

# IVY LANE SCHOOL PARENT HANDBOOK



## 2018-2019

## Our School Vision

At Ivy Lane we believe in 'Learning for Life'. We aim to equip every child with *both* the skills to be successful beyond their primary years *and* a life-long appetite for learning.

We aim to achieve this by:

- 1) Having high expectations of *all* children in their learning
- 2) Promoting high standards of behaviour & the school values
- 3) Providing opportunities for parental partnership & involvement
- 4) Valuing high attendance
- 5) Offering a broad & balanced curriculum with a local, national & global focus
- 6) Aiming for *all* our children to be competent readers and read for pleasure
- 7) Harnessing technology to support learning
- 8) Promoting sports and healthy lifestyles
- 9) Teaching 'Learning for Life' skills
- 10) Giving *all* children the opportunity to experience the arts & the 'natural world'
- 11) Utilising the local and wider community to encourage 'out of class' learning
- 12) Providing opportunities for *all* our pupils to be active citizens within the school & wider community

This vision was agreed between the pupils (School Council), parents (Parent Forum), staff and governors of Ivy Lane School.

## Our School Values

At Ivy Lane School we prioritise these *four* values. We...

### Value Learning

- by being open-minded
- by rising to challenges
- by appreciating different skills and knowledge

### Value Others

- by being a good team member (and citizen)
- by caring and sharing
- by respecting others (beliefs, ideas and feelings)

### Value Ourselves

- by looking after ourselves (including on the internet)
- by having good manners & being honest
- by trying my best

### Value the Environment

- by caring for our school
- by appreciating the natural world
- by respecting the local environment

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## Introduction

Welcome to our parent handbook. We hope it will be useful as a reference for all our parents. The handbook is organised in alphabetical order.

More detailed information about many areas of school life is generally available on our school website.

We believe that children's education and learning is a partnership between parents, children and the school. Children are learning from everyone and everything around them constantly. We aim to channel their natural curiosity and inspire them in their primary years to become life-long learners. In addition, we also aim to equip them with skills to be successful in the future. These aims are reflected by our vision 'Learning for Life'.

Children learn best when they are healthy, safe and secure, when their individual needs are met and they have positive relationships with others around them. Children like to know what is expected of them, enjoy clear boundaries and understand their surroundings. This booklet is intended to inform parents so they can support their children in understanding about school life.

Communication plays a vital role in any child's education. Parents are experts on their children, so please support us with your child's school learning by attending meetings and events and sharing any relevant information about your child with their teacher. We aim to communicate clearly and honestly with parents.

If you would like to become more involved at Ivy Lane School, please come in and talk to us. There are many ways parents (and grandparents) can support children's learning in and out of school.

If you have any queries or require additional information, please contact the school.

Regards,

Debbie Burchett  
Acting Head

*'It takes families and schools, working together, to educate children properly.'*  
DfE May 2012

**STAFF 18/19****Qualified Teachers**

<b>Qualified Teachers</b>	<b>Role</b>	<b>Class</b>
Mrs D Burchett	Acting Head	
Mrs D Schonfeld	Assistant Head & SENCO	Y4 Hughes
Mrs L Phillips	Reading Recovery & Teacher	Y4 Hughes
Mrs H Fahey	Teacher	YR Rosen
Mrs L Barrass	Teacher	YR Carle
Mrs L Kay	Teacher	YR Carle
Mrs B Gunner	Teacher	Y1 Donaldson
Mrs J Stenning	Teacher	Y1 Donaldson
Mrs D Smith	Teacher	Y1 Hargreaves
Miss C Orchard	Teacher	Y2 Dahl
Mrs G Poolman	Teacher	Y2 Dahl
Mrs J Reynolds	Teacher	Y2 Milligan
Miss L Gibbens	Teacher	Y3 Griffiths
Mr J Faulkner	Teacher	Y3 Walliams
Mrs L Kalbskopf	Teacher	Y3 Walliams
Mrs T Horan	Teacher	Y4 Morpurgo
Mr N Frost	Teacher	Y5 Byars
Mrs C Storey	Teacher	Y5 Pullman
Mr J MacMahon	Teacher	Y6 Lewis
Mr A Prosser	Teacher	Y6 Rowling

**Teaching Assistants (MDSA & BREAKFAST CLUB)**

Mrs K Bottomley (M)	Mrs E Ward (M)
Mrs L Fewtrell	Mrs M Merry (M)
Mrs R Gough	Mr C Graham-May
Miss C Harding (M & BC)	Mrs R Hayes (M)
Mrs S Love (M)	Mrs S Monaghan
Ms C Pemberton (M & BC)	Mrs C Tiller (Breakfast Club & MDSA Leader)
Mrs J Sheppard (M)	Mrs M Pratt
Mrs C Spyer (M)	Mrs N Metcalfe
Mrs R Stevens	Mrs L Trim (M)
Mrs J Geeves	

**Support Team**

Mrs A Bunker	Finance Manager	Mrs F Mounty	Catering Manager
Mrs K Nowosielski	Admin Officer	Mrs W Meadows	Catering team
Mrs S Griffin	Admin Assistant	Mrs M Rockavacago	Catering team
Mrs B Tottle	Pastoral Manager	Miss M Ralph	Catering team
Mr S Freegard	Site Manager	Mrs L Harris	MDSA
Mr P Harvey	Sports Coach	Mrs S Mavadia	MDSA
Mrs A Sarnago-Orchard	Teachers' Admin		

## Access to Site and Parking

We operate two entrances for all children and parents to enter and leave the site at 8.30am and 2.55pm either via the rear gate (by the tunnel) or the bell mouth gates. 4pm pick up for clubs is via the bell mouth entrance.

Between 8.50am & 2.55pm (when the entrance gates are locked), parents & other visitors need to use the pedestrian gate at the top of the car park – entry is via an intercom system. This means we are aware of all visitors to the site and ensures the safety of all our children.

Parents are not permitted to bring vehicles onto the school site between 8.15am-9am and 2.45pm-3.15pm.

## Attendance & Absence

We value high attendance because of the impact it can have on children's learning, friendships and enjoyment of school. Average attendance is 97% and we have a rewards system for regular attendance, including prizes for 100% attendance. We will inform parents annually of their child's attendance levels.

If you are aware in advance that your child will be absent from school, please fill in an absence form available on the website or from the school office. Parents who have not made contact with the school to explain a child's first day of absence by 9.10am will be contacted by the office staff. Absence for family holidays is unauthorised and five or more days of unauthorised absence may result in a fine. Unexplained absences are also recorded as unauthorised.

The school office has a list of illnesses and conditions which require your child's absence from school. Children who have had diarrhoea or have been vomiting because of illness, should not be in school for a 48 hour period. Please ask at the school office if you require further information.

## Active Travel

We are part of Sustrans 'Active Travel' to school campaign. We offer scooter and bicycle parking on the school site. We aim to encourage children to exercise on their way to and from school as much as possible. Some parents who live further away drive part way and scoot or walk the rest! We offer walk, scooter and bicycle training to support children being safer on their journeys.

## Contribution to Activities

To enable us to offer additional activities and trips we ask parents to make voluntary contributions towards these. We aim to limit these to a maximum of £30 per academic year (extra for children involved in swimming lessons).

## After-School Care

Dragonflies After-School Club is located in Ivy Hall from 3-6pm and is run by New Road Nursery ([www.newroadnursery.co.uk](http://www.newroadnursery.co.uk) or tel: 01249 652004). Further information and prices are on the school website.

There are also several child-minders who collect children from Ivy Lane School. Please ask at the office for further information.

## Appearance

We hope children are proud of their school uniform and that it makes getting ready for school easier for parents. We appreciate parents supporting us, and their child, by ensuring their child dresses appropriately for school and learning by wearing the correct school uniform and please:

- refraining from 'fashion' hairstyles including unnatural hair colour, mohicans or tram lines etc
- not wearing make-up and tying long hair back away from eyes
- not wearing clothing or items unsuitable for school activities e.g: high heels; open toe sandals; jewellery including hoop or dangly earrings (studs only – which preferably are removed from PE)

## **Appointments**

Parents are encouraged to make medical appointments outside of school hours whenever possible to minimise the impact on school and learning.

## **Assemblies**

Assemblies are usually held three times per week. On Fridays we have 'Celebration' assemblies and in addition we hold class assemblies to which parents will be invited. We also frequently have visitors taking our assemblies on a variety of themes with a focus on safety and well-being, British Values and learning about different cultures and religion.

## **Behaviour & Bullying**

We have a positive approach to behaviour and high expectations of our pupils and have a rewards system to promote this. There is a 'ladder system' to deter negative behaviour. This is the same throughout the whole school so children are clear about the consequences of negative behaviour. Please see our behaviour policy for more information.

Bullying is repeated & harmful behaviour towards others and if unchallenged can have a very negative impact on children. It is rare in primary school, however, if you have any concerns please initially speak to your child's teacher or if necessary a senior member of staff.

## **Birthday Books & Celebrations**

Many children like to celebrate their birthday with their friends in school. For parents who wish to send in their child with something to celebrate their birthday, we recommend an age-appropriate book. These are available for a small cost in discount bookstores and websites. The book will have a certificate stuck inside the front cover commemorating the occasion (for example: 'This book was kindly donated to the Ivy Lane School Library on 1<sup>st</sup> September 2018 to celebrate Alan Clarke's 9<sup>th</sup> birthday') and the book will be placed in the library for all children to enjoy.

We celebrate birthdays (if it falls on a school day) in the dining hall with a candle & a sing-a-long!

## **Breakfast Club**

We offer before school childcare called 'Breakfast Club'. This runs from 7.30am until the start of the school day in Ivy Hall. It costs £4 per individual session per child or £16 per week – which includes a healthy breakfast. There are discounts for families who require care for more than one child.

## **British Values**

As part of the curriculum, all children will be learning about the British Values of Democracy, The Rule of Law, Liberty and Mutual respect and tolerance of others.

## **Car Parking**

Unfortunately we do not have dropping off or parking facilities for parents on the school site. For families who live more than one mile from the school, parking permits for the start & end of the school day can be applied for via the school office. We can only supply a limited number of these permits for each of the two local car parks due to the arrangement with the council - so please only apply if you genuinely need to park (we cannot guarantee your preference of car park).

During some events we make the KS2 playground available for parents' convenience (e.g. parents' evenings, school shows & evening events when the playground is not being used).

## **CCTV**

For safety and security purposes, we have CCTV operating with coverage of the 3 points of access to the school site, the playgrounds and inside the main building main entrance (office area).

## **Chippenham Borough Lands Charity (CBLC)**

Each year the school receives a generous allocation of funds from CBLC to support activities and experiences, linked to the curriculum – we always share this events via the newsletter. Individual families Who live in the parish can also apply for grants in certain circumstances – please see their [website](#) for more details or speak to the Pastoral Manager.

## Classes

We currently have 14 classes (two in each year group) and all are names after children's authors. In June each year we inform parents of the structure of the classes for the next academic year, In June the teachers in each year group and in July which class each child will be part of in September. The two classes are occasionally 'mixed up' across the 7 primary years (the usual pattern being entering Y3 & Y5). However, there are several factors (including pupil numbers & teaching staff) that may mean these changes are more or less frequent. Please focus on the positives of 'change' if you child is anxious.

## Closure

Occasionally the school has to close on an emergency basis (usually due to winter weather conditions). In the event of a 'snow' or emergency closure we use our website, texting service and the local radio (Heart & BBC Wiltshire) to inform parents. Ice can be a real issue at Ivy Lane due to the slopes and steps across the site and poses more health and safety issues than snow.

## Clubs

At Ivy Lane we value children taking part in a wide range of activities. Our varied choice of clubs for all ages can also improve children's interests and attitudes as well as being fun. These are organised from 3-4pm. We'd like for every child to join at least one club per school year, many children do lots! We try to offer a choice of clubs for children in each year group. We offer far fewer clubs in Terms 5 & 6 – for many reasons!

We aim not to cancel clubs at short notice and to make alternative arrangements if weather is unsuitable for planned activities.

## Collecting Children

KS1 children must be collected by an adult (on our contact list) directly from their classroom. Please ensure any relative or friends collecting your child are on our records to save time and embarrassment for all. KS2 children (including Griffiths, Walliams, Rowling & Lewis classes) should be met at 3pm from the waiting area by the canopy inside the rear gates or on the KS2 playground (please do not wait outside the classrooms, so KS1 parents can collect their children more easily).

## Communication

- We send letters by e-mail. If you have not already registered to receive this service please do so with the school office
- Newsletters are sent regularly and contain news about school life & future events
- We will also aim to e-mail as many of the other letters on a Wednesday as well
- Forms which require returning are sent home on paper via 'child mail'
- We will continue to use the texting service for important or urgent messages
- The school website contains up to date information
- Parent Forum (see page 12) is a key way of sharing information in more detail

## Contacts Details

Please ensure we have at least three emergency contact numbers, so that in the unlikely event of an emergency we can speak to a parent urgently. *We only allow KS1 children to be collected by adults on each child's contact list (without prior arrangement).*

## Curriculum

All maintained schools in England are required to teach the 2014 national curriculum. In Reception (YR) is the EYFS curriculum. Details about our curriculum are regularly updated on the 'Curriculum' page of our website. Your child will also receive a 'My 50 Experiences' booklet which they will keep in school throughout their time at Ivy Lane.

## Cycling to School

Children cycling to school must wear a helmet. Due to our location, we ask that only children who have passed their Level 2 Bikeability cycle to and from school unaccompanied.

### **Data Protection**

We comply with the latest GDPR legislation. ON admission parents are provided with the Pickwick Academy Trust privacy notice and information request forms are available from our website and the school office.

### **Discos & other events**

Regular fundraising discos (for our pupils only!) are organised by the Friends of Ivy Lane School (FOILS) – they are very popular! Details of discos and other events appear in the newsletter.

### **Equipment**

Most of the equipment your child needs for school is provided by us (except PE kit). However, they will need easy access to some equipment for their home learning. This will include pencils, rubbers, colouring pencils, a ruler and dice.

### **Friends of Ivy Lane School (FOILS)**

We have our own 'Friends of Ivy Lane School' who are committed to raising additional funds for the school. The tree house was paid for by the FOILS fund raising team and they are currently raising funds for a much needed all-weather running track. Should you wish to support the school by joining FOILS, please contact foils@ivylane.wilts.sch.uk. The team is currently led by Kim Lees.

### **Free School Meals**

All KS1 children are entitled to a free meal each day at school. Children can still bring in sandwiches if preferred. Families receiving certain benefits or on low incomes are entitled to free school meals for KS2 children. Please ask at the school office if you think you may be eligible. The school receives extra funding for every child on free school meals known as Pupil Premium (see more about Pupil Premium on page 12) - so even if your child doesn't have the meals, it will benefit the school if you are eligible and apply.

### **Handwashing**

Children are encouraged to wash their hands with hot water and soap whilst visiting the toilets. Due to the large number of children (and time limitations), children are given anti-bacterial (non-alcoholic) hand wash before break and lunchtime. It is also available throughout the day in each classroom. If your child is allergic to hand wash please let us know. YR children wash their hands with soap and water as part of their daily routine. Individual children can wash their hands with soap and water prior to eating – please encourage your child to do this if this is your family preference.

### **Head Lice**

Unfortunately, head lice (nits) remain problematic in primary schools. Please check your child's hair regularly and ensure that if your child has long hair, it is tied up on school days to reduce the risk. Please treat infested hair immediately. For further information or advice please contact the school nurse team on 01249 456462.

### **Helping in School**

Parents, carers and grandparent helpers are warmly welcomed into school. We are always looking for valuable help with a variety of tasks and projects. Currently these include:

- Our growing beds
- Reading
- Supervising trips and outings
- Clubs
- Art & craft
- Sports activities

### **Holiday Club**

Dragonflies ASC also offer holiday and training day child-care. Please contact New Road Nursery for further details.

## Home Learning

- Home Learning will usually be linked to current class learning or current events
- Children will need a quiet space to complete their home learning and sometimes adult support too
- They will also need some items (see equipment)
- Access to the internet (filtered & monitored) is also useful
- Frequent reading with your child at home supports their school learning. Talking about books and understanding what they have read are really important skills too
- Websites, magazines and newspapers all count as reading
- Talking & discussion forms a part of our home learning activities – we call this 'Big Talk'
- Good learners ask questions not just answer them. Encourage your child to ask questions! *(Cont:)*
- Reception classes will get reading and phonics activities for children to practise at home
- All other year groups will receive home learning on a Wednesday, to be returned Friday
- All home learning will include instructions and identify a recommended amount of time that should be spent on any task

## Home School Agreement

It takes parents and schools working together to give a child a good education. This is the basis of our home school agreement. If you would like a reminder copy please contact the office.

## House System

We have four 'houses' in Ivy Lane in which children are placed during their time with us (siblings are placed in the same house). Pupils can earn house points for a positive attitude, good manners, learning skills, participation, and achievements in their learning. Houses are also used to organise the children into sporting teams, reading partners and for other activities. We aim to encourage healthy competition as well as a sense of identity and belonging.

These four houses are named after local villages:

Kington Langley	(Yellow)	Castle Combe	(Green)
Biddestone	(Red)	Lacock	(Blue)

## Ivy Squad

The Ivy Squad is a group of Y5 & Y6 children who apply and train to support positive play. Many also have first-aid training to support adult staff. They have 3 jobs:

- To encourage younger children to play new games
- To help children solve low level squabbles
- To look after children who go to our Buddy Stops

## Lateness

If your child arrives after 8.40am, then please make sure they are signed into the late book at the school office and Mrs Griffin is made aware of their lunch arrangements. Children dislike being late and it disrupts the learning of the whole class.

## Learning for Life Skills

Our school motto is 'Learning for Life' and to support us in achieving this we have a focus on learning for life skills as part of our curriculum. These skills include thinking and problem-solving skills, cooperation, individual and group learning skills and are available on our website.

## Local Area

The school and parents have been campaigning hard to improve the local environment around the school. Successes have included lighting and cleaning of the tunnel off Spanbourn Avenue and the removal of graffiti close to the school. Please support us in continuing to improve the local area by reporting any issues in the tunnel and around school to the council either by telephone on: 0300 456 0105 or by using their 'My Wiltshire Online Form. Anyone can [register here](#) and use the system (or follow this link to the page on the Wiltshire Council web site:

<http://www.wiltshire.gov.uk/parkingtransportandstreets/roadshighwaysstreetcare.htm>).

If you notice anti-social behaviour in the tunnel please use the police non-emergency number: 101. At the request of local residents, please do not allow your children to walk on the wall along the footpath between the cottages and school.

### **Lost Property or Clothing**

Unclaimed property or clothing is kept in the main building entrance (opposite the office). Named items are returned to their owners on a regular basis. All other items are put out on display for parents to check through. Any unclaimed lost property will be recycled. Please help us by ensuring all your child's possessions are clearly named.

### **Medical & Medicines**

We follow the latest guidance and are not be able to administer medicines to children during school hours; either prescribed or non-prescribed. There are exceptions to this rule, asthma inhalers, epi-pens and other long-term medications that Doctors or paediatricians insist need a school day dose.

We have been assured by health professionals where medicines require 3 doses per day, the suggested pattern for school days is to be given before and after school and at bedtime. Please request from your Doctor medicines that do not require administering during the school day, or alternatively, parents always have the option of coming into the school and administering the medication themselves.

### **Mobile Phones**

Children are not allowed to bring mobile phones into school. If you need to give an urgent message to your child, we advise calling the school office in an emergency. Older children walking without a parent should be coming straight to school and walking straight home - so a mobile phone is not necessary.

### **Music**

Music lessons (guitar, drum, piano, wind and brass instruments) are available on request during the school day. See the [music page](#) on our web site for further details. We also have some music-based clubs and a successful school choir.

### **Open Classrooms**

Three times a year, parents are given the opportunity to informally visit their child's classroom to see their children's learning. The class teacher will be available for discussion and the classrooms will be open from 3-5pm.

### **Open Door Policy**

At Ivy Lane, we have an open door policy which means that if you have an issue or something you wish to discuss, a formal appointment is not always necessary. The person you should contact first is generally your child's class teacher. We encourage parents not to do this first thing in the morning when teachers are preparing children for a day's learning. If a matter is urgent, please visit the school office and can we request that you do not enter via the rear doors.

### **Passport Signing**

In the past Headteachers and Teachers have been approached to sign passport photographs and confirm identity of parents and pupils. As it now requires the personal details of staff to be given as part of the process, we are no longer able to offer this service.

### **Pastoral Care**

Mrs Tottle is our Pastoral Manager at Ivy Lane and supports children's well-being and high attendance. She is available each morning (and Tuesday afternoons) and is regularly on the gates at the start and end of school. Please make contact if you have any concerns that you would like to discuss or alternatively by telephone.

### **Parents' Evenings**

The school and home partnership is vital to a child's education. So parents are invited into school to discuss their child's progress and learning formally three times a year. An e-mail will be sent out prior to each date and appointments are booked online through our SchoolPod system. Reports will not be sent home until parents have attended at least one meeting with their child's teacher each academic year.

### **Parents' Forum**

This is an opportunity for parents to share their ideas and views on school life with the head teacher, and for the head teacher to share school developments with parents. These meetings are for whole school discussions only, not individual issues, and take place both during the school day and in the early evenings on agreed dates.

### **Parent Workshops**

We hold workshops for parents about learning and to demonstrate what we do at Ivy Lane. Phonics and other workshops are held for parents of YR & Y1 children & we also have other events for all parents. If you have any suggestions for a topic you would like covered please see an Assistant Head.

### **Playtimes**

Morning play is at 10.30am (10.15am for Reception children). Children also get the opportunity to play during lunchtime. We aim to get children outside as often as possible so please ensure they have a waterproof coat in school.

### **Policies**

Key policies and other documents about the school are available either on the website or paper copies from the school office.

### **Pupil Premium**

Pupil premium is additional funding given to all schools to raise the attainment of certain groups of children to ensure they make good progress. If you receive certain benefits or are on a low income we could receive additional Pupil Premium funding and you will also be entitled to a reduction in the cost of activities, music lessons, swimming lessons and school residential trips. The funding benefits all children in many ways.

### **Payments (School Money)**

We use an electronic online payment system called 'School Money' for school dinners, trips & events, breakfast club, residential trips and any other activities that require a contribution.

### **Ready to Learn**

Ivy Lane supports the 'Ready to Learn Everyday' scheme. It highlights the role of parents as the partners of teachers and schools in supporting their children's learning via:

- Providing good routines (eating breakfast and a good night's sleep before school)
- Talking and listening to their child
- Spending quality time together 'learning'
- Ensuring their child is school ready (e.g.: has the correct uniform & PE kit)
- Promoting good behaviour

### **Reports**

Reports are provided in July and discussed at the parents' evening shortly afterwards. If you require additional copies for a parent living at a different address, please inform the school office.

## Rewards

We reward children for progress in their learning and displaying good behaviour and attitudes that meet our school values. Children receive recognition through:

- Praise
- House points
- Star Awards
- Stickers
- Postcards home
- Certificates
- Trophies
- Prizes for special competitions and high attendance
- Being asked to show their learning to the Headteacher or other adult
- Mention in the newsletter

## Safeguarding

Safeguarding can be defined by promoting the health, safety and welfare of all pupils. Safeguarding is the responsibility of all adults, especially those working or volunteering with children. Ivy Lane Primary School aims to help to protect the children in its care by working consistently and appropriately with all relevant agencies to reduce risk and promote the welfare of children. Should any member of our school community have any safeguarding concerns, please contact Mrs Burchett or Mrs Tottle on 01249 652 556 or e-mail Mrs Tottle on: [b.tottle@ivylane.wilts.sch.uk](mailto:b.tottle@ivylane.wilts.sch.uk).

## School Dinners & Packed Lunches

Nutritionally-balanced school meals are cooked on the premises by our own catering team and will cost £2.30 per meal for KS2 children (free for KS1 children). We encourage parents and children to have 'healthy' packed lunches so please avoid sweets, chocolate or soft drinks (water only). Your child will be expected to eat all that is provided by you so please ensure the quantities are right for your child's appetite. Please be aware that we have several children who suffer from allergies, therefore, we are a nut free school which includes sesame seeds.

Please inform the school office if your child has any allergies or intolerances and ensure that you have given details on the Pupil Information form.

## School Council

Each class votes for a representative to attend the School Council which meets weekly with the Miss Gibbens to focus on improving our school. Our class names (after children's authors) were the idea of the School Council - just one example of how children's opinions are valued at Ivy Lane School.

## School Day

The rear gates (by the tunnel) open at 8.20am, with access to the site from 8.30am. Children then go straight into their classrooms where staff will be waiting for them. The entrance gates will be locked at 8.50am. Please try to minimise disruption to classrooms by ensuring your child is in school on time.

School starts at 8.40am. Children who arrive after this time need to be signed in at the school office in the late book and inform Mrs Griffin of their lunch arrangements.

Gates Open:	8.30am	Assembly:	10.50am
Registration:	8.40am	Lessons:	11.15am
Lessons:	8.50am	Lunchtime:	12.00pm
Playtime:	10.30am	Finish:	03.00pm

KS1 children to be collected from the classroom by a parent or other adults named on the individual child's contact sheet. KS2 children in classes in the main building leave through the rear doors independently and meet parents either on the playground (if collecting younger children) or outside of the main building rear doors. Lewis and Rowling Class are brought down the steps from their classrooms by an adult.

## School Uniform

School uniform is available from [www.mapaconline.com](http://www.mapaconline.com). Items can be delivered to home (P&P charge) or directly to school (during term time only). All items on the uniform list should be school wear and not fashion items (and be named). Only stud earrings please (children will be asked to remove hoop or dangly earrings for health and safety reasons).

### School Uniform List

- Green sweatshirt or cardigan (preferably with the school logo)
- White polo shirt (optional school logo)/ blouse / shirt
- Black or grey trousers/skirt/pinafore dress/shorts
- Black/grey/white socks OR black/grey tights
- Black shoes OR all black trainers (including soles and no logos or coloured / white stripes etc)

### PE Kit

- House-coloured t-shirt with school logo only OR plain white t-shirt (no logos)
- Black shorts (dark jogging bottoms in Terms 2-4)
- Sport trainers (outdoor) AND daps (indoor)
- Ivy Lane draw string PE bag or similar

School uniform should be worn on all trips, unless clearly stated otherwise.

[Chippenham Borough Lands Charity](#) provide some funding each year so the school can help any families in difficult circumstances with the cost of uniform items. Please contact the Pastoral Manager to enquire.

## Snacks

All KS1 children receive a healthy snack each morning break. Children in YR also receive milk each morning (non-dairy alternatives can be arranged – please speak to a teacher)

The School Council have opted for KS2 children to also only eat healthy snacks during break. Preferably fruit, but healthy cereal bars are permitted. KS2 children can also purchase a healthy snack and drink for 50p from our tuck shed - this is an enterprise run by Year 5 pupils.

## Social Media

Please do not share photographs taken at school events on social media sites (they may contain images of other children). We don't wish to prevent people from taking photographs as personal memories of their children's time at Ivy Lane, but avoid posting online please!

We understand the change that social media has made to communication and can all value the positive use of platforms like Facebook and Twitter; however schools have also witnessed the damage and distress that negative postings can cause.

As part of our 'working together' approach we request that social media will not be used to comment in such a way that brings Ivy Lane, any of our pupils or wider-school community into disrepute. We have other approaches to resolving issues which we know have a more positive outcome.

If your child has access to social media sites and apps (especially via unsupervised mobile devices) then we would value your support in reiterating the guidance we offer (see below). The general recommendations say that any child should be, at a minimum, 13 years old for many platforms and it is strongly advised that parents monitor what is being sent. Primary-aged children can lack the emotional maturity to use social media without incident or risk.

### Children using Social Media Guidance:

- Don't write anything online that you wouldn't say to the person directly  
(if you wouldn't say it in the playground, in front of your parent or teacher, please don't say it all)
- Act responsibly towards yourself and others whether online or offline
- **Think** before you say things that will hurt others online
- **Think** before you post online - once you post something online it can last forever as it can be saved and shared by others

- Do not share anything which might get you or your friends into trouble today or which you might regret in the future
- Check privacy settings –insure accounts are private (some apps and sites automatically create public accounts)

For more information please see [www.internetmatters.org](http://www.internetmatters.org).

### **Special Educational Needs and Disabilities (SEND)**

We consider it essential to identify and support children with Special Educational Needs at the earliest opportunity. Mrs Laura Phillips is the SENCo. If you have any concerns about your child's learning or development please discuss with your child's class teacher who may involve Mrs Phillips (who works 3 days per week generally includes Tuesdays and Wednesdays).

### **Swimming**

In 2018/19 children in Years 4 (terms 1-3) and Year 3 (terms 3-6) will have swimming lessons at The Olympiad with qualified instructors in smaller ability groups. This provides continuous swimming lessons during the second half of Y3 and the first half of Y4. We ask for a voluntary contribution to enable us to offer these lessons.

### **Terms**

In Wiltshire (and many other areas) schools have 6 terms per academic year as opposed to the traditional 3 terms of autumn (terms 1 & 2), spring (terms 3 & 4) & summer (terms 5 & 6). Most importantly, school still remains open for 190 teaching days per year!

### **Time to Talk**

We offer a counselling service (like all Chippenham schools) to our pupils who may be having personal, friendship or family worries. Parental permission is sought for this confidential service.

### **Valuables**

We do not allow children to bring electronic devices, mobile phones or other valuable items (jewellery) into school and cannot accept responsibility for any lost or broken items. Fashion or expensive branded or logo'd clothing is not suitable for school uniform or PE lessons.

### **Walking to and from school without an adult**

Children need to have road sense and be responsible enough to walk to and from school safely (avoid risks) and sensibly (good behaviour). There are additional risks for Ivy Lane pupils due to the location of the school and various busy roads nearby. Ultimately this is a parental decision and we are sure parents consider the distance and the route, consider these as well as a child's age, experience to guide them.

### **Wellies & Coats**

As we spend time on our field or in the local woods, each child needs to have a pair of (named) wellies or old trainers in school and a waterproof coat available.

### **Withdrawal from activities**

Should you wish your child not to take part in any activities for religious, cultural or ethical reasons, please can you discuss this with your child's teacher (each school year). Parents of children in KS2 will always be notified prior to any Relationship & Sex Education (RSE) to enable parents to make a decision about their child's participation.

In certain circumstances (see our Behaviour Policy) we withdraw children from activities, especially if there is a possibility that an individual's participation is a risk to the learning of others or a health & safety issue for the individual, other pupils or school staff.

