

# CRAWLEY DOWN VILLAGE C of E SCHOOL

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Dear Parents and Carers

Further to the notification in last week's newsletter, I am writing to inform you about the upcoming expansion project taking place at the school.

In addition to some internal refurbishment of the existing school, the extension to the current school building will include three new classrooms, a new hall (with changing rooms) and a new kitchen. I am sure you will all agree that this project is long overdue. We are now educating 375 children, compared to 315 when I started at the school in 2014. We have outgrown the current building and the pupil roll will continue to rise until we are a full 2 form entry school.

The extended school building will start from the external doors immediately outside Class 3 and will take up the majority of the current Key Stage One playground, in addition to some of the top field.

The award-winning contractors working in our school will be Beard Construction Ltd and they will be on site from Monday 11<sup>th</sup> February 2019. This will be what is known as a 'soft start' as they will be preparing the site for the works and erecting offices and hoardings etc. The initial groundworks will start the week commencing 18<sup>th</sup> February 2019 – school half term.

There will be considerable disruption at the school for the duration of the project (expected completion – December 2019), but we will aim to keep this to a minimum for everyone. Our priority remains the safety of the children, staff and parents. We will also keep you regularly informed of any changes, or key information that needs to be shared during the project.

We will start school on **Monday 11<sup>th</sup> February 2019** as we have done all year, with parents accessing the school through the front gate next to the Donkey Field entrance and from the two gates on the bottom field. **When the children are collected at the end of the day, the arrangements will be different, however the back gates can be used as normal throughout the project.** The front gate by the pre-school will be the main entrance to the building site, for contractors and their deliveries and will no longer be used by pedestrians. The small pedestrian gate at the front of the school (to the left of the two yellow bollards) will be the only accessible pathway for parents to access the school and Donkey Field from the front. There will be a fenced pathway that allows visitor access to the school office through a gate and this pathway will continue across the front of the school where it meets the side

gate by the bin store. This will be the only route for parents who choose to access school from the front. If you are able to park closer to the village centre and enter the school from the bottom gates, this will aid congestion at busy times. I would urge you to do this if at all possible.

From the afternoon of **Monday 11<sup>th</sup> February**, parents of children in **Reception** will collect their children from the school hall. This will be their collection point until further notice. Teachers in Reception will bring the children to you. You will leave the school from the closest exit near our staff room and photocopier. Please do not worry about remembering all of this. There will be adults to help you for the first few days.

Parents of all other children (**Years 1-6**) will meet them at the end of the school day in the normal way. The only access at the front of the school is from the new pedestrian pathway, which runs across the front of the building.

On the morning of **Tuesday 12<sup>th</sup> February**, parents of **Reception** children will enter the school past the school office. You will also exit the same way. If you have children in other year groups you will **not** be allowed to walk through the school building to their classroom.

All other parents will access their children's classrooms either from the back entrances to the school, or from the newly created pedestrian pathway, which allows you to get to the back of the school from the side gate near the bin store.

There is a lot of information here, particularly regarding access for the first couple of days. I hope I have been clear with my explanation, but please don't worry as there will be staff around during the first week to help you get around.

In the next two weeks, we will be trialling new arrangements for break times and lunch times as the building works require us to be flexible around these times.

Please do not hesitate to get in touch with your class teacher or year group leader if you have any queries. We have recently sent out their email addresses on the newsletter to aid communication.

Yours sincerely



Oliver Burcombe  
Headteacher