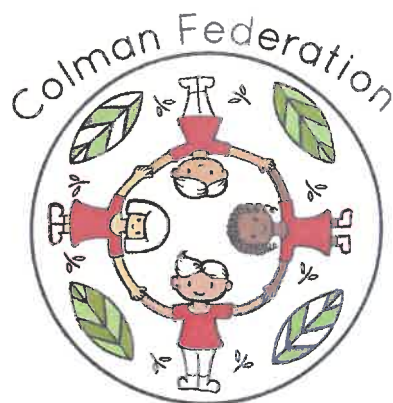


Colman Junior School
South Park Avenue
Norwich NR4 7AU



Colman Infant School
Colman Road
Norwich NR4 7AW

Mrs Catherine Wright
Headteacher

June 2023

Dear Parents and Carers

Welcome to Colman Infant 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. We have some school admission forms for you to complete. 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.

'All About Me' Form

Please can you complete the 'All About Me' form with your child and return by the Friday 30th June. This is useful so we can find out more about your child prior to the transition events and their start date.

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 if eligible with support for school trips and free school meals once at junior school. 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 in when they attend the transition events as below.

School Day

The school day is from 8.45am to 3.15pm. Registration is at 8.50am and the doors are open from 8.35am.

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Transition Events

- If your child was born between September and February then the transition days are on Wednesday 12th July 9.15am to 10.15am and Friday 14th July between 9.30am and 11.30am.
- If your child was born between March and August the transition days are on Wednesday 12th July 10.45am to 11.45am and Friday 14th July between 1pm and 3pm.

The First Week of School

Children will attend:

- Wednesday 6th September morning (from 8.45am to 12.15pm) for birthdays between September and February and afternoon session (1.10pm to 3.15pm) with birthdays between March and August.
- Thursday 7th September - all day for children with birthdays between March and August.
- Friday 8th September all day for children with birthdays between September and February.
- Monday 11th September - All children in school.

Please access the reception classrooms via the pedestrian gate on the main Colman Road.

Universal Free School Meals

All children are eligible for universal free school meals. The menu for September will be emailed out to you once Autumn's menu has been finalised, you can view the current menu on our website which is <http://www.colmanfederation.co.uk/school-meals/>

Children order their meal at registration each morning. Meal choices include a hot dinner, vegetarian option, packed lunch, or jacket potato. If your child has any dietary requirements, please ensure this information is put on the admission forms.

We will also need to see your child's birth certificate and are unable to admit your child to school without seeing this, therefore if you have not brought it to the meeting please can you take a photograph and email the photo to office@colmanfederation.org.uk

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 Wight
Executive Headteacher
Colman Federation

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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. **"All About Me" Form** - please complete and return by 30/06/23
3. **Pupil Premium Application Form** - please complete and return by 30/06/23 or apply online.