

Colman Junior School
South Park Avenue
Norwich NR4 7AU



Colman Infant School
Colman Road
Norwich NR4 7AW

Mrs Julie Sandford
Headteacher

11th September 2020

Dear Parents/Carers

School Email Addresses

At junior school, as part of our Computing curriculum and work on online safety, children are introduced to email and Office 365. This year, we are introducing the children to Office 365 in Year 3. Children will be given an Office 365 login and password which they will initially use in school to learn about using email and the various other online tools in the Office 365 package in a safe way.

Should children need to access home learning for any reason related to Covid-19 we are required by the Department for Education to have online learning available. We will be using a feature of Office 365 called OneNote to share tasks and allow communication with the class teacher. Information about how to access and use OneNote will be sent out accordingly.

We do ask that children do not use this email to create new accounts on other websites, they should use a separate personal email address if they wish to do this.

If you have any questions about this, or any other queries concerning online safety then please do not hesitate to get in contact with the school.

Yours faithfully

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

Mr Genders
Computing Coordinator