



TITCHMARSH CHURCH OF ENGLAND SCHOOL

School Lane, Titchmarsh, Kettering

Northants, NN14 3DR

Telephone: 01832 732874 Fax No: 01832 732353

Email: head@titchmarsh-ce.northants-ecl.gov.uk

Headteacher: Mrs J.Milton

9th October 2009

Dear Parents

Following our parents meeting on Wednesday night, I write to update you with our organisation for the two term project of a new hall, classroom and kitchen.

The meeting was attended by parents, governors, staff, architect Colin Moore and NCC Project Instructor Keith Bazeley. Chair of Governors, Mark Lee gave a very informative presentation about how we intend to organise the school during the works, whilst at the same time answering many of the questions, posed by parents previously. This was followed by parents asking questions which were answered by Governors, Mr Moore, Mr Bazeley and I. Plans were also available to look at and discuss at the end of the meeting. Thank you to those people who approached staff and myself with such positive comments after the meeting.

I hope you find the following information of assistance.

Parking and Access.



The car park and front entrance will be out of bounds during the course of the project, which is expected to take two terms to complete. The Green Door will become our front entrance. Staff and visitors will park on the street or the car park next to the Pavilion. Please park away from junctions near the school.

Hall



Assemblies

Whole School Assemblies will be held at least once a week at St Mary's Church. Key Stage assemblies will be held in classrooms. Sharing Assemblies and Parents' Sharing Assemblies will be held at the Titchmarsh Pavilion on Titchmarsh playing field. Assemblies with guest speaker i.e. PCSO Butters or a school governor will be held on a Monday morning at the Pavilion. The End of year assembly will be held at Pavilion.

PE

All PE lessons will be held at the Pavilion. School sports equipment will be stored in a secure room at the Pavilion. Children will change in the changing rooms at the pavilion. In inclement weather, if the field can not be used, the Pavilion will be on standby. PE kit will be stored at school.

Dinner

Lunches will go back to being eaten in the classrooms. Hot meals will hopefully begin in the Autumn term 2010 in the new school hall.

Clubs and Activity Days

Mrs Forbes will escort and carry out Gymnastics Club at the Pavilion. Piano lessons will take place in the Practical room. After School Dance Club will be held at the Pavilion. Children will be taken by staff to the Pavilion and parents will collect from there at 4.30pm. Mrs Milton is still in negotiation with Coach Mills as to when After School Sports will commence. We can continue to use the field but we have the problem of where the children will go when it is raining.

Mobile Classroom



After the removal of their classroom, Miss Young, Mrs Hazell and Year 1 will work in the Year 2 classroom. Mrs Grantham, Mrs Findlay and Year 2 will work at the Pavilion every morning. This was decided as Mrs Grantham is the more experienced teacher. They will leave school after registration, taken with Year 1 and return at lunchtime. They will have break, fruit and milk at the Pavilion in the morning. Mrs Grantham will be in telephone contact with school at all times. Classroom equipment will be kept in the storage room supplied by the Pavilion committee. Year 2 tables will be transported to the Pavilion and will remain there for the duration of the build. Year 2 will work with Year 1's in the afternoons with both their class teachers. Currently Year 1&2 have ICT & RE together. They will continue to have separate PE & Games.

There will be rare occasions when Year 3&4 will use the Pavilion, for example Optional SATS in May. During these times, Year 2 will either work with Year 1 or separately in the same class. Assembly times will be shortened to allow transfer of Year 2 to Pavilion. Children will remain there until 12 noon. The time taken for Year 2 to travel to the Pavilion is 3-4 minutes. Risk assessment, fire drills and public liability insurance will be in place for use of the Pavilion. Doors will be locked when the children are in class. The Pavilion will not be open to the public during the school day for the duration of the project. I will arrange a date for interested parents to visit the Pavilion prior to the project beginning.

We hope that you find this to be more than acceptable as a replacement for the mobile classroom. We are all very excited about using the Pavilion, which is a lovely environment to work in. It will be an excellent way of promoting independence and responsibility in our younger children, as well as working with our local community.

Other areas of the school



Building work will be contained in the car park area and where the mobiles had been located. Access to the site will be cordoned off in line with NCC Health and Safety Regulations. Some materials will be in lockable areas but the space available to the contractors will be extremely limited so they will do the best they can within the constraints available.

It is not possible to carry out CRB checks on all site staff. Contractors used will be used to working in a school environment but the nature of building/ sub-contractors means that the time taken for CRB checks is too long to wait for what may be a small item of work. However all contractors areas will be segregated as much as feasible and contractors will not work in an occupied area without staff present. The Fire Strategy will be developed to align with schools and it will be posted on the school's website.

All work to the hall, kitchen and classroom will be carried out first. Work to be carried out in the existing part of the school will begin at summer half term. However all proposals that may impact on areas within school will be thoroughly checked and monitored for Health and safety.

The Project manager has been made aware of school events such as Frontier Centre trip, SATS week, May Day, games lessons, FOTS Fun Day. We hope events such as the FOTS Fun Day, Pamper Evening, Pre-school Sports morning will carry on but will need reorganising due to the lack of a hall for electricity and toilets. Sports morning will continue with little or no disruption. The Maths Library will to run in the school corridor. We hope to relocate the Nature Table at a later date.

Gardening Club will be unable to use the school garden. Therefore, Dr Montague and Mrs Stopps will use planters during the Summer term to grow flowers and salad vegetables. The planters will be located in the main playground. Dr Montague has kindly agreed to maintain the school garden during building project.

Plans and images are available to view on our website. Go to School and then New Build 2010. I hope you find the information above useful and reassuring. The children's safety and happiness are our number one priority through out this exciting project and I will endeavour to keep you informed with developments as they happen, through out the course of the project. If you have any further questions or comments, please do not hesitate to contact me.

Yours Sincerely

Mrs J Milton

