



# MICKLEOVER PRIMARY SCHOOL

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Headteacher Mrs Lynne Gerver

3<sup>rd</sup> March 2020

Dear Parent

## Proposed building works at Mickleover Primary School:

I would like to share with you some exciting news for the school. Today, 3<sup>rd</sup> March 2020, Derby City Council will put forward a proposal to update classrooms at Mickleover Primary School. The Proposal will be considered by Derby City Council Cabinet at its meeting on 11<sup>th</sup> March and, if approved, we will take the opportunity to join the funding for this proposal with some additional, already agreed school funding for our new breakfast/after school club room. We hope you agree that this is a much needed and very welcome investment for us all here at Mickleover Primary School.

The school has been working very closely with Derby City Council over the last few months to develop the proposal in full and we are now really pleased to be able to share the details with you. There will, of course, be some temporary changes we need to put in place to enable the works to happen, and all involved are absolutely committed to ensuring any temporary adjustments run as smoothly as possible.

This letter aims to provide you with all the information you need about what we will need to put in place on a temporary basis, especially for our Year 5 and Year 6 children.

### Background:

The Council has identified that our original two storey building requires significant maintenance work within the next year.

The proposed project will provide the school with a total of six replacement classrooms and a new breakfast/after school club room, with associated toilets and storage. It is planned that the new breakfast club block will also have one additional classroom and will be available from 2<sup>nd</sup> of June 2020. There will then be another block built containing the other five replacement classrooms, and it is planned that this will be ready for the start of September 2020.

The planning application for the new breakfast and after school block was approved in 2019, with construction due to start for this stage of the project in April 2020. The planning application for the proposed replacement of the two storey block is currently still going through planning consultation, and we hope this will be approved in April or May, subject to Council Cabinet approval of the funding for the project on 11<sup>th</sup> March 2020.

### What does this mean for the school now?

The entire project is an exciting and ambitious one which will result in improvements and extended facilities, therefore we expect that it will take longer than the summer holidays to complete. This will mean that there are changes we need to make in the short term to some classes, so that we can press ahead with the project and complete it as soon as possible.

We have been working closely with Derby City Council to explore the best possible solution for the children temporarily affected whilst the works are taking place. The proposal is to move two classes into the new breakfast club/classroom block, which is due to be completed



by the end of May 2020, plus four classes moving to one of our neighbouring schools after the May half term break. **No classes will need to move before the May Half Term holiday, and SATs will not be affected by the proposals. Year 5 and 6 pupils who use the Before or After School Club will still use the facilities at Mickleover Primary before and after school. Also, Year 5 and 6 will still be able to attend after school sports clubs here at school, if they wish to.**

It is proposed to temporarily transfer both **Year 5 and Year 6** classes to the new Hackwood Primary Academy School (Hackwood Primary) in Mickleover for the last half of the summer term. All children will remain Mickleover Primary children and will continue to be taught by our staff, as all our Year 5 and Year 6 class teachers, teaching assistants and other support staff will move to Hackwood temporarily too. This will happen from **2<sup>nd</sup> June 2020**. We are extremely grateful to Hackwood Primary for their offer to accommodate these class groups temporarily from this date.

Hackwood Primary is a brand new purpose built primary school on a secure site. It has been built to serve the new housing estate and is opening on a phased basis, so currently has spare space to support us.

In order for the school to move our classrooms around we will unfortunately need to close for two additional days either side of the summer half-term break. The proposed closure days are **Friday 22<sup>nd</sup> May** and **Monday 1<sup>st</sup> June**. We appreciate that this may pose challenges to parents; this decision is not taken lightly, but it is necessary to make the scheme work. By giving you as much notice as possible we hope you will bear with us during the works. We will confirm the dates as soon as possible, should Council Cabinet approve the project.

Specific details of the classes moving are set out below:

<b>Class name</b>	6G	6MH	5HW	5W	Dolphins	Cats	Owls
<b>Year</b>	Year 6	Year 6	Year 5	Year 5	Year 1	Year1	Year 2
<b>Proposed location</b>	Hackwood Primary	Hackwood Primary	Hackwood Primary	Hackwood Primary	New Breakfast Club Unit / Classroom	New Breakfast Club Unit / Classroom	6MH classroom Mickleover

### **Specific arrangements for Year 5 and Year 6 classes only:**

#### **Transport**

We know many children in Year 5 and Year 6 will have siblings in other year groups at our school. In order to prevent any problems arising in having to drop children off at two different locations at the same time, we are working with the Council to provide bus transport from our school to Hackwood school in the morning, and back again at the end of each day. The buses will be supervised by Mickleover Primary School staff. We are proposing to keep to the normal drop-off time, with the buses collecting the children at 9am. Children will therefore need to be in school no later than 8:55am, as per current arrangements. However, to facilitate the slightly later lesson start time and ensure we do not lose valuable teaching and learning time, as well as taking into account the traffic and ensuring the safety of the children on the buses, children will not be collected from Hackwood Primary by the buses until 3:30pm each day. The buses are expected back at Mickleover Primary at 3:40pm. In order to keep our children safe, and make the process work as smoothly as possible, we ask that **Year 5 and Year 6 pupils are dropped off at Mickleover Primary School at the normal time in the morning, by 8:55am, and collected at 3:40pm, at the end of the day,**

**from here at Mickleover Primary School. Children who have permission to walk home from school unsupervised will need to walk home from Mickleover Primary School.**

On Friday mornings, Year 5 and 6 will join the rest of Mickleover Primary School for our school celebration assembly. Therefore, on Fridays only, the buses will collect children at a slightly later time of 9:45am, but please ensure children are dropped off at the usual time before 8:55am.

### **Late Drop-off/Early Pick Up**

Any Year 5 and Year 6 pupils who need to be dropped off after the buses have left in the morning, or need to be collected early, they will need to be dropped off or collected from Hackwood Primary by parents. We ask you let our school (Mickleover) know in advance as you would currently do, by phoning the office on 01332 514 052. If it is an unplanned late drop-off or early collection, please phone our office to notify first, then go straight to Hackwood Primary School.

If your child is late on a Friday, please be aware that pickup by the buses is at 9:45am, so they will need to be dropped off at Mickleover Primary if it is earlier than 9.45am.

### **Traffic**

To make sure we do our utmost to keep children safe we are asking all parents to avoid driving to/from school if possible and to avoid parking on Vicarage Road due to the need to manage the buses as safely as possible. Hopefully we will see some better weather in June and July which should also help reduce traffic. We will be working with Derby City Council to help to reduce parking and traffic outside the school during this time to help ensure that the children using the coaches are kept safe.

### **Lunches**

Because Hackwood Primary does not currently have the capacity to provide meals for all our children we will need to ask each Year 5 and Year 6 pupil to bring packed lunches in for the half term from the 2<sup>nd</sup> June 2020. Children in receipt of free school meals will have a packed lunch provided by our own kitchen to take with them to Hackwood each morning. For all other year groups staying at our school, arrangements will continue as normal.

### **Contacting the School in an Emergency**

To contact the school in respect to any of our Year 5 and Year 6 pupils, arrangements will continue as normal, in that parents will need to contact us here at Mickleover Primary School on 01332 514 052 as you would do currently. We will have systems in place for then relaying messages to the staff at Hackwood Primary, and vice-versa, please **do not** contact Hackwood Primary directly.

### **Medicines**

Hackwood Primary School can store medication for pupils during the school day. Arrangements for administering any medication should not need to change from the current arrangements here at Mickleover Primary School. Please speak to a member of our staff as per our normal procedures, if your child requires any medication during the day, so arrangements can be made, or if you have any concerns about this.

### **Visit day for children**

To introduce and help settle our Years 5 and 6 children into Hackwood Primary we have planned a provisional date for the four classes to visit on the morning of Thursday 21<sup>st</sup> May 2020. This will be an opportunity for pupils to have a look around the school and meet some of the children already there, as well as a chance for the Hackwood Primary pupils to meet our children and staff. Years 5 and 6 children need to arrive at Mickleover Primary as normal in the morning and will return to Mickleover by lunchtime.

### Further Information

We will be holding an information meeting for parents and carers of Year 5 and Year 6 pupils here at Mickleover Primary, on **Thursday 12 March at 5.30pm**. This will be an opportunity to share more information on the proposals and arrangements for temporarily teaching at Hackwood Primary. If your child is in Year 5 or Year 6, and you would like to attend **please can you return the reply slip at the end of this letter to school by Monday 9<sup>th</sup> March**. In addition, if you have any questions you would like to ask, please also complete the query section of the slip, this will help us to answer as many questions as possible on the evening.

### Provisional Timeline and next steps

11 March	Derby City Council Cabinet to consider the proposed scheme
12 March 5.30pm	Year 5 and Year 6 Parents' information event here at Mickleover Primary School
6 April	Breakfast Club / Afterschool Club / Classroom unit work begins
21 May	Provisional morning visit to Hackwood Primary School for Years 5 and 6
22 May	Provisional date - Whole School Closure
25 May – 29 May	Half term break
1 June	Provisional date - Whole School Closure
2 June	Year 5 and Year 6 pupils' first day at Hackwood Primary School (drop off and pick up from Mickleover Primary)
19 June	INSET day
22 June	INSET day
13 July	INSET day
21 July	7pm Leavers' performance at Mickleover
23 July	7pm Year 5/6 Leavers' Disco at Mickleover
24 July	Year 5 and 6 pupils at Mickleover Primary all day for last day of term

Whilst we recognise that this may be a little unsettling for some of our pupils, I would like to take this opportunity to reassure you that everything will be done to ensure all our children remain happy and settled during this temporary period. This is an exciting opportunity to get much needed investment into our school building. We greatly appreciate your support in making this scheme a success. Further updates will be sent to the pupils and parents who are affected by the moves as soon as they are available, and we are looking forward to taking the pupils to view their temporary classrooms in May.

Many thanks for your continued support of our school and everything we work to achieve.

Yours faithfully

Mrs Lynne Gerver  
Headteacher

**Parents Information event (at Mickleover Primary) – for Year 5 and 6 Parents/Carers  
Thursday 12 March 2020 at 5.30pm**

Name of Child \_\_\_\_\_

Year / Class \_\_\_\_\_

Number of Parents  
wishing to attend  
meeting \_\_\_\_\_

Any Questions:

Please return this form to school by **Monday 9<sup>th</sup> March**