

Colman Junior School  
South Park Avenue  
Norwich NR4 7AU



Colman Infant School  
Colman Road  
Norwich NR4 7AW

Mrs Julie Sandford  
Headteacher

25<sup>th</sup> February 2020

Dear Parent/Carer

As part of our Computing Curriculum we provide children opportunities to learn about online communication and social media in Computing lessons. In Year 4 children are introduced to online communication through email and will be given their own Office 365 account. This will provide opportunities to teach children how to send emails and collaborate together, as well as the potential risks of communicating with others online. The children will be able to use Office 365 in lessons but will also be able to access it in their free time if they wish. As a school, we take the online conduct of the children very seriously and will be ensuring that the emails are monitored.

If you have any question or concerns, please do not hesitate to contact Mrs Wilson or myself via the school office.

Yours faithfully

A handwritten signature in blue ink, appearing to read "Mr Genders". The signature is stylized and cursive.

Mr Genders  
ICT Lead