



# Ivy Lane School

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

6<sup>th</sup> September 2020

Dear Parents/Carers,

## Update on school procedures

It is wonderful to have all of our Ivy Lane children back in school. We had missed having everyone on site and it was great to welcome back so many who we had not seen in a while. As I visited classrooms over the two days, the children were happy and very excited to be back. They have adapted well to our new routines and we are very proud of them all.

Whilst we adjust to our new 'normal', we are regularly reviewing our risk assessments and procedures in school so that we can keep all of our school community safe. We will continue to adapt and change our systems in order to find the best solution possible, so please be patient with us while we do this in line with the government guidelines that we must follow. Parental feedback is important to us and so we will take on board constructive comments we have received. We recognise that there is room for improvement with the systems that have been put in place for drop-off, therefore I have detailed the changes below.

### Changes to drop-off and collection timings

To support a swifter drop off, we have made immediate changes to how groups line up at both gates as well as where different groups enter. This should support a quicker morning drop off and lessen crowding. We have reduced the number of year groups entering via the tunnel gate due to a lack of space and also public highway access. For children entering via the tunnel gate, Year 4 will line up and enter on the right (facing school) and Year 5 will line up and enter on the left (facing school.) Markers have been placed to show this.

For those children in Year R, 1, 2, 3 and 6 entering school via the bell-mouth gate, we will have clear signs to show which side gate to line up next to. The class teacher will hold up their class sign to indicate that the children can enter school. **Therefore, please can we ask that you move forward and line up at your dedicated time slot and not before.** The children will then enter school, greet their teacher, line up with their class and then they will be taken to their classroom.

We have also moved the Reception start time in order to take into account children needing longer to settle and enter school. Please see below, new timings. **(I have highlighted yellow the changes made.)**

**If you have siblings in different year groups, you are able to arrive at the latest time allocated at the appropriate gate if you wish.** It is likely that the younger siblings' class have moved on into their classrooms, so please can you make your child/children is aware of this and that a member of staff will take their child safely into their classroom. **For pick-up at the end of the school day, parents will need to collect their child at the given time and location.**



Year Group	Entrance and Exit point	Arrival time	Departure time
1	Bell-Mouth 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	3.00pm
6	Bell-Mouth Gate	8.45am	3.00pm
R	Bell-Mouth Gate	8.50am	3.05pm

A few reminders...

- Only one parent is allowed to drop off their child and will not be allowed to enter school site at this time.
- Parents are asked to ensure that they **arrive only at these times** and if they need to wait, stand back from the gate entrance, ensuring to keep a safe distance apart. (We do appreciate due to the location of our school, this can present some challenges.)
- Once your child is safely on school grounds, you must leave the premises immediately - no chatting or loitering please.

## Testing

In a recent letter to schools from Public Health England and NHS Test and Trace with further advice with regards testing.

*To ensure they identify those with coronavirus while avoiding a huge increase in demand for tests from people without coronavirus symptoms, they have asked that we recommend to our pupils, and staff who feel unwell, that they get tested if:*

- they develop one or more of the main coronavirus symptoms:
- a high temperature
- a new, continuous cough
- the loss or change of their sense of taste or smell, or
- they are recommended to get tested by a healthcare provider (e.g. GP or nurse)

*If a pupil or staff member develops one or more of the main coronavirus symptoms described above, **only they should be tested. There is no need for their households to have a test, unless they are also symptomatic.** Unless a pupil or staff member has one of the three main coronavirus symptoms, they should only be tested if instructed otherwise by the local authority, health protection team or their GP. As schools and colleges across England return, pupils may feel unwell for example with a sore throat, stomach upset or a headache. These pupils don't need to book a test but may need to stay off school and seek medical advice through their GP or pharmacist as usual.*

Therefore, alongside the above in relation to COVID-19 symptoms, we will continue with the same policy we follow with regards sending children/keeping children home if they are deemed too unwell to be in school. We would not send children home or request testing, if they just have a sniffle and common cold symptoms (unless high temperature).



Thank you to all of our families for your patience at this time, whilst we adhere to government guidelines. The safety of our staff, children and families remains our high priority. We will continue to strive to do all we can to nurture and support the children, re-starting their education journey in school, building on the fantastic work you did at home.

Yours sincerely



Mrs Helen Lammin  
Head of School

