



31st March 2017

Dear Parents and Carers,

Re: Expansion Phasing

As you will be aware, we are getting closer to our Phase 1 and Phase 2 of the expansion. I am writing to inform you of these changes and 2 planned closure days linked to this phasing.

Phase 1

The Pavilion will be handed over to the school at the end of Term 5. Over the half term break (29th May - 2nd June), the temporary building on the playground will be removed. This means that on our first day back, (5th June), we will be keeping the school closed to children to allow for the set-up of the new classes and spaces.

As of the 6th June, Year 4 children will be based in the classrooms in the Pavilion. Mrs Croasdell will also be based in the Pavilion with Year 4. However, the main entrance will continue to be located in its current position. Children will need to enter the school grounds through the current gates and walk across the playground to their new classrooms. A new temporary walkway will be provided by SKANSKA between our playground and the Pavilion. Parents are welcome to take their children to class and wait for them at the end of the school day outside their new class doors.

Phase 2

At the end of June, the school will be handed over the new building. On **Monday 3rd July**, the school will be closed in order to move classes into some new spaces:

Year R	No change
Year 1	Coriander Class: No change Chilli Class: No change
	Lemon Grass : Moving to current Y3 Vanilla Class
Year 2	Basil Class: Moving to current Y5 Cayenne Class Tarragon: Moving to current Y5 Paprika Class
Year 3	Vanilla: New build ground floor Cinnamon: New build first floor
Year 4	No change: Stay in Pavilion
Year 5	New build ground floor
Year 6	New build first floor

As of Tuesday 4th July, children will be based in the spaces listed above. Our new main entrance will be on Johnsons Road as well as the administrative offices. There will continue to be an entrance gate by the art studio leading to the Reception and Year 1 classes.

We will provide an update of the 'start and end of day' routines nearer the time.

After 3rd July, parts of our existing build will be refurbished.

A major Health and Safety Review has taken place, to ensure we are well equipped to manage all of these phases safely and effectively. This has been shared with governors, and will be shared with parents closer to the move dates.

It is hoped that the vast majority of work of in our existing build will be completed by the time the children return to school on the 5th September.

We do hope we can reassure parents and families that we are doing our utmost to avoid disruption, however the closure days planned for the 5th June and 3rd July are unavoidable.

More detailed plans of the building will be shared prior to the move dates.

Many thanks,

Mrs Sarah Allen

Head Teacher