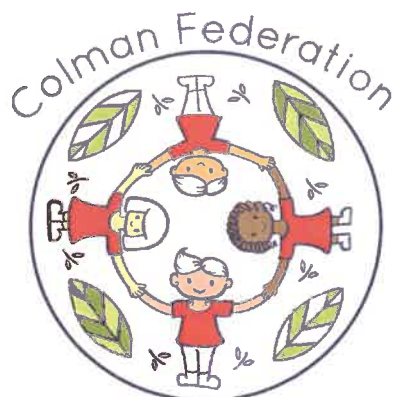


Colman Junior School
South Park Avenue
Norwich NR4 7AU



Colman Infant School
Colman Road
Norwich NR4 7AW

Mrs Julie Sandford
Headteacher

20th March 2020

Dear Parents and Carers

Following the Government decision to close all schools in response to COVID-19, our schools will be closed from today until further notice.

We realise that this will be a difficult time for our families and many of you will be under pressure with work commitments as well as managing your children at home.

What can I do with my child at home during the school closure?

There is a home learning tab on our federation website which contains details for each year group on how to access learning. Infant school children will have been given folders with their first pieces of work to complete. Additional information will be found on the school website. Junior school children will be working electronically using Microsoft Teams and further information and resources can also be found on the school website.

My child has Free School Meals - how does this work when schools are closed?

The government are working on a voucher scheme for FSM families and we are waiting for further details of this. If this information is not available by the middle of next week, we will issue supermarket vouchers to FSM families for the rest of this term. If you have any issues with accessing food or need support from the Norwich Foodbank, please let us know as we can help.

What can I do if I need advice and support during the school closure?

Our Parent Support Adviser, Geraldine Preston and our Pastoral Support Worker, Tracey Mitchell, will be contactable by email, if you would benefit from some support. Their email addresses are: gpreston@colmanfederation.org.uk and tmitchell@colmanfederation.org.uk.

Our school office email will also be monitored during school hours and can be contacted at office@colmanfederation.org.uk. The school office email address should be your first contact if you have any general queries or would like some help or guidance about teaching and learning. Any queries about teaching and learning will be forwarded to the appropriate member(s) of staff for their response.

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What can I do if I am worried about my child's safety during the school closure?

As well as contacting Mrs. Mitchell and Mrs. Preston, you are able to contact any of the federation's Designated Safeguarding Leads via the school office. We will be checking the phone messages and emails regularly every school day and are always here to help.

We care very much about our children and families and so we will be in touch with you all in some form or other on a regular basis to check that you are okay.

Sending you all our very best wishes,

A handwritten signature in black ink, appearing to read 'Julie Sandford', written in a cursive style.

Julie Sandford
Executive Headteacher
The Colman Federation