

# NORTHUMBERLAND County Council

The Federation of Longhorsley St Helen's and Whalton Church of England Aided Schools

Longhorsley St Helen's  
C of E Aided First School  
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Whalton C of E Aided Primary  
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**Mrs Nichola Brannen**  
Executive Headteacher

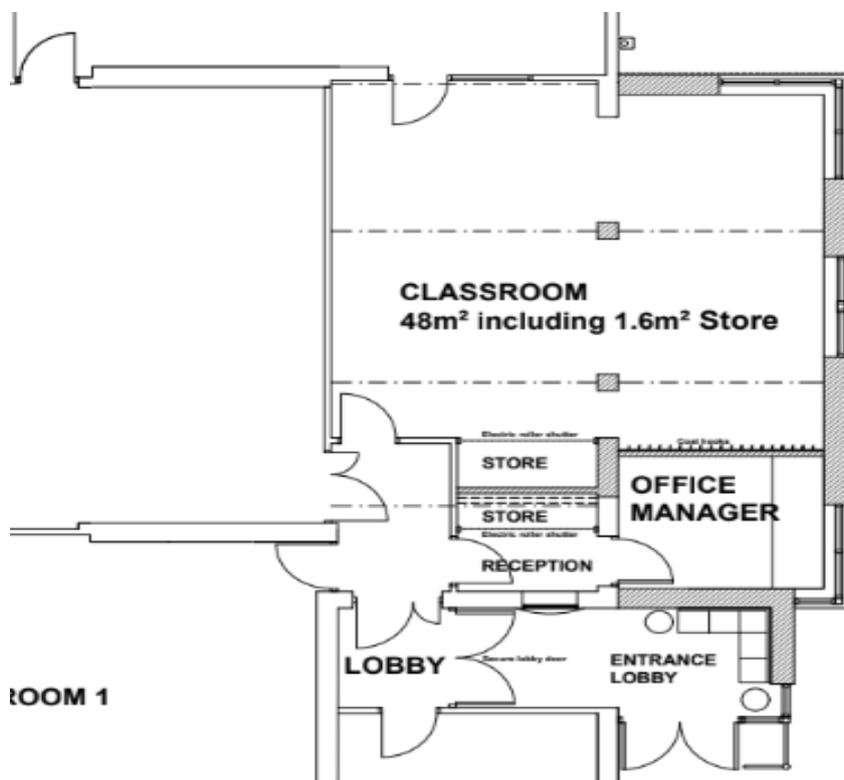
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4<sup>th</sup> October 2018

Dear Parents

We are delighted to let you know that we have finally had the go ahead on the classroom extension for our current Year 4 classroom. The building work will begin on 15th October with Quigley Builders and it is scheduled to be fully completed on Friday 22nd February 2019. In addition to extending the classroom out towards the current fencing and single entrance gate, it will also create a new main office, safety zone and a canopied entrance into school to provide weather protection for the new entrance. A new level pedestrian access next to the current double gate, will also allow buggies/prams access to school without having to manoeuvre the steps; we have tried to think about everyone benefitting from this project! See design below of extended classroom:



Of course, there will be some unavoidable disruption to the school during this time, but we have been assured by the builders that this will be kept to the minimum. The builders anticipate there will be partial disruption to the footpath adjacent to the school which will be minimised once the foundations and shell is complete, although any diversions will be clearly signposted and works will be segregated by secure boundary fencing.

There will be a self contained base for the builders to the left of the main double gates, manned by site foremen Philip Bladen and Edward Donnelly. The site will be manned Monday to Friday from 08:00 to 16:30. Any works taking place outside of these hours will be internal works in the school and will not impact footpaths or roads.

### **Changes to be made in School during the build**

For health and safety during the build, the Year 4 children will be taught in the hall after October half term but will be able to watch their new classroom expand on a weekly basis. We are looking into getting some portable room dividers to divide the hall, to make a suitable and flexible teaching and learning space to minimise disruption to their learning. Big plea, if anyone has access to portable panels/dividers through their business, please let us know as they are expensive to buy. We will be contacting local high schools too.

The current main entrance to school will not be accessible at all and instead the entrance into the Y1 - Y4 cloakrooms will become our temporary main entrance. As this is the main entrance used by the children, we have set up some guidelines to make this as safe and accessible as possible.

### **If you need to see or contact Mrs McEwan/the Office:**

- In the mornings, please wait until all of the children have gone from the cloakroom into their classrooms - Mrs McEwan will be based outside of the hall then until 9.30am
- During the day - a phonecall will be the easiest option please for messages/emergencies
- Any notes and or/any paper correspondence can be posted into the 'temporary post box' available to the side of the cloakroom doors - which will be emptied on a daily basis
- To pick up children for emergency appointments or if unwell, Mrs McEwan will meet you at the cloakroom entrance - please let us know in advance
- If no one is available at the cloakroom entrance - please ring bell or phone if unanswered

### **At the end of the school day**

- All Year 1 - 4 children will be brought out through the cloakroom doors into the playground by their teachers and lined up in the same manner as in the mornings - staff will then hand children over individually to parents. **We will start to practice this from next Monday, 8th October - please can you let anyone who picks up your child/ren that this is where the children will be exiting.**

### **Bikes and Scooters**

- The scooter and bike shelter will be moved to inside the playground for easier access and no steps to climb! For the safety of all children, please can we remind you that children need to dismount these before they come into the playground and that the same happens at the end of the day when the scooters and bikes are collected.  
No riding/scootering in the playground please.

The children and staff are extremely excited to get the build underway. When budgets and funding are so tight, we are very lucky to have had a successful bid and funding from the Diocese for the vast majority of the work to ensure our school is fit for purpose. However, these things cost a lot of money and the PTA will be sending out a letter asking for your continued support in helping to raise funds to help with school's financial contribution to the build.

The one sad thing is that we have to lose our beloved cherry tree, however, this was going to have to happen anyway as it is very poorly and advice from County was that we had to have it removed. However, we will be planting a new tree to mark the opening of our new extension

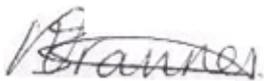
To minimise the impact on our neighbours and local residents, the builders have kindly agreed to put a letter through everyone's door and we have shared the planned works with the Parish Council and been in touch with the Village Hall too.

If you have any questions or concerns regarding the project, please don't hesitate to contact the builder's office either on 0191 373 4419 or [email@wjm-quigley.co.uk](mailto:email@wjm-quigley.co.uk)

If you have any concerns with regard to the school managing the impact of the build internally, please do not hesitate to get in touch with me.

All we ask is for your patience and understanding at this time as we all look forward to the end result. Last year we had the build at Whalton when it changed from a first school to primary and the children thoroughly enjoyed the extension being built there - it became quite an educational journey for them - one which grew before their eyes - and the site manager even came back to referee our football matches!

Kindest regards,



Mrs N Brannen  
Executive Headteacher