

Colman Junior School  
South Park Avenue  
Norwich NR4 7AU



Colman Infant School  
Colman Road  
Norwich NR4 7AW

Mrs Julie Sandford  
Headteacher

12<sup>th</sup> November 2020

Dear Parents and Carers,

I hope that you are all keeping safe and well in the current circumstances. I am writing to keep you informed of where we are with certain aspects of the usual school year - things that would normally have happened or would be going to happen but, due to the latest issues around Covid, are now different.

#### **School Dinners**

As you are aware, we are still only offering packed lunch as a lunchtime option for our children. We were hoping to start hot dinners again from half term but we are currently unable to staff this safely and appropriately. We would like nothing more than to be able to return to our regular lunchtime provision, as it is something that we truly value. To this end we are constantly reviewing the situation. We are delighted to be able to offer Christmas dinner for year groups in December and hope that we can return to our customary school dinner offer soon.

#### **School Photographs**

We are currently unable to welcome visitors into our school, such as school photographers as they work across a wide number of schools nationally and increase the risk to our children and staff. National guidance is very clear that schools should not be accepting any external non-essential visitors. When we are able to bring school photographers back in to school, we will of course let you know.

#### **Parent Consultations**

Parent consultations for children in Reception and Year 3 have already taken place, as these children are new to our schools. Parent consultations for children in all other year groups will be taking place in December and you will receive a letter from us very shortly about this. Our parent consultations this term are all online (or by telephone if you prefer) and have been very successful so far.

#### **Reports**

We are changing the way that we structure our school reports at the infant school this year to bring them in line with the junior school. The end of year report will be replaced by three short termly reports that will be issued to you on the Friday before your termly parent consultations so that you are able to discuss its contents with the class teacher if you wish. Reports to parents for the Autumn term will be issued on Friday 4<sup>th</sup> December ahead of parent consultations in the week beginning 7<sup>th</sup> December.

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### **Open Events**

As we are unable to open our schools to prospective parents this term due to national guidance, our website will contain virtual tours of both schools. We appreciate that this is not the same as visiting a working school in person but under the current restrictions, we feel that this is an appropriate option.

### **Parking**

We have been contacted by local residents voicing their frustrations about parking in the local community at the start and end of the school day. Please can you make sure that if you are parking your car in Caroline Court or one of the side roads nearby, you are respectful of the residents and that your parking is not putting anyone's safety at risk. You may see the local enforcement officers around at the start and end of the school day in the coming weeks as I have asked them to come and help us.

### **Christmas**

We will be working hard to ensure that our schools feel as festive as possible in the run up to the Christmas holidays. National guidance does not permit us to offer some of our usual events, such as Christmas plays in Reception and Year 3 or a Carol Service. However, whilst we are unable to celebrate together this year, each year group is currently thinking about how they can make the festive season feel as magical as possible.

### **Online Learning**

This will be provided for your child if they are self-isolating for any reason. At the junior school this is provided through OneNote and at the infant school this will be offered via Tapestry. Paper packs will also be available where required.

Thank you so much for your ongoing support for our school and staff at this difficult time - it is very much appreciated. We fully understand how frustrating it is that school feels different in many ways but we are working hard to ensure that your children are getting the very best deal possible. Every school in the country is operating differently at the moment as we all have to respond to the particular circumstances in our local communities and our own staffing requirements, which obviously affect what we can safely provide at any given time. I am pleased that we have reached this point in the term without having to close any of our year group bubbles and hope that this positive situation continues. As ever, if you have any questions or queries, please let us know.

With best wishes



Julie Sandford  
Executive Headteacher  
Colman Federation