



Full opening of schools for all children



- This handbook gives information for all our Ivy Lane families with reference to the full opening of schools for all year groups, from September 2020.
- It is organised as a series of FAQ which are based on the guidance issued by the DFE on 2nd July 2020 and our risk assessments.
- As further guidance is issued or if we go into lockdown again, they will change. We will communicate any changes with you.
- Version 1 July 2020



Does my child have to attend school in September?

Yes, from Thursday 3rd September it is compulsory that all children return to school. (TD days Tues 1st/Weds 2nd)

How will you keep my child safe?

We will be putting measures with some details in this booklet, to keep our community as safe as possible.

What will my child wear?

Full school uniform must be worn each day. Children must bring a coat. Bags or other items **must not** be brought between school and home.

Can I call into the school office to drop something off or meet my child's teacher?

No, the site is closed except for essential contractors, maintenance and other visitors to school, that are pre-arranged. Please call or email us.



To wear PE kit on your allocated days.
(You will be informed of which days)



A pair of wellies that will stay in school and kept in a bag.
(We will be outdoors as much as we can.)

You will need:



All children will need plenty of water in a labelled bottle.



If you do not pre-order a hot school meal, you will need to bring a packed lunch (this can be a lunchbox) and bring your own spoon if needed.

Other information:

Parents/Carers should not enter any part of the site **at any time**.

Start and end times will be staggered to reduce gatherings outside the school gates. (See overleaf for timings)

All children must arrive and be collected on time from school.

Only one parent is allowed to drop and collect their child.



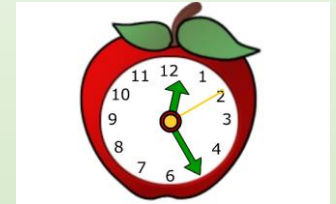
Other important questions asked...



What time will my child need to be in school and collected at the end of the day?



Year Group	Entrance and Exit point	Arrival time	Departure time
R	Bell-Mouth Gate	8.30am	2.45pm
1	Tunnel Gate	8.30am	2.45pm
2	Bell-Mouth Gate	8.35am	2.50pm
3	Bell-Mouth Gate	8.40am	2.55pm
4	Tunnel Gate	8.40am	2.55pm
5	Tunnel Gate	8.45am	3.05pm
6	Bell-Mouth Gate	8.45am	3.05pm



We have implemented staggered start and finish times to the school day in order to minimise numbers congregating and also take into account the locality of our school with close proximity to public highways. Only one parent is allowed to drop off their child and will not be allowed to enter school site. Communication with the office and/or teachers needs to continue via e-mail or phone call. Parents are asked to ensure **that they arrive only at these times** and if they need to wait, they do this in their cars in public car-parks (not on site) or outside the school site, ensuring to keep a safe distance apart. 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.

Once your child is on school grounds, you must leave the premises immediately - no chatting or loitering please.

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.** We will continually review this and make changes, once we feel safe to do so.

We fully appreciate the challenges that we will all face, during these points in our school day so we will keep this under review and make changes if needed. If you have siblings in other year groups, please arrive at the latest time allocated.



Will my child be in a class with their peers?

Yes, we currently plan that classes will be taught together in their classrooms. Each class will form its own bubble. They will come together as year groups at playtimes/lunchtimes, sharing the same zone but will still be encouraged to socially distance where possible. As far as possible, these bubbles will not mix. Mass gatherings such as assemblies will not restart for the time being. Children will spend the day in class and if they have a packed lunch, will eat in these classrooms. They will have a table space that they will be seated at until October half-term, books and resources of their own. Movement around the school site will be limited.

How will the classrooms be arranged?

In Years 2-6, all furniture will be arranged so that children are facing the front (horseshoe or rows). Children must not be seated directly facing each other. In Reception and Year 1, furniture will be arranged to support the continuous provision.



Who will teach my child?

Your children will be taught by their class teacher and a TA. There will be a regular teacher/PE coach that will be covering the PPA time. This will be the same teacher each week. New guidance states that, teachers and support staff will be able to move between multiple bubbles, but will, as far as practically possible, limit the amount of time they spend within one metre of the children.



Staff across the school will be encouraged to maintain a 2m distance from colleagues.

Will children social distance in school?

Children within the same bubble will be in their class groups. Guidance states that children within the bubble may not be able to distance socially. Adults will distance from children as much as possible. Classes will come together as year groups for playtimes and lunchtimes. To support social distancing and ensure that the year group bubbles do not mix, there will be separate play and lunch times on the playground/field zoned. Play times will happen in the same designated spaces. Children will be provided with guidance on how to maintain social distance at these times, being introduced to games that encourage this.

We will continue to implement measures to reduce contacts and maximise distancing between those in school - the use of communal areas will be restricted and procedures for moving around school will be used.



What will my child have for lunch?

Our kitchen will be providing hot school lunches from the first day of the new school year in September. Children in Reception and KS1, will be provided with a free hot school lunch under the Universal Free School Meal Scheme. Other children who are in receipt of Pupil Premium Free School Meals will still receive these. Children who do not want a hot dinner, need to bring their packed lunch in a lunchbox which should be cleaned daily at home and is able to be wiped in school. They will also need to bring their own water bottle, which is to be taken home each day and thoroughly washed ready for the next day. Children who have ordered a hot school dinner will eat in Ivy Hall in their class/year group bubbles. Packed lunches will remain in their classrooms. We will be moving to an ordering system for school dinners, whereby you will need to book your child's lunch 2 weeks in advance.

Lunchtimes will be staggered to allow children from two year groups to eat hot dinners in the hall at any one time. Classes will be socially distanced from other classes.

Please note the KS1 Government free fruit and vegetable scheme will be provided to schools. All other children must bring a healthy mid-morning snack. There will not be a tuck shop available.



What hygiene measures will be in place?



Social distancing, handwashing/sanitizing and respiratory hygiene will have a high priority across the school and across the school day. You will have seen photographs of areas around the school showing the changes we have made in school, and the video showing the children and parents how different school will look. Social distancing stickers and tape will be still be used in the classrooms/communal areas where possible. Only one child will be allowed to use the toilet at a time. Ventilation within the school building will be high. Doors and windows will remain open throughout the day, so children need to ensure they are wearing warm clothes. There will be routine surface cleaning across the school day (at the end of each session). Daytime and end of day cleaning routines and procedures will be in place.

PPE equipment may be used by staff who are administering first aid, intimate care etc., however as per PHE guidelines, PPE equipment will not be required for children or staff.



Will my child be able to use the play equipment and other resources?

Outdoor play equipment will now be able to be used and many of the resources that have been removed from classrooms can be returned for use and shared within the bubble (these will be cleaned regularly.)

What will my child be taught?

For the first three to four weeks, we will be following a 'Recovery Curriculum'. We will continue to teach a broad and balanced curriculum with a focus on allowing children time to adjust to the transition back into full time schooling. Through well being, outdoor and physical activities we will spend time re-building relationships and re-establishing our school community. As part of this process we will consolidate prior learning and begin to address gaps in knowledge that we know will have occurred during the school closure.



We will be assessing the core skills of all pupils as we go through the autumn term. Data will be carefully analysed and lessons planned to cover gaps in learning. Some of this teaching will be done with whole classes, some with small groups and some on a 1:1 basis. Teachers are highly skilled at identifying needs and planning lessons and activities to meet them.

Later on in September, we will be in touch to outline our new enquiry led curriculum which we are looking forward to introducing to our school community.

Will there be wrap-around provision?

Government guidance asks schools to 'consider resuming breakfast and after-school provision' but recognises that schools 'may need to respond flexibly and build this up over time'. We will resume this provision whilst continuing to follow the latest government transmission risk mitigation guidance. A letter will be sent to all our parents asking to book in advance. There will be a number of changes made to the provision to reduce the risk, e.g. smaller groups, use of both halls, siblings kept together, only booked places (no last minute bookings.)

Dragonflies after-school provision is also looking at resuming their service. However again, they are currently looking at their risk assessments and will be in communication soon.





Do I have to send my child back to school?

Yes. ALL children are expected to return to school in September. The only exceptions to this are if:

- a child has a written report from a medical professional that recommends that they should continue to shield;
 - your child is unwell (including symptoms of or a positive test for COVID-19);
 - your household has been instructed to self-isolate;
 - you are quarantining after a trip abroad.

All absences must be reported in accordance with our attendance policy. Unauthorised absence may result in a penalty notice being issued.



Will there be any trips organised?

Initially, trips and local visits will not be organised. Once routines are established, we may begin to access our local community.



Will my child be given learning to do at home?

We hope to continue to use Seesaw for shared home learning. More details will follow in September. Numbots, Spelling Shed and Times Tables Rock Stars will all be in operation in September.

If classes are asked to self isolate, home-learning will be provided by the school in line with our policy and we will remain in contact with children via Seesaw daily.



Will there be any extracurricular clubs & activities?

Please bear with us on further details for extracurricular clubs and activities - we will be able to give more time and thought to these at the beginning of the autumn term and hopefully will have received further guidance from the DfE that clarifies exactly what we can and cannot do.

For the duration of Term 1, we will not be having any after-school clubs run by teachers in school.

We are hoping that instrumental lessons will resume. We are currently looking the risk assessments that the music teachers have completed. More information will follow.

At the moment, residential visits are not permitted. Once the guidance changes, we will look at locations for our Year 6 residential in June and we will be in communication with our parents.



How will the teachers mark and feedback on children's work?

Teachers will practice good hand hygiene; they will handle children's books as little as possible and will not take pupils' books home. Teachers will use "whole class marking" sheets to note misconceptions, gaps, individual needs, good examples - these notes will inform their planning and feedback to children. Teachers will "live mark" work during the lesson - this may be in the form of verbal feedback or a post-it note to be stuck in a book. If able to do so, pupils will mark their own work with teacher support. Pupils will record corrections using their editing pencil/pen.

My child has special needs, will they still receive extra support?

Yes. Teachers, teaching assistants, in-school specialist staff and external professionals will all be deployed as normal to support children with SEND. If you have any concerns, please contact your child's teacher or Mrs Burton, SENCo, by email.

School response if a child displays symptoms during school time.

Concern raised by the child themselves or by an adult supervising.

Person is isolated immediately. Child's parents will be contacted.

The school will use a touch-free thermometer to measure your child's body temperature.

Child must be collected **immediately** from school.

Negative Test Result:

If they test negative, then the child may return to school if they no longer have a temperature and are well enough to be at school.

Parents **MUST** inform school of test outcome **immediately**.

Test **MUST** be arranged and **must** take place.

All families must engage with the Test and Trace process.

Self-isolate following the stay at home guidance: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

The rest of the bubble does not need to be sent home.

Negative test

Positive test

Positive Test Result: The child must complete the compulsory 7 days self-isolation from the date of the test. **The rest of the bubble will close** and all pupils in this bubble will need to undertake 14 days of compulsory self-isolation. If children develop symptoms in this time, they must be tested. School must be informed of the test outcome.

If a result is received on a weekend, families **must inform school by 9am on the Monday morning.**

What if my child displays symptoms at home?

Isolate your child where possible.

Do not allow your child to attend school or other public places.

Inform school if your child is displaying symptoms.

Self-isolate following the stay at home guidance:

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

The rest of the bubble in school, do not need to be sent home.

Negative Test Result:

If they test negative, then the child may return to school if they no longer have a temperature and are well enough to be at school.

Parents **MUST** inform school of test outcome **immediately**.

Test **MUST** be arranged and **must** take place.

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The rest of the bubble will close and all pupils in this bubble will need to undertake 14 days of compulsory self-isolation. If children develop symptoms in this time, they must be tested. School must be informed of the test outcome.

If a result is received on a weekend, families **must inform school by 9am on the Monday morning via phone.**



What if I am contacted by **NHS Test and Trace?**



Follow all
instructions from
the NHS Test and
Trace advisor

Inform school
immediately

If you are contacted on a weekend, email admin@ivylane.wilts.sch.uk or inform school **by 9am** on the Monday morning via phone.



Any parents and children returning, will be asked to sign a new home school agreement 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.

Our behaviour policy has been updated to reflect the guidance and risk assessments that we are following.



For us as a school, it is essential that we get the balance between 'safety' and 'happiness' right. 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. However, we need to ensure we are mitigating as many of the risks as possible, in order to keep our children, staff and parents as safe 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.

We cannot wait to welcome all of our Ivy families back in September.