

IVY LANE SCHOOL PARENT/CARER HANDBOOK



2025 - 2026

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 constantly from everyone and everything around them. 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 about many aspects of Ivy Lane so they can support their children in understanding 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.

Kind regards,

Helen Lammin
Headteacher

STAFF 25/26**Qualified Teachers**

Qualified Teachers	Role	Class
Mrs H Lammin	Headteacher	
Mrs H Fahey	Deputy Head	
Mrs J Reynolds	Assistant Deputy Head	Y2 Dahl
Mr B Butterfield	Assistant Deputy Head	Y5 Pullman
Mrs A Stranks	SENCO	
Mrs L Charles	Teacher	YR Rosen EYFS Lead
Mrs D Smith	Teacher	YR Rosen
Mrs L Kay	Teacher	YR Carle EYFS Lead
Mrs B Gunner	Teacher	YR Carle
Miss C Burrows	Teacher	Y1 Hargreaves
Mrs I England	Teacher	Y1 Donaldson
Mrs N Angell	Teacher	Y2 Kerr
Mrs S Arithoppah	Teacher	PPA/ECT release
Mrs N Tetlow	Teacher	Y3 Griffiths
Miss A Vernon	Teacher	Y3 Griffiths
Mrs T Horan	Teacher	Y3 Cowell
Mrs K Hugo	Teacher	Y3 Cowell
Ms C Keogh	Teacher	Y4 Morpurgo
Mrs M Harvey	Teacher	Y4 Zephaniah
Mr M Johns	Teacher	Y5 Riddell
Mr J MacMahon	Teacher	Y6 Lewis
Mrs C Storey	Teacher	Y6 Tolkien
Mrs R Nunn	Teacher	Booster Groups

Sunflowers Nursery

Mrs S Woolcott	Nursery leader
Mrs S Satchell	
Mrs J Doggett	
Ms J Barnes	

Teaching Assistants

Mrs C Spyer	Mrs N Collins NPA
Miss C Green	Mrs M Merry
Mrs S Finner	Mrs C Wilgar NPA
Mrs C Thomas	Mrs D Cottis
Mrs M Tyson	Mr C Prince (Learning tutor)
Mrs L Dowling	Mrs R Hayes
Mrs Sarnago-Orchard SALT	Mrs S Monaghan
Miss R Stevens	Mrs C Tiller
Miss K Heap	Mrs T Hinton
Miss H Goodfellow	Mr P Hider
Ms S Smith NPA	Miss S Lambert NPA
Mrs L Lane	Miss J Reid NPA

Breakfast Club

Mrs C Tiller
Mrs M Tyson

Ivy Kidz

Mrs M Merry Mrs L Milani Mrs R Hayes
Mr C Prince Ms H Bishop Mrs R Stevens
Miss S Lambert

Support Team

Mrs K Nowosielski	Admin Officer	Mrs F Mounty	Catering Manager
Mrs A Bunker	Finance Manager	Miss L Milani	Catering team
Mrs R Jones	Admin Assistant	Ms H Bishop	Catering team
Ms H Austin	Pastoral Manager	Mrs S Wight	Catering Team
Mr M Stott	Facilities Manager	Mrs L Harris	MDSA
Mrs N Garrard	Nursery Admin Asst	Mrs J McCracken	MDSA
Mrs A Sarnago-Orchard	Teachers' Admin	Miss C Cozens	MDSA
Mrs J Rees	Forest School	Mrs L Ho	MDSA

Access to Site and Parking

We operate two entrances for all children and parents to enter and leave the site at 8.30am and 3pm. These are either via the rear gate (by the tunnel) or the bell mouth gates at the front of the school. 4pm pick up from clubs is via the bell mouth entrance only.

Between 8.40am & 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.

Attendance & Absence

We value high attendance because of the impact it can have on children's learning, friendships and enjoyment of school. 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 9.00am 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 fixed penalty 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 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! Please ensure children who are scooting or cycling to school are wearing a cycle helmet – we have storage for these on site too.

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 and residential).

After-School Care

We run our own Ivy Lane After-School Club 'Ivy Kidz' in Ivy Hall from 3-5.30pm. Further information and prices are on the school website.

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 by wearing the correct school uniform. Full details of our uniform requirements can be found on our website. Additionally, please note and support us with the following -

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

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 where Star Awards and certificates are presented. Assemblies focus on our school values, British values, current events, safety and well-being.

Behaviour

The happiness and wellbeing of our children underpins everything we do. We understand that when children feel happy, safe, listened to and respected then they make progress with their learning. All school staff, parents and carers and children are expected to maintain the highest standards of positive behaviour, to accept responsibility for their conduct and encourage others to do the same. When we work together to do this, everyone can achieve excellence, love learning, create and innovate, engage with their world and feel they belong at our school.

We aim to:

- Teach positive behaviour ('Ivy Lane Behaviour'), self-regulation, self-discipline and personal development.
- Provide a safe, comfortable and caring environment for optimal learning to take place.
- Provide clear guidance for children, staff, parents and carers of expected behaviour.
- Use a visibly consistent, calm approach and speak a shared language across the school.
- Ensure all adults take responsibility for managing behaviour and follow up incidents personally.
- Use restorative approaches to follow up constructively on behaviour which falls short of expectations.
- Involve families, parents and carers in the development of positive behaviour

For more detail, please refer to our Relational Policy on the school website.

If you have any concerns around behaviour, 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 (see our website for book suggestions). 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 to celebrate David's 6th birthday in January 2026).

The book will be presented in Celebration Assembly and then placed in the library or class book corner for all children to enjoy.

Please note, as a 'healthy school', we do not allow children to distribute sweets or cakes on their birthday.

Breakfast Club

We offer before school childcare called 'Breakfast Club'. This runs in Ivy Hall from 7.30am until the start of the school day. The cost includes a healthy breakfast of cereal and toast. There are discounts for families who require care for more than one child. See the school website for details about how to book.

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 a local car park 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).

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).

Classes

We currently have 14 classes (two in each year group) and these are named after children's authors. We also have a nursery class - Sunflowers Nursery. In term 6 we inform parents of the structure of the classes for the next academic year and give full details of the class and teacher your child will move to.

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 and texting service 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 and we offer a varied range of fun after school clubs. These are organised from 3-4pm with some being run by external sports coaches and some by school staff. We try to offer a choice of clubs for children in KS1 and KS2. Our clubs offer will be advertised three times a year. Parents must sign up for a club and wait for confirmation of a place, since numbers will be limited.

We aim not to cancel clubs at short notice and to make alternative arrangements if weather is unsuitable for planned activities, however, on occasion, cancellation of a club is unavoidable.

Collecting Children

Reception and KS1 children must be collected by an adult (on our contact list) directly from their classroom or collection area. Please ensure any relative or friends who are regularly collecting your child are on our records to save time and embarrassment for all. KS2 children must be met at 3pm. Y3 will line up on KS2 playground, Y4 and 5 will use the rear door of the main building and should be met by the canopy area inside the rear gates, Y6 will walk through the KS1 playground and should be met on the KS2 playground. Y6 children are permitted to walk home unaccompanied so long as written permission has been received from a parent/carer.

If there are any changes to the usual collection arrangements for your child, it is vitally important that you inform the class teacher at the start of the day, or telephone the school office to make us aware. Where we are unaware of changes to collection arrangements, children will not be released from our care until contact has been made with a parent and the arrangements checked. This leads to upset and delay for children at home time, so please make arrangements clear in advance.

Communication

We send letters by e-mail.

- Newsletters are sent regularly and contain news about school life & future events
- 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

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) it's 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!) and other fun events (for children and families) are organised by the Friends of Ivy Lane School (FOILS). Details of discos and other events appear in the newsletter and on the FOILS Facebook page.

Equipment

All of the equipment your child needs for school is provided by us (except PE kit). We therefore discourage children from bringing in pencil cases from home.

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 have also been able to regularly fully fund theatre trips for our children. They always need help and support. To find out how to get involved with the FOILS team see our website or please contact foils@ivylane.wilts.sch.uk. You can also visit the FOILS Facebook page.

Free School Meals

All Reception and KS1 children are entitled to a free meal each day at school. These are called Universal Free School Meals. 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 do apply.

Handwashing

Children are encouraged to wash their hands with warm water and soap whilst visiting the toilets. Due to the large number of children (and time limitations), children are given anti-bacterial hand wash before break and lunchtime. It is also available throughout the day in each classroom. If your child is allergic to handwash please let us know.

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 nursing team via the **Single Point of Access (SPA) 0300 247 0090**.

Helping in School

Parents, carers and grandparent helpers are warmly welcomed into school. We are frequently looking for valuable help with a variety of trips and visits. If you would like to become a more regular volunteer, please ask our admin staff for the application pack. Please note, we will require two satisfactory references in order to consider your application to volunteer regularly at school.

Home Learning

We have stripped back our home learning expectation and focussed this predominantly on reading at home. We expect all children to make every effort to read at least 5 times a week and show evidence of this in their reading record. The expectation is different in Yr 6 as children prepare for SATs and also the move to secondary school. Practising spellings and times table facts is also very important and parents will be sign posted to resources to support with practising these at home where they are able to.

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 sports teams. We aim to encourage healthy competition as well as a sense of identity and belonging. Children are encouraged to wear a PE T shirt to match the colour of their house.

These four houses are named after local villages:

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

Lateness

If your child arrives after 8.40am, please make sure they are signed in at the school office. Children dislike being late and it disrupts the learning of the whole class. Persistent lateness impacts on learning and will be monitored by our Welfare and Pastoral Lead.

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. See our website for full details.

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 (and for obvious health and safety reasons) 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 by the KS2 cloakrooms in the main school building. Please speak to a member of staff if you need to look for an item at the end of a school day. Named items are returned to their owners on a regular basis. All other items are regularly 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 and by encouraging your child to take responsibility for their belongings.**

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 including asthma inhalers and epi-pens.

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

Mobile Phones

Children are discouraged from carrying a mobile phone to and from school. However, we also understand that (in Y6 only) some children begin to walk to and from school unaccompanied and parents may wish children to be able to confirm safe arrival. In these cases only, we will permit Y6 children to bring a mobile phone to school. The following rules are strictly enforced –

- The phone must be switched off and out of sight as soon as children enter the school grounds
- The phone must be handed to the class teacher on arrival
- The phone will be returned to the child at 3pm by the class teacher
- The phone must remain out of sight and switched off until children have left the school grounds

Whilst every care is taken to keep mobile phones safe in school, children bring these devices at their own risk.

We politely request that parents do not use their mobile phones whilst on school grounds and that these are stored out of sight at drop off and pick up times. This is an important Safeguarding measure.

Music

Music lessons (guitar, drum, piano) are available on request during the school day from visiting specialists. See the music tab on our website for further details. We also have a 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 informal 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, phone or email the school office. Please remember that access to the school office is via the front door of the main building only.

Passport Signing

In the past the headteacher and class 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

Ms Austin is our Welfare and Pastoral Lead at Ivy Lane and she supports children's well-being and high attendance. She is available every day and is regularly on the gates at the start of the school day. Please make contact via the school office if you have any concerns that you would like to discuss with her.

Parents' Evenings

The school and home partnership is vital to a child's education and parents are invited to formally discuss their child's progress and learning twice a year. An e-mail will be sent out prior to each date and appointments are booked online. Please make every effort to book and attend your appointment.

Parent Workshops

Parent workshops are held for parents of Reception Children to enable parents to support their children with phonics and reading.

Play Rangers

Our Play Rangers are a group of Y6 children who apply and train to support positive play at lunch time in line with our OPAL (outdoor play and learning) initiative. Their jobs include

- Encouraging younger children to play new games
- Helping children solve low level squabbles
- Looking after children who go to our Buddy Stops

Playtimes

We aim to get children outside as often as possible so please ensure they have a waterproof coat in school at all times. Children have an outdoor playtime in the morning and at lunch time. Children in EYFS will also play outdoors during the afternoon.

Policies

Key policies and other documents about Ivy Lane School are available to view on our website.

Pupil Premium

Pupil Premium is funding to improve education outcomes for disadvantaged pupils in schools in England. 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 (via Arbor)

Payments for school dinners, trips & events, breakfast club, Ivy Kidz, residential trips and any other activities that require a contribution are paid for via your Arbor Parent Portal.

Ready to Learn

Parents play a vital role in ensuring that their children are ready to learn when they arrive at school each day. This includes

- Providing good routines (eating breakfast and getting a good night's sleep before school)
- Talking and listening to their child
- Spending quality time together
- Ensuring their child is school ready (Eg has the correct uniform & PE kit and their reading record and book bag)
- Promoting good behaviour

If something has happened at home that may impact a child's readiness to learn at school at any time, please do share this with the class teacher at drop off.

Reports

Reports are provided in July. 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
- Being asked to show their learning to the Headteacher or another adult
- Mention in the newsletter
- Being named on the golden ivy leaf
- Attending Headteacher's Breakfast

Safeguarding

Safeguarding can be defined as 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 Lammin, Mrs Fahey, Mrs Stranks or Ms Austin on 01249 652556.

School Dinners & Packed Lunches

All Reception and Key Stage 1 children are entitled to a free school dinner under the Government's Universal Free School Meals Scheme (UFSM). Key Stage 2 children are able to purchase a school dinner at a cost of £2.75 each.

We operate a pre-booking dinner system here at Ivy Lane School using Arbor. Dinners must be booked one week in advance and payment is made at the time of booking. Please contact the school office for more information if you are unsure how to make your dinner bookings.

All our school meals are cooked on site by the Ivy Lane catering team and there is a meat, vegetarian, vegan, gluten free and a baked potato or pasta option each day. Please ensure that you inform the school office of any specific dietary requirements as these will be catered for by our catering team. If children prefer to bring a packed lunch, we encourage parents and children to keep these healthy. Please avoid sweets, chocolate or soft drinks (water only). Your child will be encouraged 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

We value children's opinions at Ivy Lane School and our School Council is one way that children's opinions and views can be heard and shared.

Each class votes for a representative to attend the School Council which meets regularly with Ms Keogh to focus on improving our school.

School Day

The rear gates (by the tunnel) and main gates at the front of school open at 8.30am. Children then go straight into their classrooms where staff will be waiting for them. Y3 children meet together on the KS2 playground and then all walk up the stairs together. The entrance gates will be locked at 8.45am. 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.
The school day finishes at 3pm.

KS1 children are collected from the classroom or nearby collection point by a parent or other adult named on the individual child's contact sheet. KS2 children in classes in the main building leave through the rear doors and meet parents in the area around the canopy, inside the rear gates. Lewis and Tolkien Class are brought down the steps from their classrooms by an adult.

If there are any changes to the usual collection arrangements for your child, it is vitally important that you inform the class teacher at the start of the day, or telephone the school office to make us aware.

Where we are unaware of changes to collection arrangements, children will not be released from our care until contact has been made with a parent and the arrangements checked. This leads to upset and delay for children at home time, so please make arrangements clear in advance.

School Uniform

School uniform is available from 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 should be named). Accessories such as jewellery and large hair bows are not permitted. Only stud earrings should be worn please (children will be asked to remove hoop or dangly earrings, as well as necklaces, bracelets and rings 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
- Grey (not black) trousers/skirt/pinafore dress/shorts
- A simple style of dress in green and white checked fabric may be worn by girls in summer
- Plain grey/black/white socks OR black/grey/dark green tights
- Plain black shoes

PE Kit

- House-coloured t-shirt with school logo only OR plain white t-shirt (no logos)
- Black shorts
- Plain, dark jogging bottoms (for outdoor use)
- Long sleeved, dark coloured sweatshirt for outdoor use (no logos)
- Sport trainers
- Ivy Lane draw string PE bag or similar

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

Daily compliance with our school uniform requirements is expected from all children.

Snacks

All YR and KS1 children receive a healthy fruit or vegetable snack each morning at breaktime. Children in YR also receive milk each morning (non-dairy alternatives can be arranged – please speak to a teacher). **We discourage KS1 children from bringing an alternative snack from home, however, if this is supplied please ensure it is healthy and nut free. Please do not send crisps or chocolate as a snack. Ideally all snacks will be fruit or vegetable based.**

KS2 children do not receive a break time snack from school and this must be supplied from home. As above, this snack must be healthy and nut free. Please continue to refrain from supplying crisps, chocolate or high sugar snacks. Ideally children will continue to bring a fruit or vegetable snack for break time.

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 such as Facebook; 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 and received. 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.

Special Educational Needs and Disabilities (SEND)

We consider it essential to identify and support children with Special Educational Needs at the earliest opportunity. Mrs Stranks 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 Stranks (who works 4 days a week – Monday to Thursday).

Swimming

In 2025/26 children in Years 4 (terms 1-2) and Year 3 (terms 3-4) will have swimming lessons at The Olympiad with qualified instructors. We will ask for a voluntary contribution to enable us to offer these lessons. We will also need some parent support for the walk to and from the pool

Term Dates

Term dates (including staff training days) are published on our school website.

Thrive

We recognise the importance of children's good mental health and have a qualified Thrive practitioners at Ivy Lane –Miss Heap. Thrive is a mental wellbeing approach based on neuroscience and is a valuable tool in supporting our children to reach their full potential. Thrive uses many strategies to support mental health such as play therapy, yoga, and mindfulness.

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 logoed 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, avoiding risks and maintaining sensible behaviour if they are to do this without an adult. 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, as well as a child's age and experience to guide them in decisions about when or if it is appropriate for children to walk to and from school unaccompanied. Please inform us if your Y6 child will begin to walk unaccompanied.

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 KS1 and 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 and safety issue for the individual, other pupils or school staff.

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IVY LANE SCHOOL - Chippenham

