



## COLMAN INFANT SCHOOL

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Mr John Ladd  
Chair of Governors

**Newsletter - Number 3**

**2nd November 2018**

Dear Parents and Carers,

We hope that you enjoyed the Half Term break and the last good days of weather before the Winter weather sets in!

With this Newsletter your child should also bring home the following please sign and return to your child's class teacher by Friday 9<sup>th</sup> November.

**Home School Agreement**  
**Photography and Use of Images**  
**ICT Code of Conduct**  
**Permissions for Short Visits etc**

**Please sign and return the back copy only**  
**Please complete and return**  
**Please complete and return Pupil copy**  
**Please complete and return**

### **Safeguarding**

This is just to make clear to all parents and carers that if you have a concern about the safety of a child then please do speak to a member of staff - in particular myself, Mr Gamble or Mrs Morley who are the Designated Safety Leads within the school for safeguarding.

As a member of the public you are also able to contact Norfolk County Services directly on 0344 800 8020 anonymously at any time if you have any concerns about the safety and welfare of a child whether it is school related or not.

### **Access to the school**

This is a reminder to all parents and carers that if you wish to come onsite during the school day then please use the main entrance on Colman Road as the external gates will be locked during the day. If you need to enter the school at any point then you will be asked to sign in and to wear a visitor badge whilst on site.

### **PTA**

There will be a PTA annual general meeting on Wednesday 21<sup>st</sup> November @ 7pm so please do come and attend and support the Colman Schools - we welcome your ideas and participation.

### **Emergency contact numbers and after school pick ups**

Very shortly we will be sending out a data collection sheet to all parents and carers.

Could you please check that the school has your most up to date telephone numbers and 2 emergency contact numbers in order for us to contact you should we need to, this is very important in the event of an emergency.

As part of the data collection sheet could you please record which adults you give permission to collect your child from the school.

This is just to reiterate that the schools policy is not to let children go home with alternative adults at the end of the school day if the school does not have a clear written record of this. Please do not be offended if the class team do not let your child go home with someone else if there is **any** uncertainty around collection times, this is to ensure the safety of the children at all times.

If you need to make a short notice change to these arrangements, for example your car has broken down and you can't collect your child after school, then please contact the office who will record this and pass the message to the class team for the end of the day.

### **Attendance**

An attendance letter and details of your child's attendance last half term will be sent out shortly.

### **This year's Poppy appeal**

Poppy's are currently available in the reception foyer and Year 2 children will be visiting the classrooms from the week beginning 5<sup>th</sup> November.

### **After-school clubs**

This week the sports clubs have been really well attended by both Year 1 and Year 2 children. The sessions were lively and the children really enjoyed the activities.

If you would like to participate in Mr Parsons Super Soccer Skills football club then please contact him directly by email on: [bob21362@yahoo.com](mailto:bob21362@yahoo.com) or mobile: 0777854156. Mr Parsons has previously supported the school as a school governor for a number of years and is now running the club privately as his child has left the school and his term of office as a governor expired last year.

Many thanks for your continued support.

Mr M Gamble  
Head teacher