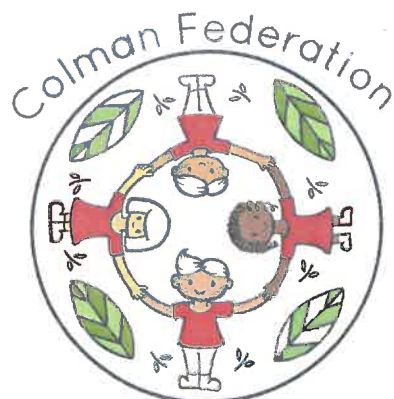


Colman Junior School
South Park Avenue
Norwich NR4 7AU



Colman Infant School
Colman Road
Norwich NR4 7AW

Mrs Catherine Wright
Headteacher

June 2023

Dear Parents and Carers

Welcome to Colman Junior School!

We are delighted that you have chosen our school for your child and are looking forward to getting to know you. We have some important documents enclosed and information for you.

Prospectus/Parent Handbook

Please find enclosed a Prospectus/Parent Handbook which has useful information around the school and school uniform. We also have some school admission forms for you to complete. We need this for all children moving to Colman Junior (even if your child is currently at Colman Infant School). The quickest and easiest way to do this is online at: <https://forms.office.com/r/AabjqEyKC6>

However, if you are not able to do this online, you can complete pages 13 to 22 from the Prospectus/Parent Handbook (pages are perforated), please return back to the school office. Please make sure that this information (whether online or via the forms), is completed by Friday 30th June as we will need to have the information in before the transition events take place.

School Meals

Children at the infant school are entitled to universal free school meals, however once they reach the junior school then school meals are charged (unless your child is entitled to free school meals/pupil premium please see below). The cost of a school meal from September will be £2.50. Payment for meals will need to be made in advance (we are not able to have debts) and can be paid for by cash/cheque/card machine (in the main office), or via ParentPay online payment system, (an activation letter will be sent during the summer before your child starts). Our food is catered for in-house by our own catering team and menus are available on our website. We will send a menu for Autumn Term out during the Summer. Meals are ordered at registration each morning.

Breakfast

Free breakfast is available to all children in the dining room (cereal and bagels), this is available from 8.35am in the dining room (no booking needed).

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Pupil Premium

Within the forms is a Pupil Premium Application, this is to ensure that the school receives all the government funding to which it is entitled. Parents/carers can benefit for receiving free school meals if eligible. If your child is eligible, then support is also available for school trip and music instrument lessons. Please complete and return back for the school office to process with Norfolk County Council. Alternatively, you can complete online at

<https://www.norfolk.gov.uk/education-and-learning/schools/school-meals-and-milk>

Class Information

Your child will find out what class they are ahead of the transition days.

House

Please see at the bottom of the letter for what house your child will be in. They will need this colour as a PE T-shirt.

School Day

The school day is from 8.50am to 3.20pm. Registration is at 8.50am and the doors are open from 8.35am.

Transition Events

Children will be able to attend Colman Junior School on Wednesday 12th July for a half day transition and Friday 14th July for a full day. If your child is at Colman Infant School then children will walk over with staff after registration and will return back to the infant school by the end of the day in time for normal home arrangements. Please ensure your child has a water bottle. A packed lunch will be provided by the infant school.

If your child is moving from another infant school, then please bring your child to the main school office for 9.15am on Wednesday 12th July and please collect them at 12.15pm. For Friday 14th July please bring your child to the main office from 9.15am and collect at 3pm. Please ensure your child has a packed lunch and water bottle.

The First Week of School

Children will return to school on Wednesday 6th September. Year 3 children enter and the school via the lower school entrance (this entrance is located, just past the Clare School Drive) and exit out this way at the end of the day with their class teacher.

Birth Certificate

If your child is not moving from Colman Infant School, then we will need to see this to verify the date of birth we have received from Admissions. Please can you email a photo of this to office@colmanfederation.org.uk

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Should you have any queries in the meantime or need any support completing the admission forms, then please get in touch with us by emailing office@colmanfederation.org.uk or telephone 01603 508530.

With best wishes



Catherine Wright
Executive Headteacher

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1. **Prospectus/Parent Handbook** - please complete forms online or if not using the pages in this book and return pages 13-22 by 30/06/23
2. **Pupil Premium Application Form** - (form contained within above pack) please complete and return by 30/06/23 or apply online.