. We expect you to send your child to school every day and to make sure they arrive on time.</p> <p>We know children have periods of sickness but we expect this to be at a minimum. We request that you call the school office on the first morning of absence. All medical appointments should be supported with an appointment letter/card.</p> <p>We track attendance very closely and ensure we keep parents/carers informed about the level of your child's attendance. We do this by letter termly that will show your child's attendance as a percentage. Good attendance is rewarded by certificates and book prizes at the end of the school year.</p> <p>If you have any queries regarding attendance, please ask staff in the school office.</p>
Special Educational Needs	Mrs Wilkinson	senco@vsi.school
Admissions	Mrs Gardiner - School Office	admissions@vsi.school
After-school clubs	Mrs Gardiner - School Office	<p>Information regarding after-school activity clubs is sent out each half term with instructions on the clubs being run and how to join them.</p> <p>office@vsi.school</p>
Hiring the school premises	School Office	office@vsi.school
The PTA	PTA	<p>The quickest way to contact the PTA is by email: myvspta@gmail.com</p>
The Governing Body	School Office	office@vsi.school
Catering/school lunches	Mrs Gardiner - School Office	office@vsi.school
Safeguarding Concerns	Miss Morrissy Headteacher and Designated Safeguarding Lead	<p>If Miss Morrissy is unavailable and your concern is urgent, please speak to Mrs Gauci (Deputy Head), Mrs Wilkinson (SENCO) or Mrs Gardiner (Admissions Officer) who are trained Designated Safeguarding staff.</p>

6. Communication – how else do we communicate with you?

HOW	ADDITIONAL INFORMATION
School Reports	An annual report is given at the end of the school year and you are given an opportunity to respond to the report through a comments sheet. If you have any issues you wish to discuss after receiving your child's report, you can make an appointment to see the class teacher.
Class emails	We have class email addresses to allow you to contact your child's teacher for learning or wellbeing queries. Your class teacher will pass this email address on to you once your child has started.
Facebook	We post information and reminders for school events regularly on Facebook.
Email	<p>We use email as the main way of communicating with parent/carers about important school information and events etc. Please make sure that we always have your up to date email address. Please let the School Office know if your email address has changed.</p> <p>Our email system will automatically email the first emergency contact of a child. If you require both parent/carers to receive emails, please let the School Office know.</p>
Telephone	Please make sure we always have your current telephone numbers (mobile, home and work where relevant). We also ask for at least two emergency contacts for your child, preferably more if possible.
Posters around school	Look out for displays in classroom windows and the display board at the front of school for important reminders and information.
Text Message	On occasion we will text parents. Again, please ensure we always have your up to date contact numbers.

7. Timing of the school day

Foundation stage – Nursery Classes

CLASS	SESSION TIMES	ADDITIONAL INFORMATION
Silver AM	8.30 - 11.30am	Children are dropped off and picked up at their classroom. Enter and leave through Gate 3.
Silver PM	12.30 - 3.30pm	Children are dropped off and picked up at their classroom. Enter and leave through Gate 3.
Silver All Day (30 hours)	8.30am - 3.30pm	Children are dropped off and picked up at their classroom. Enter and leave through Gate 3. Lunch is 11.30am -12.30pm
Gold AM	8.30 - 11.30am	Children are dropped off and picked up at their classroom. Enter and leave through Gate 3.
Additional information:		
<p>We have a limited number of 30 hour places for Nursery children which are available to eligible parents/carers. If you are interested in finding out more about 30 hours or joining the waiting list for a 30-hour place, please speak to Mrs Gardiner our Admissions Officer.</p> <p>Please note that we operate a staggered start system for Nursery in September and your child's start date may be different from another child. Full details will be provided to you.</p>		

Foundation stage - Reception

CLASS	SESSION TIMES	ADDITIONAL INFORMATION
Red, Blue, Yellow Whole day	8.40am - 3.05pm	Children are picked up at the classroom door. For the setting period they will initially be dropped off at their classroom door too. Enter school via either Gate 1 or Gate 2.
Additional information:		
<p>Please note that we operate a staggered start system for Reception in September. Children will attend for part-days only when they first start and your child's start date may be different from another child. Full details will be provided to you.</p>		

Key Stage 1 - Year 1 and Year 2

CLASS	SESSION TIMES	ADDITIONAL INFORMATION
Year 1 – Green, Indigo, Turquoise	8.45am - 3.10pm	Children are dropped off and picked up at the classroom rear door in the front playground. Enter school via Gate 3.
Year 2 – Pink, Purple, Lime	8.50am - 3.15pm	Children are dropped off at the playground gate and picked up at the classroom door. Enter school via either Gate 1 or Gate 2.

8. Wrap-around Care

Breakfast Club

Victor Seymour provides before and after school care for working parent/carers subject to availability.

Breakfast Club runs from 7:45am until the usual start of the school day for a child's class. Breakfast is provided with a choice of cereals, milk, fruit juice, toast, yoghurt and fruit. The cost is £4.75 per session for your first child and £3.75 per session for any siblings. Payment can be made on a daily basis or as a lump sum payment. Please note we are unable to accept childcare vouchers for Breakfast Club.

To apply for a place please complete an application form (one per child) and return it to the School Office. If your child is successful in gaining a place at Breakfast Club you will be notified. Places are allocated on a first come first served basis and we operate a waiting list system in the case of places being over-subscribed.

An application form with further information is available from the School Office or our website.

After School Club

After School Club provide daily care from 3:05pm – 6:00pm. The children are provided with a snack each day for example: a sandwich; hotdog; chicken wrap. To apply for a place please complete an application form (one per child) and return it to the School Office. The cost is £12.00 per session and as the club is extremely popular we operate a waiting list system in the case of places being over-subscribed.

An application form is available from the School Office.

9. After School Activities for Children

We have a variety of after school clubs, which are run by Teachers and external providers.

We have had everything from Football, Choir, Gymnastics, Pottery and Sewing to Mindfulness and Fitness Club!

Each half term information on the clubs available, how to join and payment required (where relevant) is sent home via your child's book bag and email.

Please note that we do not currently offer clubs for our Nursery children at all and there are no clubs for Reception children until the Spring or Summer terms.

Please note that Breakfast Club, After School Club and after school activities are not available for Nursery children.



10. School Lunches, Milk and Fruit

At Victor Seymour we operate a **no nuts or nut based products** policy and encourage healthy eating.



We ask that every child brings a water bottle to school daily (**water only please** - no squash or juice). Any adult in school will refill the children's bottle as and when needed during the school day.

Every child under the age of five is entitled to free school milk. Every child over the age of 5 is entitled to milk but at a cost of around £14 per term. This charge is paid directly to our milk provider. To register your child for milk after the age of 5, please visit www.coolmilk.com or alternatively complete a milk registration form which you will be given before your child starts school.

Children will also receive a piece of fruit at morning break – this is offered free of charge as part of a Government scheme. Please make sure you let us know if your child has any allergies.

Our caring catering team offer a variety of hot meals which cater for all dietary requirements (eg. vegetarian, halal, gluten free). Along with the main options there are also jacket potatoes with a choice of fillings and a fresh salad selection. The 3-week menu (example overleaf) changes every term and can be found on the school's website or you can request a hard copy from the school office.

Alternatively, you can provide a packed lunch from home to send in with your child. This should be brought to school in a lunch box clearly labelled with your child's name. As with the school dinners we promote "healthy eating". Therefore, when deciding what to put in your child's lunchbox it is important to offer a variety of foods from the four main food groups. Not only will this make the lunchbox more interesting, it means your child enjoys a balanced lunch that helps provide the energy and nutrients they need to grow, learn and stay healthy. We ask that you make biscuits, cakes and crisps an occasional treat in their lunch box on a "Fun Friday", rather than an everyday item. Fruit scones, flapjacks, buns and malt loaf are good alternatives. Chocolate bars and sweets **are not permitted at all** and water is provided so please **do not** put a drink in your child's packed lunch.

If you require further information or guidance, please ask the school office for a "Healthy Eating Packed Lunch" leaflet or visit: <https://www.nhs.uk/change4life> .

AutumnTerm Lunch Menu - Week 1

Week beginning: 5/9/11, 26/9/21 17/10/12.14/11/22 ar.d 5/12/22
























































[illegible]

Please contact the school office for more information or to discuss any dietary requirements.

Autumn Term Lunch Menu - Week 2

Week be!Jinning: 12/9/22, V:10/22, U/10/22, 21/11/22 and 12/12/22





































































WEEK 2	Meat Free Monday	Allergens	Tuesday	Allergens	Wednesday	Allergens	Thursday	Allergens	Friday	Allergens
Main meal 1	Vegetable tortilla stack	 	BBQ chicken with rice and salad		Roast turkey and vegetables	  	Chicken nuggets	  	Fillet of John Dory	  
Main meal 2	Margherita pizza	 	Vegetable casserole	   	Roast veggie sausage and vegetables	   	Veggie nuggets		Vegetable hot dog	   
Carbohydrates	Half jacket potato		Rice		--- <>		Pemm'd Ques		Baked chips	
Vegetables or salad of the day	Baked beans Sweetcorn		Peas Carrots Mixed salad		Broom Jelly Carrots		Sweetcorn Peas		Peas Baked beans	
Dessert	Berry blondie	  	Banana cake	  	Jelly with fruit		Blueberry muffin	  	Apple flapjack	 
Available daily	Wholemeal bread, fresh homemade salads, a variety of seasonal fresh fruit, yogurts and jacket potato with a choice of toppings (including tuna mayo, cheese or baked beans). Fresh water available throughout lunch time.					  				
Allergens	 Dairy  Gluten  Nuts  Eggs  Fish  Soya  Sesame  Mustard  Sulphites  Celery  Peanuts  Lupin									

Please contact the school office for more information or to discuss any dietary requirements.

Autumn Term Lunch Menu - Week 3



Week beginning: 19/9/22, 10/10/22, 7/11/22 and 28/11/22

WEEK 3	Meat Free Monday	Allergens	Tuesday	Allergens	Wednesday	Allergens	Thursday	Allergens	Friday	Allergens
Main meal 1	Vegetable stir fry with noodles	    	Chicken and sweetcorn pasta bake	 	Roast chicken and roast potatoes	    	KFC-style chicken burger	    	Fish fingers	 
Main meal 2	Margherita pizza and new potatoes	 	Vegetable pasta bake	 	Vegetable Quorn plait	   	Cheese panini	    	Vegetable kiev	 
Carbohydrates	Noodles New potatoes	 	Pasta		Roast potatoes Rice		Potato wedges		Baked chips	
Vegetables or salad of the day	Mixed salad Peas		Mixed salad Carrots		Sweetcorn Peas		Baked beans Carrots		Baked beans Peas	
Dessert	Fruit crumble and custard	 	Jelly with fruit		Lemon drizzle	    	Peach and vanilla ice cream	  	Carrot cake	 
Available daily	Wholemeal bread, fresh homemade salads, a variety of seasonal fresh fruit, yogurts and jacket potato with a choice of toppings (including tuna mayo, cheese or baked beans). Fresh water available throughout lunch time.						<div></div> <p>Catering provided by Greenshaw Learning Trust. All products are locally sourced wherever possible. All food is cooked fresh on the school site each day.</p>			
Allergens	 Dairy  Gluten  Nuts  Eggs  Fish  Soya  Sesame  Mustard  Sulphites  Celery  Peanuts  Lupin									

Please contact the school office for more information or to discuss any dietary requirements.



11. Free School Meals and Pupil Premium

Currently, pupils in Reception, Year 1 and Year 2 are entitled to a free school meal thanks to a government funding scheme called Universal Infant Free School Meals (UIFSM).

However, we want to make sure that we are providing your child with the best education and support we can. Families who receive certain benefits may be eligible for what is called 'Pupil Premium/Free School Meal Eligible' funding. Your child may be eligible for Pupil Premium/Free School Meal funding if you are in receipt of certain benefits.

Even though infant school children are able to receive a free school meal, it is important that Pupil Premium/Free School Meals eligibility is checked in order to receive additional funding for our school.

This could raise an extra £1,385 to fund valuable support like subsidising school trips, extra tuition, additional teaching staff or after school activities. This additional money is available from central government where a parent is receiving one of the benefits listed below.

Is my child eligible for free school meals status?

Your child might be eligible if you access:

- Income Support
- Jobseeker's Allowance (Income Based)
- Employment Support Allowance (Income Related)
- Child Tax Credit (but **not** Working Tax Credit) and your annual gross income (as assessed by Her Majesty's Revenue and Customs) is not more than £16,190
- Working Tax Credit Run-on – paid for four weeks after you stop qualifying for Working Tax Credit
- Universal Credit
- Support under part six of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit

How do I register?

Our pupil registration form requests a parents' national insurance number and date of birth. This allows us to check your eligibility for free school meals and pupil premium. The application is confidential and your details are kept private. Please read our Privacy notice before completing your registration form (see section 18).

Alternatively, you may click on the link below and complete the application form yourself. The school will be notified if you qualify <https://www.cloudforedu.org.uk/ofsm/sims>

Does my child have to eat a free school meal?

No. Pupils who are registered for free school meals do not have to eat them. If you are eligible but you want your child to have packed lunches that is absolutely fine.

12. School Uniform

The Victor Seymour Infants' School uniform is based on the colours grey, red and white. Please see the list below for information on what is required and where you can purchase it.

Black school shoes must be worn. Children should be able to do up their own shoes therefore we recommend velcro fastenings unless your child is able to tie their own laces. No trainers, boots or sandals please.

Children should also bring a season appropriate coat to school every day.

All clothing MUST be clearly marked with your child's name.

The following items are available for ordering online. Ordering is easy simply visit <https://www.mapac.com/education/parents> . Search for our school. Click on Victor Seymour and it will take you to our uniform items. Add everything you need into your basket, register and then check out.

White Polo Shirt with logo	A plain white polo shirt is also acceptable - purchased from high street retailer school range
Red Cardigan with school logo	A plain red cardigan is also acceptable - purchased from high street retailer school range
Red Sweatshirt (unisex) with logo	A plain red sweatshirt is also acceptable - purchased from high street retailer school range
Grey skirt / trousers	Also available from any high street retailer
Bookbag	Compulsory item
Sun Hat	School sun hat from Mapac or your child may use their own hat in any colour
Waterproof fleece (optional item)	Available from Mapac only
Red Fleece with full-zip & logo (optional item)	Available from Mapac only
Red & white checked school dress for summer (optional item)	Also available from any high street retailer
Grey shorts for summer (optional item)	Also available from any high street retailer
White P.E shirt with logo from Mapac or plain white t-shirt from any retailer	Infants only - Not necessary for Nursery
Red P.E Shorts from Mapac (unisex)	Infants only - Not necessary for Nursery
PE Bag from Mapac only	Infants only - Not necessary for Nursery
Plimsols Available from high street retailer	Infants only - Not necessary for Nursery
Plain black / grey tracksuit bottoms	<u>For Year 1 and Year 2 only.</u> Available from any high street retailer.

Please note Nursery children DO NOT REQUIRE A PE KIT. Otherwise Nursery uniform is the same as the Infants' School.

We also require children to bring a water bottle to school **every day**. Water bottles should be named and filled with **plain water only**.

Jewellery and Hair

Jewellery **should not be worn** to school for safety reasons. Watches are allowed and remain the responsibility of the children. Only small studs should be worn if children have pierced ears, although these are not encouraged. Children are not permitted to wear earrings for PE and parents/carers are asked not to let children wear them on these days. If earrings cannot be removed they will be covered with low tack medical tape for PE.

Long hair must be tied back using small clips and hair ties. Large hair bows are not permitted.

Second Hand Uniform

We have some second hand uniform items available from the School Office priced at 50p per item. Please speak to the School Office if you wish to have a look.

13. Illness and absence

The school requests parents/carers use the following procedures when their child is absent from school:

- Parent/carers should telephone the school to inform the school office on the first day of absence. The office is very busy first thing in the morning. If there is no answer or your call is before office hours, please leave a message on the attendance voicemail (option 1).
- If the office has not been contacted, a call will be made by our Attendance Officer to the child's home to establish the reason for absence.
- If the first contact cannot be reached, for safeguarding reasons a call will be made to the child's other emergency contacts to ensure the child and parent/carer are safe.
- If a child has a medical appointment, the office must be informed of the time of the appointment and when they are expected to return to school. If they are absent in the morning you may also need to inform the office that your child will require a school lunch if they are returning before/during the lunch period.
- You may be required to provide proof of the medical appointment such as a hospital letter or doctor's appointment card.

Should your child become unwell during the school day we will contact you as soon as possible. It is essential that all of your contact/s details are up to date so that we are able to do so.

Administering Medication

At Victor Seymour, we do not administer any medication unless it is for children who have specific medical conditions (eg asthma or severe allergies) or where their needs are supported with a Health Care Plan.

Please ask the office for a medication form if your child requires an inhaler or allergy medication at school. We cannot administer these medications without this form signed by a parent/carer.

Please note that we do not administer antibiotics where there is no medical professional's support or guidance through a Health Care Plan. If your child needs to have antibiotics during the school day, we ask that you or a responsible adult that you nominate come to school at the required time. The office staff will bring your child to the reception area so that you can give the required dose.

Term Time Absence

A high level of attendance of at least 96% is expected for all our pupils. The Governing Body does not sanction absence during term time. Any request for non-medical term time absence must be made in writing to Miss Morrissy and must include the reason for absence. Authorisation for such term time absence is discretionary and is only given by Miss Morrissy in exceptional circumstances.

School Nurse (for Infants' School only)

On occasion, our School Nurse runs Drop-In Sessions for parents/carers with children in Reception, Year 1 and Year 2.

If you would like to speak to the School Nurse outside of these sessions, please speak to the School Office.

If your child is nursery age, and you have concerns, please speak to your family doctor or health visitor.



14. Home Learning

We believe that home learning provides those additional learning opportunities that enhance the achievement of our children. As you are your child's first educators, we now just become partners with you and support you to help your child's learning from here on. We believe home learning should be appropriate and develop basic skills, providing that important baseline from which all learning will stem. The most important area here will be reading; we would like you to be reading to and with your child as much as possible.

What is the purpose of Home Learning?

- Develop an effective partnership between the school, parents and other carers in pursuing a desire and enthusiasm for learning.
- Give parents/carers a greater understanding of the learning their child is completing in school.
- Consolidate and reinforce key skills and understanding, specifically, and most importantly, reading but also other basic literacy and numeracy skills.
- Give greater opportunities and situations for learning and to further extend it beyond the classroom.
- Encourage pupils, as they get older, to develop the confidence and self-discipline needed to study on their own.
- Use home learning as a tool to continue to raise standards of attainment.

After your child has started at Victor Seymour, you will be provided with log in details for our home learning platforms that your child can use at home.

For more information, please see our Home Learning Policy on our website.

15. Special Educational Needs (SEN)

At Victor Seymour we are very inclusive and go 'above and beyond' to meet the needs of all children. Some of the children that attend Victor Seymour have more specialist needs and these children may be added to our Special Educational Needs register. These needs fall into the following categories:

- communication and interaction
- cognition and learning
- social, emotional and mental health
- sensory and/or physical needs

As part of our staff team we have a Special Educational Needs Coordinator (SENCo) Mrs Wilkinson. Mrs Wilkinson liaises with parents/carers as well as works with staff to ensure we meet the needs of our children.

You will be able to speak to Mrs Wilkinson either via the SENCo email address senco@vsi.school or via the School Office.



16. Local Governing Body

We are very lucky to have an excellent and very involved Governing Body. They regularly visit the school to talk to children and staff and contribute to our school newsletter. Each Governor takes responsibility for a key subject area which is decided in the Autumn term of the new school year.

Look out for them at Parents' Evenings and PTA events.

Should you wish to contact them, please speak to the School Office.

NAME	GOVERNING ROLE
Mrs Fiona Pearce	Chair of Governors
Mrs Zoe Clarke	Vice Chair of Governors
	Community Governor
Mrs Suzanna Woods	Staff Governor
	Community Governor

17. Complaints Procedure

Victor Seymour Infants' School welcomes comments on the service it provides to pupils and parents/carers. Comments enable us to clarify any misunderstanding that arise and give us the opportunity to review our procedures if necessary. We are also pleased to learn of things that have gone well.

Victor Seymour Infants' will always deal with complaints in a courteous and reasonable manner and follow its agreed procedures. We ask that those with comments and complaints to present them in a similarly reasonable manner. Please bear in mind that senior staff may not always be immediately available.

If you have a complaint, you should telephone the school for an appointment to discuss the matter. At some stage you may wish to make a formal complaint in writing.

If the matter remains unresolved, your complaint can be considered by members of the school's Local Governing Body and ultimately by a panel established by the Greenshaw Learning Trust, which has overall responsibility for the School.

18. Privacy Notice

The Privacy Notice explains how we use information about your child and who it may be shared with. It can be found on the school's website and will be shared with you as part of your transition information.

19. Internet Safety

The Internet is an essential element in 21st century life for education, business and social interaction. At Victor Seymour we have a duty to provide pupils with quality internet access as part of their learning experience. Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils. However, we are aware that our pupils have only just started to use the internet. We therefore see our role as working alongside and sharing information with parents/carers to ensure there is an early awareness of dangers, as well as helping parents/carers to support their children in using the internet and other technologies safely. We also aim to give our pupils enough information, appropriate for their age, to begin to develop self-awareness of internet safety.

20. School Policies

Victor Seymour has many policies, which are accessible to parents and carers. If you would like to refer to them, they are available on the school website and many are Greenshaw Learning Trust policies across the Trust.

Safeguarding and Child Protection Policy

Behaviour for Learning Policy

Home Learning Policy

Attendance Policy

Uniform Policy

Health & Safety Policy

E-safety Policy

SEND Statement

Supporting Children in School with Medical Conditions Policy

First Aid Policy

Collective Worship Policy

Complaints Policy

21. What do I need to do next?

- Nursery parents of children **attending 15 hours** per week should complete the 'Nursery Parent Declaration Form' which will be given to you at the Parent Welcome Meeting.
- If you are in receipt of benefits check if you are eligible for Free School Meal / Pupil Premium status by clicking on the following link and complete an application:
<https://www.cloudforedu.org.uk/ofsm/sims-greenshawlearningtrust>
- Purchase your child's uniform, book bag and PE kit (refer to section 12). The order deadline for guaranteed delivery by September is 31st July 2023.
- Ensure your child has the correct full school uniform and shoes, PE kit, water bottle, book bag and appropriate coat for their first day. Please make sure that all items are named.
- If your child is new to Victor Seymour, we will need to see your child's birth certificate. Please bring this to the school office when you are able. This can be done before school closes for the school holidays on 21st July or on your child's first day.

22. School Contact Details

Victor Seymour Infants' School

Denmark Road

Carshalton

SM5 2NT

Telephone: 020 8647 9800. Office hours are 8.30am – 4.30pm.

Email: office@vsi.school

SENCO: senco@vsi.school

Admissions: admissions@vsi.school

Ofsted Number: 142750