

Colman Junior School



"When you get inside Colman Junior School you can feel what a positive environment it is. You're left with no doubt about the uplifting learning experience every child is having."

David and Caroline Houghton live in Norwich with their children Isaac, eleven, in Year 6 and twins Tallulah and Reuben, eight in Year 3.

Parent Handbook:
taking you step-by-step
through starting school





Welcome to Colman Junior School



**Julie Sandford,
Headteacher, says:**
It is a pleasure to welcome you and your child to our friendly, happy school. This will be the first step in building a long and happy partnership between home and school.

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 to the school office.

Answering your questions

On page 11 is Key Information and pages 12-13 are answers to Frequently Asked Questions. If you have any questions that are not answered here, please contact the school office by emailing office@colmanjunior.norfolk.sch.uk or telephone 01603 508530.

Welcome

Welcome to Colman Junior School. We can't wait to get to know you and your child!

Step 1

STEP 1: Admission Form
COLMAN JUNIOR SCHOOL



COLMAN JUNIOR SCHOOL ADMISSION FORM

Please complete this form, leaving any parts blank that are not relevant. If there are parts you cannot yet complete please tell the school about these when you hand in the form.

Details of the child to be admitted				
Forename (as on Birth Certificate)		Other names (also known as)		Surname (<u>Legal</u> not preferred)
If appropriate, underline the forename by which your child is known				Date of Birth
Current Home Address				
post code				
Gender: (please ✓)				
M		F		
If the above is on a military camp, what is the name of the camp?				

Details of the people who have legal parental responsibility for this child				
The Education Act 1996 defines a parent to include the natural parents of the child as well as a person: (a) who is not a parent but who has parental responsibility, or (b) who has care of the child.				
Relationship to your child	Mr, Ms, Mrs etc	Forename	Surname	Home address, if different from your child's
Parent				
	☎Daytime	☎Evening	☎Mobile	
	e-mail:			
Parent				
	☎Daytime	☎Evening	☎Mobile	
	e-mail:			
Parent				
	☎Daytime	☎Evening	☎Mobile	
	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.

Relationship to the child	Mr, Ms etc	Forename	Surname	Home address, if different from the child's
☎Daytime	☎Evening	☎Mobile		
e-mail:				
☎Daytime	☎Evening	☎Mobile		
e-mail:				

Please tear here

Other family details

Please give details of any other children currently living at your child's home(s).			
Children's names	Date of birth	Gender: M / F	School attending

Educational history

Last school attended							
The new school will obtain earlier school records from the school named below							
School name		Address			Telephone		
Dates attended above school		From		To			
Pre-school educational experience							
This only needs to be completed for children aged 7 or younger							
Dates	From		Please tick →	Playgroup	Nursery	At home	Other
	To						
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.							

Doctor, health care & other specific arrangements

Name of doctor & surgery		Contact details of practice/health centre			
		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 a statement of special education needs?					No

Step 1

Step 1

If your child has other particular needs in relation to his/her education please describe them here:			
Please give details of any special dietary requirements your child may have?	Lunch time arrangements (please ✓ one box)	Paid	Free
	School meals		
	Packed Lunch		
	Home		
How will your child normally get to and from school?			
	Is your child entitled to free transport?	Yes	No

Ethnicity & faith			
Please tick the box that you believe best describes your child's ethnicity:			
White		Chinese	
British		Chinese	
Irish		Black or Black British	
Gypsy / Roma		Caribbean	
Traveller of Irish heritage		Angolan	
Albanian		Congolese	
Boznian-Herzogovenian		Ghanaian	
Croatian		Nigerian	
Greek/Greek Cypriot		Sierra Leonian	
Italian		Somali	
Kosovan		Sudanese	
Portuguese		Other Black African	
Serbian		Any other black background	
Turkish/Turkish Cypriot		Other ethnic groups	
Eastern European		Afghan	
Western European		Arab other	
White Other		Egyptian	
Mixed		Filipino	
White and Black Caribbean		Iranian	
White and Black African		Iraqi	
White and Pakistani		Japanese	
White and Indian		Korean	
White and any other Asian background		Kurdish	
Any other mixed background		Malay	
Asian and Asian British		Moroccan	
Indian		Thai	
Pakistani		Vietnamese	
Bangladeshi		An ethnic group not listed here	
Any other Asian background		I do not wish to have this recorded	

Religion:		What is the main language spoken at home?	
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Please tear here

The information you have given on this form will be held by the school and Norfolk County Council Children's Services. It will be shared with other departments within Norfolk County Council in order to provide and plan services e.g. School Transport. It will be used to administer health, social and welfare care and will be shared with healthcare advisors, practitioners and other relevant agencies. It will be forwarded to your child's new school if and when s/he changes school. It will also be used for statutory returns and for research purposes.

All information given will be held in the strictest confidence under the requirements of the Data Protection Act 1998. For further details please see the Data Protection Act document included within the admission information given to you by the school.

I note the above statement and believe the information provided in this form to be correct as of this date. I will inform the school of any changes that may occur whilst my child attends the school.

Signed (parent):		Date:	
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Thank you. When completed, please return this form to the school.

For School Office Use

Admission No		Records sent for	
Proof of birth certificate provided		MIS updated	
Correct UPN recorded		Class allocated	

Step 1

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 	Date: 30 / 06 / 15
Julie Sandford, Headteacher	

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 at school and at home 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:	



"Colman Junior School is a very nurturing community school with very good academic and pastoral support. We have a real sense that they care for our children. For us, it achieves just the right balance. It's exactly what we hoped for our children."

Clare and Gary Beveridge live in Norwich with their children Ardan, eleven, Ellis, nine and Darby, seven. Ardan is in Year 6 and Ellis is in Year 4.



"We really like the way the children are given the opportunity to show their native language. Oona loved that she was asked to translate a book from Flemish, reading it aloud in English to the class. Developing their English, whilst also including their first language is actively encouraged and we really like that."

Katrien Verbruggen and Ben D'Exelle live in Norwich with their children Oona, 8 in Year 4 and Leon, 11 in Year 6.

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 website under Community/E-Safety and discuss it with your child. Our full ICT Policy can be seen at the school office.

Child's Name (Block Capitals):	Class:
Agrees to follow the safety rules and to support the safe use of the internet at Colman Junior School.	
Signed	Date: [] [] / [] [] / [] []
Please print name:	

Photography and the use of images

During the course of the school year there may be opportunities to publicise some of the activities that your child is involved in. This may involve filming or photographing children for our own displays, newsletters and website or for use in the local media.

You only need to complete this section if you **DO NOT** want your child to be photographed in school.

Child's Name (Block Capitals):	Class:
I DO NOT give my consent for any photos of my child to be taken in school.	
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):	Class:
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 & Colman Junior School do not accept 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.



To qualify for Free School Meals you must be receiving one of the benefits listed under PART 3 of this form

PLEASE DO NOT COMPLETE THIS FORM IF YOU RECEIVE WORKING TAX CREDIT AS YOU ARE NOT ENTITLED TO RECEIVE FREE SCHOOL MEALS

PART 1 – DETAILS OF PARENTS/GUARDIANS

Full name and address of person who has parental responsibility for all children included on this form.

Mr/Mrs/Miss/Ms	Date of Birth: [] [] / [] [] / [] []
Home Address:	
Post Code:	Home Telephone No:
NATIONAL INSURANCE NUMBER/NASS NUMBER	[] [] [] [] [] [] [] [] [] [] [] [] [] []

PART 2 – DETAILS OF CHILDREN IN THE FAMILY

Please name all children who are in **FULL TIME ATTENDANCE** at school and for whom you are applying for Free School Meals.

Child's Surname	Child's First Name	Date of Birth	Name of School
		[] [] / [] [] / [] []	
		[] [] / [] [] / [] []	
		[] [] / [] [] / [] []	
		[] [] / [] [] / [] []	
		[] [] / [] [] / [] []	

PART 3 – ABOUT THE BENEFIT YOU ARE RECEIVING. ARE YOU RECEIVING

- a) **Income Support?** Yes [] No []
b) **Employment Support Allowance (Income Related)** Yes [] No []
c) **Income Based JSA?** Yes [] No []
d) **Guaranteed Pension Credit?** Yes [] No []
e) **Child Tax Credit and your income** (as calculated by the Inland Revenue) is less than £16,190 (see note below) Yes [] No []
f) **Universal Credit** Yes [] No []

PLEASE NOTE:

Even if you have answered 'Yes' to question e) but you also receive WORKING TAX CREDIT you **do not normally qualify** for free meals. Parents entitled to Working Tax Credit during the 4 week period immediately after employment ceases, or after they reduce the working hours to less than 16 hours are entitled.

- g) **Are you receiving support under Part VI of the Immigration and Asylum Act of 1999** Yes [] No []

You do not need to provide proof of the benefit you receive at this stage. A check will be made against records held by the Department for Work and Pensions, HM Revenue and Customs and the Home Office to determine entitlement. Following this check, if further information is required in support of your application you will be contacted.

PART 4 - DECLARATION TO BE SIGNED BY THE CLAIMANT

I certify that the information given above is to the best of my knowledge and belief correct and I undertake to notify the County Council if the benefit I receive ceases. I understand that the County Council may verify any of the information provided. I **agree** that you will use the information I have provided to process my claim for free school lunches and will contact other sources as allowed by the law to verify my initial, and on going, entitlement. I **understand** that the results of any free school lunch eligibility check may also be used to assess my entitlement to receive free travel to school.

Please return this form to the School or to Free School Meals, Room 7, County Hall, Martineau Lane, Norwich, NR1 2DL

Signature:	Date: [] [] / [] [] / [] []
DATA PROTECTION ACT - The information provided on this application will be subject to the Data Protection Act 1998. The Children's Services Department will hold the information for use on processing your application for Free School Meals. We may also use the information to provide additional support by passing it, together with attainment information, to other learning establishments attended by the child. Information may be shared with other agencies for purposes including detection and prevention of fraud. Data will be passed to schools who will use the information to provide the allowance. All information will be held in the strictest confidence. Data will be held for up to 5 years.	



What are our school times?

Morning Session	8.50 am - 12.15 pm (15 minute morning break)
Lunch break:	12.15-1.10pm
Afternoon session:	1.10-3.10pm

Registration

The registers will remain open for 30 minutes after 8.50 am and 1.10 pm. Any pupil arriving after this time will be marked as having an unauthorised absence unless there is a reasonable explanation for being late.

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. Uniform with the school badge is not essential but can be purchased at the Schoolwear Centre on Ber Street, Norwich (near John Lewis), 01603 622355, www.schoolwearcentrenorfolk.co.uk. 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 that your child conforms to the school's dress code. Where uniform issues are not addressed quickly, we will contact you directly.

P.E. KIT

In the interests 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). 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 a 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 in to school on Mondays and left in school for the week, returning home on Fridays for washing. Children who do not have 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 PE and swimming kit in school when they need it. Where PE kit 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 your child's personal belongings are clearly named. This includes shoes, coats and lunchboxes. 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.

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 and we ask for payment of dinner money in advance on a Monday morning. Details of current costs may be obtained from the school office. 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.



"The teachers always make themselves available. We think Colman Junior School is very welcoming; we certainly feel they've done everything possible to help our boys settle quickly into the Colman family."

Dominick and Akiko Okamoto recently relocated from Tokyo to Norwich with their sons Louis, nine, in Year 5 and Leo, seven in Year 3.

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 about 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 child 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 system of fines for unauthorised absences. An attendance of 90% or less, with at least 15% unauthorised absence over a 6 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 office/useful forms 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.

Clubs and activities

We offer activities during the lunch break or after school, many of these are free but some may incur a charge if run by outside providers. Our clubs cover a wide range of interests and include:

- Art
- Choir
- Computers
- Cookery
- Cricket
- Cross Country
- Cycle Training
- Dance
- Film Club
- Football
- Homework Club
- Korfball
- Library
- Maths
- Orchestra
- Recorder
- Sailing
- Short Tennis
- Sign Language
- Wildlife Garden



Houses

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



Parent Support Adviser

Our Parent Support Adviser provides support with any worries or concerns about your child which may be making school life difficult for you and your family. The Parent Support Adviser 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 office/ applying for funding are available from the school office. Children who currently receive free school meals, or have received free school meals in the last 6 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 support your child by ensuring that this work is completed. We also ask you to 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 the Upper or Lower School Leader as appropriate. If the matter remains unresolved, please arrange to see the Headteacher. The Complaints Procedure is available from the school office.



“Opportunities include a sailing club, Korfball, music, drama.... The Year 5 children were asked to sing with the BBC Children in Need choir which was a wonderful opportunity. Martina still remembers this as an incredible day!”
Stephen Bornemann and Silvia Ferretti live in Norwich with their two children Martina, nine, in Year 5 and Carla, seven, in Year 3.

Children's Services 2015-2016

January 2015							February 2015							March 2015							April 2015						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
			1	2	3	4							1							1			1	2	3	4	5
5	6	7	8	9	10	11	2	3	4	5	6	7	8	2	3	4	5	6	7	8	6	7	8	9	10	11	12
12	13	14	15	16	17	18	9	10	11	12	13	14	15	9	10	11	12	13	14	15	13	14	15	16	17	18	19
19	20	21	22	23	24	25	16	17	18	19	20	21	22	16	17	18	19	20	21	22	20	21	22	23	24	25	26
26	27	28	29	30	31		23	24	25	26	27	28		23	24	25	26	27	28	29	27	28	29	30			
														30	31												

May 2015							June 2015							July 2015							August 2015						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
				1	2	3	1	2	3	4	5	6	7			1	2	3	4	5						1	2
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16
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25	26	27	28	29	30	31	29	30						27	28	29	30	31			24	25	26	27	28	29	30
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September 2015							October 2015							November 2015							December 2015							
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	
		1	2	3	4	5				1	2	3	4							1			1	2	3	4	5	6
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13	
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20	
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27	
28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31				
														30														

January 2016							February 2016							March 2016							April 2016						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
				1	2	3	1	2	3	4	5	6	7			1	2	3	4	5	6				1	2	3
4	5	6	7	8	9	10	8	9	10	11	12	13	14	7	8	9	10	11	12	13	4	5	6	7	8	9	10
11	12	13	14	15	16	17	15	16	17	18	19	20	21	14	15	16	17	18	19	20	11	12	13	14	15	16	17
18	19	20	21	22	23	24	22	23	24	25	26	27	28	21	22	23	24	25	26	27	18	19	20	21	22	23	24
25	26	27	28	29	30	31	29							28	29	30	31				25	26	27	28	29	30	

May 2016							June 2016							July 2016							August 2016								
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S		
						1			1	2	3	4	5					1	2	3			1	2	3	4	5	6	7
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14		
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21		
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28		
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31	29	30	31						
30	31																												

Dates shaded white must be open for pupils. Yellow shading indicates pupil holiday. Red shading indicates bank holiday.
Five Professional Development days must be taken within pupil holidays, we suggest 2 September, 22-23 October, 4 January and 21 July.



“As a parent, I can vouch for the pastoral care and support on offer at the school. Eleanor has really benefited from one to one time with a dedicated member of staff. It’s been wonderful to see her confidence and self-esteem grow since Year 3 and it feels like you can’t hold her back now.”

Jo and Richard Phillips live in Norwich with their three daughters, Eleanor, nine, Lotte, seven and Jess, four. Eleanor is in Year 5 and attended Colman Infant School before starting at Colman Junior School two years ago.



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