



Victor Seymour Infants' School



Parent Information Booklet 2024 - 2025



Contents Page

Page 3	Welcome page
Page 4-5	Safeguarding at Victor Seymour
Page 6	Introducing our School Heroes
Page 7	Routines
Page 8-9	Uniform
Page 10-11	Our school day
Page 11	Wrap-around-care
Page 12	Frequently asked Questions
Page 13	Where to go for help
Page 14	Meet our Local Governing Body



Welcome to Victor Seymour Infants' School

Excellence for All

Welcome to Victor Seymour Infants' School! We are delighted to welcome you into our school and look forward to working alongside you and your families.

We are a three-form entry Infants School located in the heart of historic Carshalton. Our school was built in 1954 and has recently celebrated its 70th Birthday! This welcome booklet is an introduction to all the useful information you may need during your time as part of the Victor Seymour family. This information may change over time but we will always inform you via the My Child At School (MCAS) app and on the school website:

<https://www.victorseymourinfants.org.uk/>

We hope you and your child will enjoy the time you spend with us and find this information useful. Please read this booklet carefully to help you and your child achieve a successful start at Victor Seymour. We believe that every child must be nurtured, valued and empowered to have the highest aspirations for their future, striving to reach their full potential through the provision of a creative and innovative curriculum that challenges and engages all learners.

We are committed to working together with you to ensure that your child has a happy, successful experience during their time at school. We know that children learn best when carers and staff work together to encourage and support their learning. We very much look forward to meeting you and getting to know you and your child. Here at Victor Seymour we have an open-door policy and the staff are always available to answer any questions you may have.



Safeguarding

As a parent, it is natural to have concerns about the safety and well-being of your child when they attend school. To ensure the safeguarding of your child, Victor Seymour Infants' School has put several measures in place to provide a safe and secure environment. These measures include having robust recruitment and vetting processes for staff, maintaining accurate records of children's attendance and absences, providing regular training for staff on safeguarding issues, and having clear policies and procedures in place for reporting and responding to concerns.

Additionally, Victor Seymour Infants' promotes positive relationships with parents and carers, keeping them informed about their child's progress and any concerns that may arise. By working together with parents, Victor Seymour provides a safe and nurturing environment for children to learn and thrive.

For more safeguarding information

Useful numbers	<u>Useful websites</u>
Childline: 0800 1111	https://www.nspcc.org.uk/keeping-children-safe/online-safety/
NSPCC helpline: 0800 500500	https://www.familylives.org.uk/
Police - non emergencies: 101	https://www.parentsprotect.co.uk/resources.htm?mc_cid=633b69242f&mc_eid=998a4ee4f2
Police emergencies: 999	https://www.nspcc.org.uk/keeping-children-safe/support-for-parents/pants-underwear-rule/?mc_cid=633b69242f&mc_eid=998a4ee4f2
NHS: 111	https://www.askaboutgames.com/
Safer Internet: 0344 8002382	https://saferinternet.org.uk/
Kidscape: 020 7730 3300	https://togetherforsutton.org.uk/
	https://www.kidscape.org.uk/



If you are concerned about a child, make a factual record of your concern and report to the Designated Safeguarding Lead (DSL) or Deputy Designated Safeguarding Lead (DDSL) via the school office.

	<p>Miss Morrissy Designated Safeguarding Lead (Headteacher)</p>
	<p>Mrs Gauci Deputy Designated Safeguarding Lead</p>
	<p>Mrs Wilkinson Deputy Designated Safeguarding Lead</p>
	<p>Mrs Gardiner Deputy Designated Safeguarding Lead</p>
	<p>Miss White Deputy Designated Safeguarding Lead</p>
	<p>Mrs Arter Safeguarding Governor</p>



Introducing Our School Heroes

Our aim is to ensure that children are happy and safe whilst also developing children's individuality. Our Victor Seymour School Heroes help support our pupils to grow into polite, respectful citizens.



Sensible Squirrel



Tough Tortoise



Wise Owl



Team Ant

Sensible Squirrel promotes responsibility	Tough Tortoise promotes resilience	Wise Owl promotes good learning behaviours	Team Ant promotes respect
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Every week children from each class are nominated for a School Hero Award when they have demonstrated the learning and behaviour qualities of our Heroes. At the end of the half term we celebrate those pupils who have demonstrated all the Heroes behaviour consistently; these pupils are Our School Champions.



Our Routines

At Victor Seymour we use Wonderful Walking, Lovely Lining up and Star Sitting.

Wonderful Walking:

- ★ Stand up straight
- ★ Walk in a straight line
- ★ Hands by sides
- ★ Without talking
- ★ Looking forwards

Wonderful Walking	 Stand up straight	 Walk in a straight line
 Hands by sides	 Without talking	 Attention - Look

Lovely Lining Up:

- ★ Stand up straight behind the person in front of you
- ★ Hands by sides
- ★ Without talking
- ★ Looking forwards
- ★ Walk in a straight line

Lovely Lining Up	 Stand up straight behind the person in front	 Hands by side
 Without talking	 Looking forwards	 Walk in a straight line

Star Sitting:

- ★ S - sitting or standing up straight
- ★ T - Tracking the teacher, not touching others or things
- ★ A - Attention at all times
- ★ R - Respect towards others

Star Sitting	 S = Sitting up straight	 T = tracking the teacher and not touching
 A = Attention at all time	 R = Respect towards others	



School Uniform

(please note uniform with the school logo is optional)



White shirt



Red Jumper



Red cardigan



Red fleece



Waterproof
coat



Summer dress



Grey trousers



Jogging
bottoms



Grey skirt



Grey shorts



Grey pinafore



Sun hat

Please note: Jogging bottoms are optional only for Nursery children for school uniform.



School Bookbag



School
Rucksack

Physical Education (PE) Kit

Nursery do not need PE kits.

Please note that Reception do not need jogging bottoms for PE



PE t-shirt



Red shorts



Jogging
bottoms



PE bag



Plimssoles

(please note uniform with the school logo is optional)

www.mapac.com/education/parents



Our School Day

Year group	Class Name	Registration	End of day
Nursery	Gold (15 hour)	8:30am	11:30am
	Silver (30 hour)	8:30am	3:30pm
Reception	Blue	8:40am	3:05pm
	Red		
	Yellow		
Year 1	Turquoise	8:45am	3:10pm
	Indigo		
	Green		
Year 2	Purple	8:45am	3:10pm
	Pink		
	Lime		

Water, Milk and Fruit

We believe it is important that children have free access to water (no squash or juice please) which is readily available in the classrooms. Children should bring their own water bottle which can be refilled during the day.

We provide a piece of fruit each day for the children through the government scheme. This helps the children to stop feeling hungry throughout the morning.

Children are provided with milk until they reach the age of five. Every child over the age of 5 is entitled to milk and this is ordered and paid through www.coolmilk.com.



Lunchtimes

Your child may have a school lunch or bring a packed lunch to school. If they bring a packed lunch it should be clearly labelled with their name. Packed lunches should consist of healthy food with **no nuts, fizzy drinks, chocolate or sweets**. The children eat their meals in the main school hall and are looked after by Midday Supervisors.

If your child has a school dinner these are all cooked on site and offer a variety of hot meals that cater for all dietary requirements. Along with the main option, there are also jacket potatoes with a choice of fillings and fresh salad selection. The 2- week menu changes each term and can be found on the school's website or you can request a hard copy from the school office.

If your child is in our 30 hour Nursery provision please provide your child with a packed lunch each day.

Wrap around care

Breakfast club

Our Breakfast Club is available to pupils in Reception, Year 1 and Year 2 from 7:45am each morning. Cereal, toast, yoghurts and a drink of milk or water is available for all children to choose from. There are a variety of activities provided in the hall for the children to engage in during their time at Breakfast Club.

£5.00 per morning payable via MCAS

£4.00 per morning for siblings

£5.50 for an emergency place

For details regarding Breakfast Club please contact breakfastclub@vsi.school

After School Club

Our After School Club runs straight from the school finishing times. Children are collected from their class and taken to the club which is situated on the site of Victor Seymour Infants' school.

During the After School Club the children are provided with a light snack and fruit.

There are a variety of activities provided for the children to engage in during their time at the after school club.

After School Club finishing time is 6pm (late collection fees apply).

Tel: 07729081837 Email: afterschoolclub@vsi.school

£13.00 per session.



Frequently asked questions

What happens if my child is unwell at school?

Children who become unwell during the school day are looked after by the first aider and if necessary, parents or carers will be contacted and asked to collect their child from school. It is very important that we have a contact telephone number where we can contact you during the school day. Please do not bring your child to school if they are feeling unwell.

Absence and Illness

Regular attendance is very important for your child. Please try to avoid casual absences. We expect your child to attend school everyday unless there is a valid reason for absence such as sickness or medical treatment. If your child is going to be absent from school please contact the school either through a phone call or an email. Regular attendance is essential in order to acquire and develop the many skills which will increase independence and confidence and ensure that your child leaves our Infants school fully prepared for their next step.

Emergency Contact numbers

We need to have up-to-date address and phone numbers of all the children at Victor Seymour. If any personal details change please let us know immediately, as we should always be able to contact you if an emergency occurs.

What should I do if my child is unable to attend school?

Government regulations require parents or carers to explain every absence from school. If your child is absent or late, please telephone or email the school office to inform us about the reason for absence. Medical appointments should be made out of school hours where possible. If you wish to take your child out of school in term time, you will need to request a leave of absence in writing to the Headteacher. Holidays are not authorised during term time.

Are toys allowed at school?

Children are not allowed to bring toys to school.



Where to go for help

<p>Office</p> <p>Email: office@vsi.school admissions@vsi.school</p> <p>Phone: 020 8647 9800</p>	<p>Absence Attendance Uniform Lost property Child collection changes MCAS support Messages for class teachers Medication queries To arrange meetings with the Senior Leadership Team (SLT) Admissions School lunches</p>
<p>Class teacher</p>	<p>Pupil related queries</p>
<p>SENCO</p> <p>Email: senco@vsi.school</p>	<p>Special Educational Needs and Disability (SEND) queries</p>
<p>Website</p>	<p>Safeguarding information Governance Curriculum Timetable Policies Term dates Calendar Newsletters SEND Greenshaw Learning Trust (GLT)</p>
<p>School Operations Manager -Breakfast Club -After School Club</p>	<p>Wrap around care queries Payments Nursery payments Health and Safety Hiring school premises</p>
<p>Parent Teacher Association (PTA)</p> <p>Email: myvspta@gmail.com</p>	<p>Supporting fundraising events Joining the PTA</p>



Local Governing Body

We have an excellent and involved Governing Body. They regularly visit the school to meet with pupils and staff and contribute to our school newsletter. Each Governor takes responsibility for a key subject area which is decided in the Autumn term for the new school year. Governors attend our PTA events and Parents Evenings regularly to meet with parents and support the school.

Name	Governing Role
Fiona Pearce	Chair of Governors
Catherine Sonoiki	Vice Chair of Governors
Caroline Arter	Parent Governor
Felix Symonds	Parent Governor
Suzanna Woods	Staff Governor
Lily Palant	Community Governor
Bayo Alamu	Trust Governor