

The Federation of Cowick and Pollington-Balne CE Primary Schools

Executive Headteacher: Mrs K Rawes
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15th November 2024

Dear Parents and Carers,

Plan Building Works commencing December 2024

Following on from our previous letter sent on 5th September 2024, renovations are due to begin in December 2024. The planned works will include the toilets, music room and cloak room corridor in the lower half of school, where Oak class is situated.

To ensure the safety of our children and staff team, extensive plans have been made to ensure that the area where the building works is set to take place is sealed off and will only be accessible by contractors whilst the work is completed. We are expecting the full scale of work to run until Easter 2024 when the area will be handed back to school with a new toilet suite and resource room on completion.

Over the October half term, the hygiene suite that is already on site being used by Oak Class was relocated, a new access door added, and a temporary corridor is to be erected in the next few weeks. This will mean that Oak Class can continue to use their reception class and access to the rest of school as normal. Children will only have room in a much smaller cloakroom for a book bag and drawstring bag only, please keep rucksacks at home.

Due regard to safeguarding and health and safety procedures has been implemented, risk assessments have been updated and Oak class will continue to use the fire escape exit through the double doors via the classroom. All building areas will be sealed off with restricted access for contractors only, and any crossover of contractors onsite will be planned and minimised through specified walking areas. Safeguarding and visitor procedures will be implemented as per normal procedures.

Contractors will have access to the site car parks for their compound, but there will be policies and procedures in place to minimise disruption whilst this work is undertaken. Routes and access are planned by the school's diocesan architect and will be in place before contractors come onto site.

Please be aware that as the building works commence, parking will be reduced on site during this period.

Therefore, we ask for your patience whilst the works are completed and kindly request that drop off and pickups are timely, and parents leave the site swiftly to support the safety of our children. Those children who are confident to do so should be encouraged to walk up to the building unaccompanied and members of our staff team will be onsite to greet them and ensure that their passage into school is managed safely.

Parking onsite will be limited during this time; we would like to offer a polite reminder to all that there is a park and stride option to school from the village hall.

To help keep our children safe, please also be mindful of safe parking in and around the village.

We are confident that there will be minimal disruption to children's learning and would like to thank you for your continued patience and support.

Kind regards,

Michelle Batty	and	Anna Laycock Brown
Head of School		Chair of Governors