



# Ivy Lane School

Ivy Lane, Chippenham,  
Wiltshire, SN15 1HE.

[www.ivylane.wilts.sch.uk](http://www.ivylane.wilts.sch.uk)

Telephone: (01249) 652556

Email: [admin@ivylane.wilts.sch.uk](mailto:admin@ivylane.wilts.sch.uk)

Head of School: Mrs Helen Lammin (BSc Hons QTS)

2<sup>nd</sup> June 2020

Dear Parents/Carers,

## Confirmation of arrangements for the wider opening of schools

Firstly, I hope you all enjoyed the glorious sunshine during the half-term break. I am writing to you because we have finalised our plans for the wider opening of our school, starting with **Year 6s on 4<sup>th</sup> June, followed by groups of Year 1 on the 8<sup>th</sup> and 11<sup>th</sup> June, and groups of Reception on the 11<sup>th</sup> and 15<sup>th</sup> June.** Based on the numbers that confirmed 'yes' in the second parent survey, and also against our own risk assessments, we have planned bubble cohorts, staffing, room allocation and are now able to confirm what duration over the week. We have tried where possible to ensure there is a familiar adult in their 'bubble'. As previously stated, the children's class teachers have used their knowledge of their children when organising these groups of children. The decisions of these groups are final. The bubbles of children and staff does not change or mix with others throughout the day.

Please see below details of your child's group allocation:

Year Group:

Time of drop off: and collection:

Drop off and collection point:

Name of group: Classroom location: Teacher/TA:

Duration in school:

Date of first day in school:

To ensure that parents and children can social distance, we are staggering start and finish times for your children.

Keyworkers	8.30am and 3pm
Year 6	8.45am and 2.50pm
Reception & Year 1	8.55am and 2.40pm

The school will be using both gates for drop-off and collection. Please look carefully at your drop-off point. We are not able to allow parents on to the school site and the children will be met or dismissed at the gate by school staff. Children are asked not to leave bikes or scooters at school initially while we monitor the arrival and departure flow. This may be reviewed at a later date. **Any bikes or scooters ridden to school must be taken away by parents.**

When coming to school, **it is essential that you keep to the strict timings, to ensure we are able to move the children into school safely before the next groups arrive to reduce congestion.** Please ensure that you social distance while you wait and that only **one adult drops off** and meets your child(ren). If you need to wait due to different drop-off times, please do this in your cars in public car-parks (not on site) or outside the school site, ensuring to keep a safe distance apart. It is preferable that you walk to school where possible. The car park and visitor bays will not be in use during the school day. The town centre location of our school, means we have to ensure safety is our priority. Continue to use the public car parks if you must travel by car.



Children in Reception and KS1 will be provided with a school lunch and do not need to bring one. Other children who are in receipt of Pupil Premium Free School Meals will still receive these. All school meals will be in the form of a packed lunch that will be delivered to each bubble for the start of lunch. They will choose in the morning from a selection of fillings. Other children will need to bring their packed lunch in a paper or plastic bag that will be disposed of at the end of lunch. **Children will not be allowed to bring a lunch box to school.** They will also need to bring their own water bottle, which is to be taken home each day, thoroughly washed ready for the next day. Please note the KS1 Government free fruit and vegetable scheme is not being provided to schools at the moment, therefore, please also provide a healthy mid-morning snack.

Children must have fully washed, clean clothes on every day. We would like to encourage as much **school uniform** as is practically possible, but will be flexible if you do not have sufficient uniform for the week. By having all children back in school uniform creates a sense of normality and routine, raises expectations and positive behaviour. We ask that children wear trainers – there will be as much outdoor learning as possible (in zoned areas). Children's clothes should be warm, reasonably smart and suitable for wearing outside. They will also need a sun-hat, waterproof coat and a snack. Windows and doors will be open all day and classrooms can get quite cold, despite the hot sunny weather! Please ensure that sun cream is applied before coming into school if necessary and note that sun cream bottles are not allowed in school.

For any children that have delicate skin or prone to dryness/eczema, please could you provide a good quality hand cream for your child (labelled clearly with child's name), as frequent handwashing can be very damaging to delicate skin and we would like to protect against this.

If children will be taking part in PE, we will inform the parents and ask for the child to come in sports kit for the day. **PE bags/rucksacks will not be allowed** to be brought into school. **Children will not be able to bring things from home** e.g. toys, teddies etc. to reduce cross contamination.

We will take photographs of areas around the school to show you and your children the changes we have made in school, and also produce a video to share that will show the children and parents, how different school will look. This will be uploaded to Seesaw on Wednesday. Individual class teachers may also post social stories and other key resources that will support the integration of your child back into school.

Any parents and children returning, will be asked to sign **a new home school agreement** (attached to this letter) to keep to these new measures and rules in order to keep children, parents and staff safe. It is important that you and your child are aware of what is needed to keep everyone safe and, as much as possible, to prevent the risk of illness.

Upon arrival for their first day, the teachers will spend time talking through the new expectations, routines and how each day will look in their 'bubble'. I want to reassure you all again that your child's social and mental well-being is our number one priority. Children will be given the time and space to share and talk, and to adjust to the new and hopefully temporary 'normal'. Only when the time is right, will we begin to address basic skills and curriculum development.

For us as a school, it is essential that we get the balance between 'safety' and 'happiness' right. On the one hand we are doing our utmost to limit transmissions of an unknown virus, and on the other hand trying not to welcome children back into a faceless, clinical environment that could impact upon their happiness levels. We are proud of being a nurturing school, who care for the pastoral and academic needs of our children and we desperately want to maintain as much of this as possible.

Please, if you want to talk things through, we are here to listen and offer whatever support we can. Thank you for your understanding and support while we navigate through the next phase.

Stay safe and we look forward to welcoming your children back at Ivy Lane.

Yours sincerely



Mrs Helen Lammin, Head of School

