



**Summerwood Road, Isleworth, Middlesex TW7 7QB**  
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**[www.ivybridgeprimaryschool.net](http://www.ivybridgeprimaryschool.net)**  
**Headteacher: Ms Caroline McKay**

24<sup>th</sup> June 2020

Dear Parent/Carer,

Thank you very much for responding to our survey. You have indicated that **your child/children will be returning to school on Monday 29th June** when we will be reopening to pupils in Year 2,3,4 and 5.

If you did not request a place for your child by midday on Wednesday 24<sup>th</sup> June please do not bring them to school we will be unable to admit them.

We are taking all possible steps, in line with government and local authority advice, to ensure that a return to school is safe for pupils, staff and their families and we are looking forward to welcoming your child back to school.

In order to keep everyone as safe as possible we have made some adjustments to school procedures which are explained below, if anything isn't clear or you have any questions/queries please do not hesitate to ask.

From Monday 29<sup>th</sup> June we will be welcoming back those pupils whose parents have confirmed (via our survey or by contacting the school office) that they will be attending. This is the resumption of normal education for these pupils and therefore normal school expectations will apply. For example;

- Pupils will wear correct school uniform
- They will be expected to attend on time each day, all absences will be followed up
- Normal school hours will apply
- Parents/carers should contact the school first thing in the morning if their child can't attend as a result of illness.
- School meals will be provided as normal; children who normally have packed lunches should bring those.
- All school policies such as those for behaviour will apply as normal.

There will obviously be some changes necessary to ensure safety and all parents/carers are required to comply with these fully.

- Only one adult may accompany a pupil onto the school site, additional adults and siblings not attending school will not be admitted to the site and should not wait or congregate outside of the school gates.
- School gates will open at 8.40 am as normal; please do not arrive before this time in order to avoid congestion outside of the gates. The gates will remain open until 9am to allow greater time for pupils to make their way in whilst maintaining social distancing. Registers will be taken at 9am, any pupil arriving after this time will be late.
- Parents are responsible for the supervision of pupils on the way to and from school, school staff will not be responsible for ensuring social distancing outside of the school premises.
- There will be separate entrances for different groups of pupils; Years 3,4,5 and 6 will enter via the car park gates, nursery and reception pupils via the main entrance and into the reception playground and Year 1 and 2 pupils via the infant playground gate. Once on site everyone will follow a one-way system around the site and exit via the

car park gates. There will be signs on site to make this clear. Please ensure that you remain 2m away from other people whilst on site.

- Please follow the same system when arriving to collect your child in the afternoon. We will open the gates for children to go home from 3pm to avoid congestion, pupils must be collected by 3.15pm. Any children who walk home by themselves will be dismissed at 3.15pm as normal.
- The school office will be open but only one person/family group at a time should be in the main reception area of the school, if someone is already speaking with staff at the front desk please wait outside until they leave. If you arrive late for school with your child you must join this queue, do not enter the reception area unless it is empty. Please maintain social distancing whilst waiting to enter the main reception. If necessary wait outside the main gates.
- **Each pupil must bring a water bottle to school every day**, for hygiene reasons pupils will not be allowed to use the water fountains on school premises. Please make sure your child's water bottle is clearly labelled with their name. We will make suitable arrangements for bottles to be refilled during the day if necessary.
- **Pupils must not bring any other items from home into school**; this includes school book bags, pencil cases or work that they have been completing whilst at home. In order to reduce the sharing of resources we will not be sending home reading/library books with pupils. (We do have some books that are excess to our requirements, if we send these home we do not need them to be returned).
- Pupils have been divided into bubbles, they will remain in these bubbles with consistent staffing whilst they are in school, they will not mix with pupils or staff from other bubbles inside the building or during lunch or break times. This is to keep social contacts to a minimum.
- Each bubble has been allocated an area of the school and block of toilets to use, pupils will not be permitted to enter any areas allocated to another bubble without good reason. If it is necessary, they will be accompanied by an adult.
- We will ensure that all pupils wash their hands on arrival at school and have in place systems for regular handwashing and cleaning throughout the day.
- Where possible children will be seated apart in classrooms and at lunchtimes in order to maintain social distancing, however they are children and we cannot guarantee they will remain 2m apart at all times, this is simply not possible in a school setting.
- In line with government guidelines pupils and staff will not be wearing face masks or other PPE whilst in school except in specific circumstances set out in the government guidelines.
- If your child is unwell you must not send them to school, you must inform the school immediately. If they are displaying any symptoms of a COVID type illness you must inform us. It is now possible for children over the age of 5 to be tested if they are displaying symptoms and you will be expected to ensure this happens and that we are informed immediately of the results. They must not return to school until they have either received a negative result or have self-isolated for the required length of time.
- If anyone in your household is displaying any symptoms of a COVID type illness you must not send your child to school and must inform us immediately. Again you will be expected to make use of testing facilities and inform us of the outcome. Your child must not return to school until you have either received a negative result or have self-isolated for the required length of time.

We are really looking forward to welcoming more pupils back into school from 29<sup>th</sup> June. If you have any queries please do not hesitate to contact us.

Kind Regards,

Caroline McKay (Headteacher)