

Colman Federation



Prospectus & Parent Handbook:

taking you step-by-step
through starting school

Welcome to Colman Federation Infant and Junior Schools



It is a pleasure to welcome you and your child to our friendly, happy schools. Our schools are special places to be where each child is valued as an individual and uniqueness is celebrated and nurtured. We are committed to providing the best education possible - challenge and enjoyment are at the heart of everything we do.

Learning

Our engaging curriculum enables us to inspire and develop our children into enquiring learners, cultivating a lifelong love of learning and a curiosity about the world around them. Our many extracurricular opportunities include a wide variety of clubs, trips and visits to help support learning.

Safe

Our children love coming to school each day. We provide a secure and stimulating environment, where it is safe for children to make mistakes, learn and try again. Here, they will discover they feel secure enough to try new things and secure enough to ask for help. Good behaviour is the norm in our schools and our reward systems give children extra confidence in their efforts and achievements.

Our pastoral team is available to support children at times when they need a little extra care and attention.

Vibrant

We are a complete society within our schools, where all faces of our rich and vibrant community are represented. We are fully inclusive and you and your child are very important to us. You will find all our staff are dedicated, approachable and keen to consult with you as parents.

Getting in Touch

We would encourage you to visit our fantastic schools to see for yourself how this welcoming and supportive environment can meet the needs of your child.

To arrange a visit, or to simply ask a question, please call the Federation office on **01603 508530** or email **office@colmanfederation.org.uk**.

School Life

Uniform

We have a simple uniform with clear rules for our pupils. A uniform is helpful in establishing good standards of appearance in school and by wearing it, children quickly feel part of the community. School uniform lists and details of where items can be purchased are available on our website www.colmanfederation.co.uk under **office/uni-form**.

School Meals

School meals are available to pre-order daily with meat, vegetarian, jacket potato or packed lunch options. Alternatively, children can bring in a packed lunch from home. All meals can be paid for in advance online, or by cheque or cash on the day. School meals are free for all pupils at Colman Infant School.





Curriculum

Key Stage 1& 2

Areas of the curriculum are:

- Mathematics
- English
- Science
- Computing
- History
- Geography
- Art
- Music
- Physical Education
- Design and Technology
- Modern Foreign Languages
(KS2 only)
- Religious Education
including collective worship
- Personal, Social and Health
Education/Citizenship
- Sex and Health Education

Mutual trust

We believe a School Council contributes towards creating a relationship of mutual trust and partnership between staff and children.



School Council: Pupils get a say

We value the views of the children and involve them in the life of the federation through the School Council. The aim of the Council is to provide children with a voice in how the schools can develop.

All classes get involved

Every class has an elected Council Representative who attends regular Council meetings, where ideas are discussed and actions agreed. This forum enables the children to have a constructive and active input into the daily life of the school community. This includes being involved in:

- staff recruitment
- organising fundraising activities
- deciding where money raised will be spent
- passing on concerns to staff





Curriculum

Extended Curriculum: Trips and Visits

To extend the curriculum and make learning even more fun, we offer many trips and activities, including:

- day visits
- residential trips
- local community visits around Norwich
- football tournaments and cross country events

Communicating with parents

We hold parent/teacher consultation meetings regularly where we discuss your child's progress. If either teachers or parents have issues that they want to discuss, meetings can happen more frequently.

Appointments

Parents are welcome to make appointments to see any member of staff by calling the Federation office.

Reports and Newsletters

Reports are sent out termly. We also regularly inform parents about what is happening in school through newsletters, emails, texts, letters and updates on the federation's website.

Parent Support and Pastoral Care

Our Parent Support Advisers provide support with any worries or concerns about your child and helps you tackle any home issues that may be making school life difficult for you and your family. The Parent Support Advisers can also access specialist agencies or support services where required, such as targeted family work, parenting classes and focussed work on attendance and punctuality.

We place considerable emphasis on good manners and caring for both people and property, encouraging consideration, tolerance and sensitivity throughout our federation. We go to great lengths to support our children if they encounter emotional and physical changes in their lives.





“Staff will highlight successes in assemblies, which I think really helps to develop a sense of achievement and confidence.”

Inclusion: a curriculum for all

Access

Children with a physical disability are fully supported in accessing all parts of the school.

Deaf Resource Base

We are very proud of our provision for Deaf children. We provide daily support from two Teachers of the Deaf and specialist support staff and tailor this support around the individual needs of each child, which includes British Sign Language and Sign Supported English.

Our Deaf children are a much valued part of our school community and all staff and children enjoy and celebrate sign language and Deaf culture, such as singing and signing. We aim to give our Deaf children confidence within our hearing community but equally importantly, encourage pride in their Deaf identity.

Special Educational Needs

We are fully committed to giving every child the best possible experience at our schools, and helping them to reach their full potential. We make every effort to identify where a child has additional needs as soon as possible and discuss with you what we can do to support them. Children may be added to the Special Needs Register so that we can access the full support available, which may include specialist teaching and support.

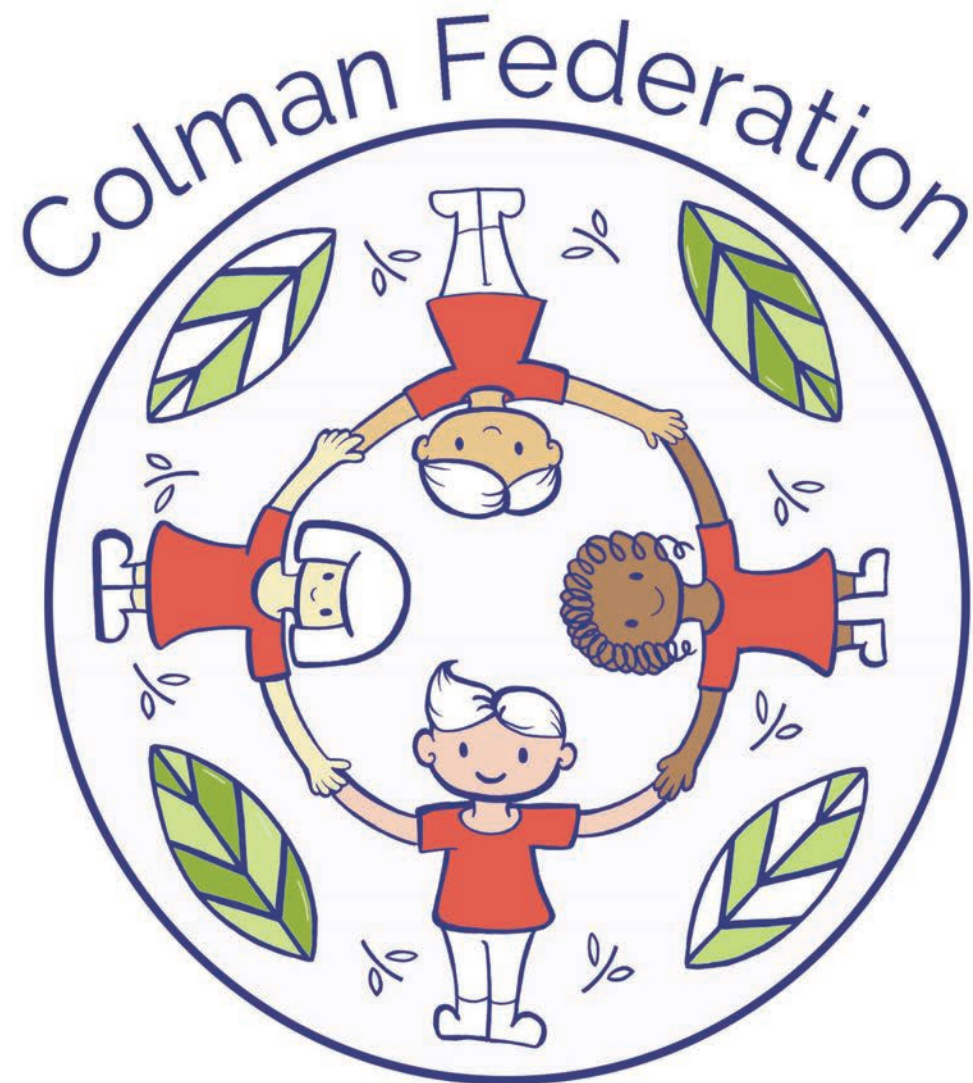
Admissions

At any time during the school year, we are delighted to see parents who are thinking of applying for a place at our federation. If you would like to visit us, please contact the school office to arrange this.

Applications

All admissions to our federation are dealt with by Norfolk County Council. Further details can be found on their website.

Telephone: 0344 800 8020
Email: admissions@norfolk.gov.uk



Welcome to Colman Federation

Welcome

Welcome to Colman Federation. Whether you're starting from the beginning at the Infant school or joining us later at the Junior school, we can't wait to get to know you and your child!

We need some information from you

In this handbook you will find more information about us, but first, we need some information from you. Please follow the steps in this Parent Handbook

and hand in your completed forms into the school office.

Answering your questions

On page 13 is Key Information and pages 14-15 are answers to Frequently Asked Questions. If you have any questions that are not answered, please contact the school office by emailing office@colmanfederation.org.uk or telephone 01603 508530.

1.Registration Details

You are required to provide this information to allow us to register your child with the School

(a) Details of the child to be admitted

We require this information to allow us to register your child with the School

Forename (as on Birth Certificate)	Other names (also known as)	Surname (Legal, not Preferred)
If appropriate, <u>underline</u> the forename by which your child is known		Date of Birth
Current Home Address		Gender (Please Tick)
Post code		M <input type="checkbox"/> F <input type="checkbox"/>
If the above is on a military camp, what is the name of the camp?		

(b) Details of the people who have legal parental responsibility for this child

We require this information to allow us send information to you and to contact you, for example, to keep your child safe in the case of an emergency (Please list in order of priority for contact during the school day)

The Education Act 1996 defines a parent to include the natural parents of the child as well as a person who is not a parent but who has parental responsibility or who has care of the child.

Parent	Relationship to your child	Mr, Ms, Mrs etc	Forename	Surname	Home address, if different from your child's
	Daytime Phone	Evening Phone	Mobile Phone	e-mail:	
Parent	Relationship to your child	Mr, Ms, Mrs etc	Forename	Surname	Home address, if different from your child's
	Daytime Phone	Evening Phone	Mobile Phone	e-mail:	
The usual arrangements for your child if living with different parents on different days of the week					

Additional Emergency Contacts

People other than the above who can be contacted in an emergency.

Contact	Relationship to your child	Mr, Ms, Mrs etc	Forename	Surname	Home address, if different from your child's	
	Daytime Phone	Evening Phone	Mobile Phone			
				e-mail:		

Contact	Relationship to your child	Mr, Ms, Mrs etc	Forename	Surname	Home address, if different from your child's	
	Daytime Phone	Evening Phone	Mobile Phone			
				e-mail:		

Other family details

Please give details of any other children currently living at your child's home(s) and attending school

Children's Names	Date of Birth	Name of School/Nursery

(c) Educational History

We require this information to support pupil learning

Last School Attended

The new school will obtain earlier educational school records from the school named below – this is a statutory requirement

School Name	Address	Phone Number

If your child has had any gaps in his/her education please provide detail below

The start and end dates of the gap(s) and reason(s)are required.

Step 1

(d) Doctor, health care & other specific arrangements

We require this information to keep your child safe, to support pupil learning and to provide appropriate pastoral care

Name of Doctor & Surgery

The school has contact details of local doctors. If you are not using a local doctor, please supply the contact details separately.

Has your child had a tetanus injection?

Yes

No

If yes, date

Inhaler

Does your child use one?

Yes

No

If yes, frequency taken

If yes, type of medication?

Other medical information relevant to your child's development and school life e.g. hearing, sight, allergies, diabetes, epilepsy.

Does your child have an Education, Health & Care Plan (EHCP)?

Yes

No

If your child has other particular needs in relation to his/her education please describe them here:

Please tear here

15

Please give details of any special dietary requirements your child may have:			
How will your child normally get to and from school?			
Is your child entitled to free transport?	Yes	No	
What is the main language spoken at home? (The school can only record what information the parent declares in this box.)			

2. Further details

We seek your agreement to use and share the following details with the Department for Education (DfE) and Norfolk County Council to assist in the completion of the school’s census under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013. This information allows the DfE to better plan to meet needs within the school system. For example, what extra support the DfE may need to provide to schools with high numbers of children who do not speak or understand English sufficiently to access the curriculum and understanding trends in migration and the associated needs in the school system helps the DfE ensure that all children, wherever they are from, have the best possible education.

You do not have to give consent to do so and it will not affect the education that your child receives from the school. Please note: a child may provide this information where they are deemed mature enough to have capacity to understand and agree to the use of and the sharing of their personal data with others.

(a) Ethnicity (The school can only record what information the parent declares in this section.)			
Please tick the box that you believe best describes your child’s ethnicity:			
White			
British		Portuguese	
Irish		Serbian	
Gypsy		Turkish	
Gypsy / Roma		Turkish Cypriot	
Other Gypsy/Roma		Eastern European	
Traveller of Irish heritage		Western European	
Albanian		White Other	
Bosnian-Herzegovinian			
Croatian		Mixed	
Greek			
Italian		White and Black Caribbean	
Kosovan		White and Black African	

Step 1

Mixed	
White and Pakistani	
White and Indian	
Sri Lankan Other	
Any other mixed background	
Chinese	
Chinese	
Black or Black British	
Caribbean	
Angolan	
Congolese	
Ghanaian	
Nigerian	
Sierra Leonean	
Asian and Asian British	
Indian	
Angolan	
Pakistani	
Other Pakistani	
Nigerian	
Bangladeshi	
Black or Black British	
Somali	
Sudanese	
Other Black African	
Any other black background	
Other ethnic groups	
Afghan	
Arab other	
Egyptian	
Filipino	
Iranian	
Iraqi	
Japanese	
Kurdish	
Malay	
Moroccan	
Thai	
Vietnamese	
An ethnic group not listed here:	
I do not wish to provide this information:	

Pupil Country of Birth:		Pupil Nationality:	
I do not wish to provide this information		I do not wish to provide this information	

3. Statement [to be signed]

a)	I agree to the use and sharing of information as set out in paragraph 2 above		
b)	I understand that I do not have to give agreement to this and it will not affect the education that my child receives		
c)	I understand that there may be circumstances where the School will still share my information with other agencies without my agreement. This will include where it is necessary to safeguard myself or another individual or it is necessary for the prevention or detection of crime		
d)	I understand that I can withdraw my agreement to the use and sharing of the information at paragraph 2 above any time (If you wish to do this please write to, email or contact the School Office)		
e)	I understand that the information I have provided in this form will be forwarded to my child's new school when she/he changes school		
f)	I believe the information provided in this form to be correct. I will inform the School of any changes that may occur whilst my child is attending the school.		
Signed (Parent/Carer):		Date:	

Please tear here

Thank you. When completed, please return this form to the school.

Step 2: Home-School Agreement
Colman Federation

Step 2

Please read through and sign to confirm that you understand and accept the Home-School Agreement.

The School

- We will treat everyone with respect and encourage positive relationships.
- We will care for your child’s safety and wellbeing.
- We will provide a broad and balanced curriculum which meets children’s individual needs.
- We will keep you regularly informed of your child’s progress and any concerns we have.
- We will encourage children to wear school uniform to develop a sense of pride in themselves and our school.
- We will encourage and promote regular and punctual attendance to allow each child to fulfil their potential.

Signed	
Staff at Colman Junior School	

The Child

- I will show respect and consideration for others.
- I will behave well, keep myself and others safe and look after school property.
- I will try my best at school and in my learning at home.
- I will tell someone if I have any worries or concerns.
- I will wear school uniform to develop a sense of pride in myself and my school.
- I will come to school on time, ready to learn and with everything I need for the day.

Signed	Date:
Please print name:	

Parent/Carer

- I will show respect and consideration to others at school.
- I will encourage my child to behave safely, responsibly and to look after their belongings and those of others.
- I will take an interest in my child’s learning and give them every encouragement they need to succeed.
- I will tell the school if I have any worries or concerns about my child’s health, learning or behaviour.
- I will make sure that my child wears school uniform.
- I will make sure my child comes to school regularly, on time and with everything they need.

Signed	Date:
Please print name:	



Step 3: Parental Permission/Agreements
Colman Federation

Step 3

E-Safety

We want all children to be safe and responsible when using the internet. Please have a look at the advice on our school web-site under **Our Schools/Curriculum/Computing** and discuss it with your child. Our Online Safety Policy can be seen on our website.

Child’s Name (Block Capitals):	
Agrees to follow the safety rules and to support the safe use of the internet at Colman Federation.	
Signed	Date:
Please print name:	



Cycle Permit

Please provide details of your child’s bicycle or scooter and ensure they have a lock to secure it whilst at school.

Child’s Name (Block Capitals):	
MAKE OF BICYCLE/SCOOTER	MODEL
COLOUR OF FRAME	COLOUR OF MUDGUARDS
FRAME NO	
Condition: Excellent, Good, Average, Poor	Fittings on cycle (lamp,horn, bell etc.)

Signed	Date:
Please print name:	

Norfolk County Council and Colman Federation do not take any responsibility for loss or damage to cycles/scooters whilst on our property. Bringing a cycle/scooter to school is at the owner’s risk.

Please tear here

Colman Federation

Photographs and Video Consent Form -

Our policy for school photographs/videos

Photographs and videos are used in our school for many different reasons, but they will only be collected and stored with a documented lawful basis.

Photographs and videos will be used where they are deemed essential for performing the public task of a school establishment, as outlined in the Colman Federation's data protection policy. When required for other purposes, these will be documented and explicit consent will be sought from parents/pupils as outlined below.

The retention period for photographs and videos will be documented in the retention policy. At the end of the retention period photographs will either be destroyed, or they may be retained for archiving purposes in the public interest.

Where photographs are used as part of a display we will not accompany the photograph with any other identifiable information such as names.

Photographs and video will only be taken using school equipment and must represent the school and children positively – inappropriate, negative, embarrassing or distressful photos will not be used.

Consent will be sought from parents/carers of pupils.

Where parental consent has been obtained, we will use this as the lawful basis for processing photographic personal data until the pupil is able to either confirm or withdraw consent.

Public events and external media

Please also note that when your child is in a public venue (such as a county sports event) local media may take photos. You are able to object to this processing and we will give you prior knowledge if and when we know third-parties will be present at external events.

Where local media come into the school to take photographs, we will ask for consent for that specific purpose beforehand.

We collect and use photographs for the following purposes.

Please tick each box to confirm you agree to the use of photographs for that purpose.

For display in access-controlled areas of the school (such as corridors, classrooms)	
For display in public areas of the school (such as reception)	
For use in the school newsletter and other printed documents (such as the prospectus)	
For use on the school website	
For use on social media (such as the school Twitter and Instagram page)	
School photographs can be provided to the media for publication or broadcast	
For an external photographer to take individual or class photographs that you and others may purchase	

I have read and understood the information.

I agree for my child's photographs and video to be used for the purposes I have consented for above.

Pupil name	
Name of parent/carer	
Signature of parent/carer	
Date:	

If you wish to withdraw consent at any time, please fill in a consent withdrawal form available from our website or from the school office. We aim to remove all materials within one month.



FREE SCHOOL MEALS AND PUPIL PREMIUM APPLICATION

We need information about you and your child, so that we can provide them with the best education and support by making sure that their school receives all the government funding to which it is entitled. Please complete this form and return to your child's school or to the Free School Meals, Norfolk County Council, County Hall, Norwich, NR1 2DL

ABOUT YOUR CHILD/CHILDREN

Child's Last Name	Child's First Name	Child's Date of Birth			Name of School
		DD	MM	YYYY	
		DD	MM	YYYY	
		DD	MM	YYYY	
		DD	MM	YYYY	

PARENT/GUARDIAN DETAILS

	Parent/Guardian 1			Parent/Guardian 2		
Last name						
First Name						
Date of Birth	DD	MM	YYYY	DD	MM	YYYY
National Insurance Number*						
National Asylum Support Service (NASS) Number*	/	/		/	/	
Daytime Telephone Number						
Mobile Number						
Address						
	Postcode:			Postcode:		

* Complete as appropriate

FAMILY INCOME AND BENEFIT DETAILS

Is your joint family income over £16,190 per year? (Please place an X in the appropriate box).

☐ Yes No ☐

/please turn over

If you have ticked yes, you do not need to complete the next section and can go straight to the declaration at the end of the form.

☐

If you ticked no, please place an X in this box if you¹ are in receipt of any of the benefits listed:

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support from NASS (National Asylum Support Service) under part 6 of the Immigration and Asylum Act 1999
- the guarantee element of State Pension Credit
- Child Tax Credit (with no Working Tax Credit) with an annual income of no more than £16,190
- Working Tax Credit run-on
- Universal Credit.

☐

Please place an X in this box if you are not sure whether your joint family income is over £16,190, or whether you are in receipt of one of the benefits listed above, but you would still like us to check whether your child is eligible for free school meals:

DECLARATION

The information I have given on this form is complete and accurate. I understand that my personal information is held securely and will be used only for local authority purposes. I agree to the local authority using this information to process my application for free school meals. I also agree to notify the local authority in writing of any change in my family's financial circumstances as set out in this form.

¹ This includes those who have parental rights for the child/children named on this form.

Signature of parent/guardian:

Date:.....

About this form
From September 2014 all children who are in reception, year 1 or year 2 in a statefunded school will be offered a free healthy school lunch. Children in other school years will also be offered a free school lunch if their parent is receiving any of the welfare benefits listed overleaf.

Registering could raise money for your child's school
Registering for free meals could raise an extra £1,300 for your child's school, to fund valuable support like extra tuition, additional teaching staff or after school activities.

This additional money is available from central government for every child whose parent is

receiving one of the welfare benefits listed in the form. It is therefore important to sign up for free school meals, even if your child is in reception, year 1 or year 2, so that your child's school receives as much funding as possible.

How the information in this form will be used
The information you provide in this form will be used by the council to confirm receipt of one of the listed welfare benefits. Once this is confirmed, this helps to decide how much money your child's school will receive each year. The information will also be used in relation to children in year 3 or above to decide whether they are eligible for free school meals. You only need to complete this form once and it will last for the duration of your child's time at

their current school unless there is a change in your family circumstances.

Thank you for completing this form and helping to make sure your child's school is as well funded as possible.
We are committed to ensuring that the personal and sensitive information that we hold about you is protected and kept safe and secure, and we have measures in place to prevent the loss, misuse or alteration of your personal information. We will use the information you provide to assess entitlement to free school meals. The information may also be shared with other Council departments to offer benefits and services.

Breakfast and After School Clubs

Breakfast and after school clubs are provided by the Beehive Childcare Group at Eaton Parish Hall on Colman Road. Breakfast Club starts at 7.45am and after school club ends at 5.30pm. Full details are available on our website under Community/Beehive or please contact them directly on 01603 259193.

Uniform

We place great emphasis on children wearing the correct school uniform each day; our uniform is practical, smart and supports positive behaviour and discipline, as well as promoting a sense of belonging and pride in our school. We expect every child to be wearing the following clothes:

- A plain red sweatshirt, jumper or cardigan
- Black or grey trousers/skirt/pinafore (black/grey shorts or a red gingham dress is allowed in warm weather)
- A white blouse/shirt or white/red polo shirt
- Black/grey/white/red tights/socks (no patterns please)
- Black shoes or plain, flat, black boots (sandals with closed toes and heels may be worn in warm weather)

Leisure/sports wear, such as trainers, hoodies and jogging bottoms, are not acceptable as everyday uniform. Our Uniform supplier is **Birds of Dereham (www.birdsofdereham.com)**, for more information please visit our website or contact the school office. Financial support for the purchase of school uniform may be available from Anguish's Educational Foundation. For more information, please telephone 01603 621023.

Children who are not wearing school uniform will be reminded of the school standards and expected to address this quickly. Please help your child by ensuring they conform to the school's dress code. Where uniform issues are not addressed quickly, we will contact you directly.

P.E. Kit

In the interest of hygiene, children should have a complete change of clothing for P.E., and games lessons. We expect every child to wear the following:

- Shorts, plain vest/t-shirt (**in house colour for CJS**), t-shirts with logos or designs are not acceptable.
- Plimsolls for PE and trainers for games.
- In colder weather, track suits in a plain, dark colour may be worn.
- For swimming, a one-piece swimming costume (girls) and trunks (boys), swimming hat, bath-size towel and comb/brush. Please do not send in sprays or talcum powder unless prescribed by a doctor, as these can trigger asthma attacks.

P.E. kits should be brought into school on Mondays and left in school for the week, returning home on Fridays for washing. Children who do not have a P.E. kit in school will be reminded of the school standards and expected to address this quickly. Please help your child by ensuring that your child has the right P.E. and swimming kit in school when they need it. Where P.E. issues are not addressed quickly, we will contact you directly.

Jewellery and Make-Up

Jewellery should not be worn to school, with the exception of watches and simple ear studs. The wearing of make-up by children in school is not permitted, including nail varnish. As with uniform and P.E. kit, children who wear make-up or nail varnish to school will be asked to remove it for the next school day; if it is not removed, we will contact you directly.

Naming Uniform and Property

Please make sure that all of your child's personal belongings are clearly named. This includes shoes, coats and lunch boxes. We gather a substantial amount of lost property each term and it is much easier to return things to their rightful owner if they have been named. Please ensure that your child does not bring expensive items, such as iPods or Nintendo DS, into school. Mobile phones are not permitted in school. If your child must bring in a mobile phone, they should hand it into the office at the beginning of each day and collect it after school.

Food in school

Meals

School lunches are available daily with meal options of meat, vegetarian, jacket potato or packed lunch. The latest menu choices are available on our website under office/lunches. Online login details regarding payment will be sent out by the school office before your child starts school. If you think your child may be eligible for free school meals, please complete the form on page 9.

Packed Lunch

Packed lunches can be brought from home and need to be clearly labelled with your child's name and class. Please ensure no nuts or peanut butter are included in your child's lunch to protect children with nut allergies.



Frequently Asked Questions

Here are our answers to what we find are the most frequently asked questions. If you have any questions that are not answered here, please contact the school office and we will be happy to help!

Absence

To ensure children's safety and to help us meet Government legislation, we request that parents tell us the reason for their child's absence. We ask that parents get in touch by 8:30am on the day of absence by ringing our dedicated absence line 01603 508530 (option 1). We work very hard to help your children learn and achieve well. The most important way you can help and support your child is to ensure that they attend school regularly and punctually. Children who have good attendance generally achieve better than those who do not. Good attendance means your child will be able to get the most out of school and the opportunities offered to them as well as making and sustaining strong relationships. We are committed to achieving high levels of attendance which includes rewarding children and classes with good or improving attendance.

The Local Authority has introduced a fine system for unauthorised absences. An attendance of 90% or less, with at least 15% unauthorised absences over a six week period or 10 consecutive sessions of unauthorised absence, may result in legal intervention which could be in the form of a Fixed Penalty Notice. We refer any such cases to the Local Authority for action to be considered.

Holidays

In keeping with Government policy, unless circumstances meet certain exceptional criteria, term time holidays will not be authorised. We ask that parents complete a 'Leave of Absence' request form if they need to ask for time away from school. The forms are available on our website under Our School/Attendance or from the school office. There are approximately 175 days of non-school time. Please make every effort to use this time to book holidays and visit friends and family. It is important for your child to be at school so that they can achieve well.

Houses (Colman Junior School Only)

Colman Junior School has a house system that operates across all year groups. Children belong to Caister (red), Cromer (blue) Hunstanton (green) or Wells (yellow) houses and enjoy activities, competitions and allegiance to their house.

Special Educational Needs

Our pupils have a range of abilities and our teachers match work according to their needs. Some children need additional support and we identify this as soon as possible so that we can provide the correct level of help they need. Children with Special Educational Needs are placed on the school's Special Needs Register and may receive specialist support and teaching.

The school has access to a support team which includes an

- Educational Psychologist
- Clinical Psychologist
- Speech and Language Therapist
- Behavioural Support Teacher
- Learning Support Teacher
- Attendance Improvement Officer

With parental consent, we can seek advice from the appropriate specialist where necessary.

Deaf Resource Base

We are very proud of our provision for Deaf children. We provide daily support from a Teacher of the Deaf and specialist support staff and tailor this support around the individual needs of each child, which includes British Sign Language and Sign Supported English. Our Deaf children are a much valued part of our school community and all staff and children enjoy and celebrate sign language and Deaf culture, such as singing and signing. We aim to give our Deaf children confidence within our hearing community and equally importantly, encourage pride in their Deaf identity.

Pastoral Care

The Federation encourages a caring attitude and consideration of others. We go to great lengths to support children if they encounter emotional and physical changes in their lives. Please let us know of anything that may be causing your child distress, such as a death or illness in the family, so that we can provide appropriate support, which may involve informal discussion or counselling. Of course any such information you provide will be confidential.

We place considerable emphasis on good manners and caring for both people and property. We encourage consideration, tolerance and sensitivity throughout our

schools. Where necessary, we involve parents at an early stage to construct a positive programme of support.

Parent Support Advisers

Our Parent Support Advisers provide support with any worries or concerns about your child which may be making school life difficult for you and your family. The Parent Support Advisers can also access specialist agencies or support services where required, such as targeted family work, parenting classes and focussed work on attendance and punctuality.

Charging Policy

We provide a wide range of additional activities, including clubs, visits and residential experiences which help to develop children's personal and social skills. Whilst we try to keep any costs for such additional activities to a minimum, we may sometimes need to ask for voluntary contributions to ensure activities can take place. Details of organisations to help with residential costs are available on our website under Parents/Grants & Financial Support and are also available from the school office. Children who currently receive free school meals, or have received free school meals in the last six years, can have trip contributions paid by the school from Pupil Premium funding.

Parental Involvement

We value parental involvement in our school and work in partnership with parents and families. We have a range of ways to get involved in our school from volunteering to support trips/visits to joining the PTA. Parental involvement at home is also extremely important. We provide regular homework and ask that you help your child practise basic skills, such as reading, spelling and times tables.

Contacting Parents

If it is necessary to send your child home in the event of illness, it is essential that we have up to date contact details for you, both at home and at work. Please ensure that you tell us of any changes to your contact details as soon as possible.

We regularly inform parents about what is happening in school through:

- Newsletters
- Emails
- Texts
- Letters

- Website

Medicine In School

If your child needs to take medicine in school, please take it to the school office and complete an 'Administration of Medicines' form.

Inhalers

If your child uses an inhaler, please inform the school office and complete a medical record form for asthma inhaler users so the school is fully aware of any emergency procedures and the correct use of inhalers. If your child uses an inhaler at all, it is essential that they keep an inhaler with them in school at all times. Children who use an inhaler will not be able to participate in trips, visits and sports if they do not have an up to date inhaler in school. It is the responsibility of parents to ensure that their child's inhaler is within its 'use by date'.

Making a Complaint

If you are unhappy about any aspect of your child's education or experience at school you should make an appointment to see the class teacher. We would hope that discussing the matter with the teacher should be enough to resolve the problem. However, if you are still unhappy and wish to take the matter further you should make an appointment to see a member of Senior Leadership Team. If the matter remains unsolved, please arrange to see the Headteacher. The Complaints Procedure is available on the Federation website and from the school office.





Colman Infant & Junior School

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