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11th March 2016

Dear Parents and Carers,

We are delighted to be able to tell you that the Local Authority has agreed to support a two million pound extension of our school premises. This decision follows extensive discussions and a great deal of hard work from everyone involved. The building work is due to start in 26th July 2016.

The new build will include a two storey extension and increase the capacity of our present hall. The extension will offer our wheelchair users a purpose-built learning space and will enhance the facilities for all our pupils.

Although we had hoped for a complete new building, we have to be realistic that in the current economic climate there are limited resources available. The plans do offer a substantial improvement to our current situation and we will continue to press for additional funding for improvements to the existing building.

As the rebuild will affect the majority of our classrooms and the site will be unsafe for pupils, we have been offered temporary accommodation at the Rushcliffe Resource Centre on Loughborough Road in West Bridgford for the duration of the build with a proposed finishing date of October 2017. This move will enable the work to be completed more quickly and will allow a basic refurbishment of the existing building to be carried out as well.

Whilst the building in West Bridgford can easily be adapted to our needs, we are very aware that the move will have implications for travel as well as for settling children into a new environment. We would like to reassure you that we will be preparing all our pupils to manage this change and will support them in every way we can.

We will be inviting all parents and carers to a meeting very soon so that we can discuss the implications of the move and how to ensure a successful transition (date to follow).

We hope the Frequently Asked Questions sheet attached to this letter also helps to answers some of the many questions you may be concerned about.

We would like to take this opportunity to thank you for all you have done to support our campaign to improve our facilities. We will continue to work tirelessly to ensure that all our pupils will have the best possible facilities and educational opportunities.

Dawn Wigley (Headteacher) Alex Macdonald (Chair of Governors)



Frequently asked questions – Parents

| Question | Answer |
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| <p>Will this affect Home / School transport</p> <ul style="list-style-type: none"> • All pupils within 3 miles of the Bridgford location receive transport? • Will the pick up / drop off times alter? • Will I be able to drop my child off myself? • Will Cotgrave pupils receive transport? | <p>We are awaiting a firm response from the Local Authority but this is looking very positive.</p> <p>Obviously the times may alter but the transport dept. will look at this as soon as they can so parents have plenty of notice. Parents who live near the near location will be able to drop off their children.</p> <p>All pupils who in Cotgrave will be receiving home / school transport.</p> |
| Is there adequate parking for Parents | Yes there is off- road parking in two separate areas; within buildings ground |
| Do the facilities at the Bridgford site match the needs of the children? | The building will be empty from 1 st June and there is some internal work that will need to be completed. E.g. some large spaces need dividing into two. The main drawback is there is limited outside space. |
| There is not as much outside space at the temporary site – how will this be addressed Is the site secure? | There is a small quad in the middle of the building and some classrooms which lead in to the outdoor space. There is also a local park which is within easy access. We are very near two other school and we will be investigating sharing some of their space. |
| Will this involve extra INSET days for staff to move to and from West Bridgford location | We do anticipate needing extra days in September to arrange and organise the spaces. Unfortunately we will still need our INSET days as these are used for essential training: moving and handling, health training etc. |
| When will parents get to see the temporary building in West Bridgford | We are hoping that the building will be ready for us to look around towards the end of June / early July. We will be arranging an open day where all parents will be invited. |
| Will this affect Fun Week in the Summer | The school needs to be handed over to the builders / removal men on Tuesday 26 th July. We will not be allowed on site after this date. We are hoping that we will be able to arrange something for Fun Week but it will be off – site visits. We will let you know as soon as possible. |
| Will this affect after school club | At this moment in time we are not sure if after school clubs will continue (while in the West Bridgford building). The staff have only just learnt of the move to West Bridgford and they will need to be consulted. It may be that a limited provision be provided during the transition period. |
| Will the start and end of the day times be changed? | We are hoping that the school times will not be altered. We are near two other schools and one of the schools will be using the same road as we will be using. We are still investigating this and will let you know as soon as possible. |
| What are the time | The school will close at the end of the academic year in this |

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| frames for leaving Cotgrave and returning? What happens if the building work over runs | building Friday 22 nd July and the proposed date to return is October 2017. Obviously if the work runs over we will remain in West Bridgford |
| Will we be definitely returning to Cotgrave | Yes |
| What will happen to the activities based in Cotgrave? Including: Links with local schools The donkeys Swimming Horse – riding Hydrotherapy | At this moment in time we are not sure about these activities. It is unlikely that the donkeys will be able to come to the new venue as there is not the space. They may be able to go to a different special school and we can visit them. Swimming will also be difficult. We will not be able to afford a coach to bring us to Cotgrave. We may be able to use our transport to take the pupils on a rota basis or we may have access to a swimming pool in West Bridgford. School are investigating this further. |
| Will the children still be able to receive a hot school meal | There is a fully equipped kitchen and a full dinner service will be available. |
| What schools are near the Bridgford site – would there be the chance of any links? | There are two schools very close and we will be making contact with them and hopefully be able to make some useful links. |
| Will any curriculum activities be affected | Our normal curriculum links should not be affected |
| When will parents get to see the plans for the building work at Ash Lea? | The plans are on display in the main school hall and will be available to see at any time when the hall is not being used. |
| What will happen to the main building where there is no planned worked | Once the building is empty we will review the layout and hope to do as much work as we can. The current hygiene suit will be converted into a sensory / multi-media room, conversion of another space into a toilet with direct access from a classroom and other conversion of spaces to ensure access to a small calm space from two other classes. The hall will also be extended and a tracking hoist installed. We are also hoping to paint throughout, new flooring and new curtains and blinds. |
| What is planned for the My Donate money? | The My Donate money which stands at £42,000 will be used for the work mentioned above – to enhance the main building. |
| What can Parents do to support | In order to do as much as we can to the main building we still need to raise more money. We would like a group of parents to get together to investigate funding sources and to complete funding applications. If you would to support us in anyway at all please do let us know. |
| What support will be offered to children to help them transition to the new building and back again? | We are planning to visit other special schools who have been in the same situation and ask advice: <ul style="list-style-type: none"> • make a video to show the Bridgford building, • take photos / turn these into books • make a social story about the move • take the children on visits • have a new class transition morning in the new building • minimise class changes for the new academic year. |