



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

1<sup>st</sup> September 2020

Dear Parent/Carer,

We are really looking forward to welcoming all of the children in years 1 to 6 back to school next Monday 7<sup>th</sup> September. Children in reception and nursery will have already had information about when they return.

We are taking all possible steps, in line with government and local authority advice, to ensure that school continues to be safe for pupils, staff and their families. 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.

Please remember that although some of these procedures may be a little inconvenient for you, everyone must follow them without exception; please ensure that you comply fully with any requests by school staff.

From Monday 7<sup>th</sup> September, school will be operating as normal and all normal school policies and procedures apply, including the wearing of correct school uniform, our school appearance policy and attendance policy.

### **Morning Procedures for Drop Off**

- 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.
- Only pupils in nursery, reception, year 1 and 2 may be accompanied onto the school site by an adult.
- Nursery and reception pupils will enter the school site via the main entrance by the office.
- Year 1 and Year 2 pupils will enter the site via the infant playground gate.
- Year 3 pupils will be met at the car park gates by their teacher – parents/carers must not come onto the site.
- Year 4, 5 and 6 pupils only (no parents/carers) will enter via the car park gates, staff will be there to ensure they walk safely and sensibly to their classrooms.
- Parents/carers 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.
- 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 follow the directions of staff. Ensure that you remain 2m away from other people whilst on site.

### **Afternoon Procedures for Collecting Pupils**

- At the end of the day we will open the gates for children to go home from 3pm to avoid congestion; all pupils must be collected by 3.15pm. Any children in KS2 who walk home by themselves will be dismissed at 3.15pm as normal.
- Parents/carers collecting pupils in the reception class will enter via the main gate by the office.

- Parents/carers collecting children in yr1 – yr 6 will all enter the site via the infant playground (no one is to come onto the site through the car park gates – this is an exit only in the afternoon).
- The one-way system will operate on site and everyone will leave via the car park gates.

### **Speaking with School Staff**

- The school office will be open as usual 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.
- If you have a message for your child's teacher (Yr 3 – 6) please speak with a member of senior staff at the front of the school – they will pass on the message or make arrangements for the class teacher to contact you.

### **Breakfast Club and After Care**

- Only pupils who have been pre-booked into these clubs are able to attend, this is to ensure adequate social distancing arrangements are in place.
- Drop off and collection arrangements for these clubs remain unchanged, please ensure you maintain social distancing whilst on site.

### **Other arrangements**

- **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 unnecessary items from home into school**; they only need PE kits, book bags (containing only their reading book and any homework that is set) and packed lunches. **Do not bring other items (including pencil cases) or back packs into school.**
- **It is essential that your child's clothing is clearly named to avoid clothing being swapped by mistake.**
- 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.

### **What to do if your child is unwell (or a member of your household is unwell)**

- If your child is unwell you must not send them to school, you must inform the school immediately and be very specific regarding their symptoms. If they are displaying any symptoms of a COVID type illness you must inform us. You must arrange for your child to be tested as soon as possible. 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 test is positive.
- 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.

- If your child becomes unwell in school we will contact you to collect them as soon as possible, please make sure that we have the correct contact numbers for you and any emergency contacts.

We appreciate your co-operation in maintaining a safe environment for children, staff and families and look forward to seeing you all on Monday.

Kind Regards,

Caroline McKay (Headteacher)