



# Victor Seymour Infants' School



## Parent Information Booklet 2025 - 2026





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## Welcome to Victor Seymour Infants' School

*Forever Learning: Limitless potential for every child*

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. 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/>

Our school has a vibrant, nurturing, and aspirational environment, where pupils blossom and benefit from expert teaching, high expectations, and a strong sense of community. Our recent Ofsted inspection (March 2025) highlighted our commitment to excellence in all areas. We value every child, empowering them 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. Our pupils behaviour is exemplary and our behaviour curriculum outlines expectations for Wonderful Walking, Lovely Lining up and STAR sitting. We support our pupils in becoming confident and respectful individuals both in and out of the learning environment.

We ensure that we are ambitious for all pupils and work tirelessly to ensure that our curriculum is well-sequenced and engaging, enabling children to make excellent progress across all subjects. Our pupils are well prepared for the next stage of their education, with the majority of our pupils transitioning to Year 3 in Harris Junior Academy in Carshalton (HJAC). Click here for more information about [HJAC](#).

We are committed to working together with you to ensure that your child has a happy, successful and fun 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 have an open-door policy so please come and chat anytime! We very much look forward to meeting you and getting to know you and your child.

Read the full Ofsted report [here](#) and for more information about Victor Seymour Infants' School, you can visit the [school's website](#).

Samantha Morrissy  
Headteacher



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



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.

 <b>Victor Seymour Infants' School</b> Designated Safeguarding Leads		
		
<b>Miss Morrissy</b> Head Teacher, Lead DSL	<b>Mrs Gauci</b> Deputy Head Teacher, Deputy DSL	<b>Mrs Wilkinson</b> FS Leader / SENCO, Deputy DSL
		
<b>Mrs Gardiner</b> Admissions officer, Deputy DSL	<b>Miss White</b> After School Club Manager, Deputy DSL	<b>Mrs Arter</b> Safeguarding Governor



## Values and Ethos

### Introducing Our School Heroes

At Victor Seymour Infants' School we believe that everyone is Forever Learning. We believe that every child has limitless potential and all children should feel happy, nurtured, safe and free to explore the world around them.

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



<b><i>Sensible Squirrel</i></b> promotes responsibility	<b><i>Tough Tortoise</i></b> promotes resilience	<b><i>Wise Owl</i></b> promotes good learning behaviours	<b><i>Team Ant</i></b> 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. Our School Heroes are celebrated every week in our Friday Assembly. 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.

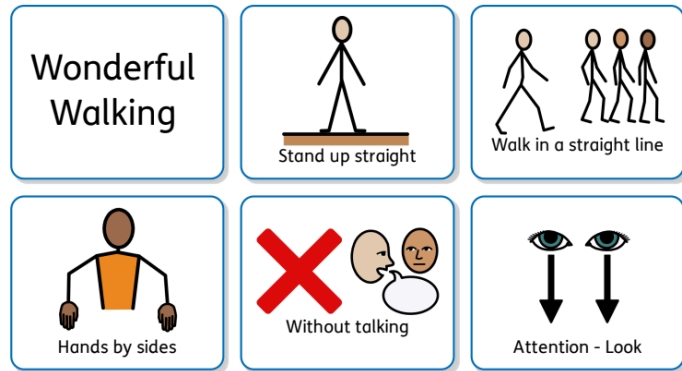


## Our Routines

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

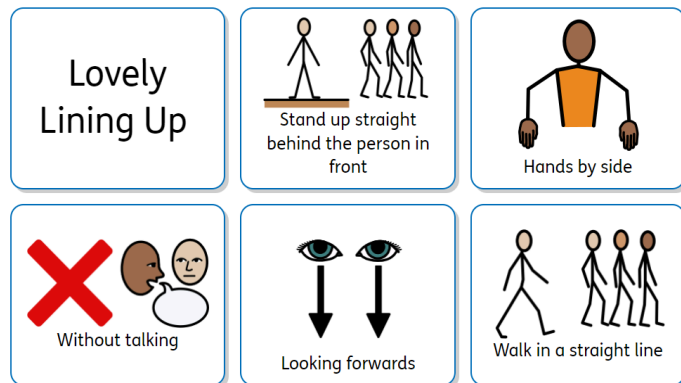
### Wonderful Walking:

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



### 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



### 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





## School Uniform

(please note uniform with the school logo is optional)



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



School Bookbag



School  
Rucksack



Shoes



Shoes



Shoes



## Physical Education (PE) Kit

Nursery do not need PE kits.

Please note that Reception do not need jogging bottoms for PE



Your child may have plimsolls or trainers  
(please note uniform with the school logo is optional)

[www.mapac.com/education/parents](http://www.mapac.com/education/parents)



## Our School Day

Year group	Class Name	Registration	End of day
<b>Nursery</b>	<b>Gold</b> (15 hour)	8:30 am	11:30 am Optional lunch hour (for a fee)
	<b>Silver</b> (30 hour)	9:30 am Optional early drop off for 8:30 am (for a fee)	3:30 pm
<b>Reception</b>	<b>Blue</b>	8:40 am	3:05 pm
	<b>Red</b>		
	<b>Yellow</b>		
<b>Year 1</b>	<b>Turquoise</b>	8:45 am	3:10 pm
	<b>Indigo</b>		
	<b>Green</b>		
<b>Year 2</b>	<b>Purple</b>	8:45 am	3:10 pm
	<b>Pink</b>		
	<b>Lime</b>		

### Nursery

- ★ **Silver class** is 30 hours

For 30 hour children, the timings are 9:30 am until 3:30pm, with an optional early start of 8:30 am, at a cost of £7 per morning.

- ★ **Gold class** is 15 hours

For 15 hour children timings are 8:30 am - 11:30 am for morning sessions and 12:30 - 3:30 pm for the afternoon session.

We also offer a lunch club between 11:30 am- 12:30 pm for £7 per day (this is available to both morning and afternoon children).



### 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](http://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, no fizzy drinks, no 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.



## Wraparound care

### **Breakfast club**

Our Breakfast Club is available to pupils in Reception, Year 1 and Year 2 from 7:30 am each morning. Cereal, toast, yoghurts and a drink of milk, fruit juice 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.

£7.50 per morning payable via MCAS (£6.50 per morning for siblings)

£8.00 for an emergency place

For details regarding Breakfast Club please contact [breakfastclub@vsi.school](mailto: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](mailto:afterschoolclub@vsi.school)

£14.00 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 the attendance email at [attendance@vsi.school](mailto:attendance@vsi.school). 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

<b>Office</b>	
Email: <a href="mailto:office@vsi.school">office@vsi.school</a> <a href="mailto:admissions@vsi.school">admissions@vsi.school</a> <a href="mailto:attendance@vsi.school">attendance@vsi.school</a>  Phone: 020 8647 9800	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
<b>Class teacher</b>	
All Reception and Nursery Parents: <a href="mailto:eyfs@vsi.school">eyfs@vsi.school</a> All Year 1 and Year 2 Parents: <a href="mailto:ks1@vsi.school">ks1@vsi.school</a>	Pupil related queries
<b>SENCO</b>	
Email: <a href="mailto:senco@vsi.school">senco@vsi.school</a>	Special Educational Needs and Disability (SEND) queries
<b>Website</b>	
<a href="https://www.victorseymourinfants.org.uk/">https://www.victorseymourinfants.org.uk/</a>	Safeguarding information Governance Curriculum Timetable Policies Term dates Calendar Newsletters SEND Greenshaw Learning Trust (GLT)
<b>School Operations Manager</b>	
Breakfast Club: <a href="mailto:breakfastclub@vsi.school">breakfastclub@vsi.school</a>  After School Club: <a href="mailto:afterschoolclub@vsi.school">afterschoolclub@vsi.school</a>	Wrap around care queries (Payments, Nursery payments, Health and Safety, Hiring school premises)
<b>Parent Teacher Association (PTA)</b>	
PTA: <a href="mailto:myvspta@gmail.com">myvspta@gmail.com</a>	Supporting fundraising events and Joining the PTA



## Communication - how else do we communicate with you?

<b>School Reports</b>	An annual report is given at the end of the school year. 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.
<b>Facebook and Instagram</b>	We post information and reminders for school events regularly on Facebook and Instagram.  <b>Facebook</b>  <b>Instagram</b> 
<b>Email</b>	We use MCAS as the main way of communicating with parents and carers. 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.  MCAS will automatically email the first emergency contact of a child. If you require both parents or carers to receive emails, please let the School Office know.
<b>Telephone</b>	Please make sure that we 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.



## 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.

<b>Name</b>	<b>Governing Role</b>
Fiona Pearce	Chair of Governors
Catherine Sonoiki	Vice Chair of Governors
Caroline Arter	Parent Governor
Vacancy	Parent Governor
Suzanna Woods	Staff Governor
Lily Palant	Community Governor
Bayo Alamu	Trust Governor