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Friday 27th November 2015

Dear Parents and Carers

Starting Building our Multi Use Games Area, which will be an artificial grass pitch surface

Following my meeting with our Surrey project manager, the MUGA contractor, a sports specialist project manager, a representative from Southwark Diocese and our Vice Chair of Governors on Tuesday 24th November I can now write to inform people about the timescales for the construction of our MUGA.

The Timescale

The contractor from Monday 30th November will spend until the end of the Autumn Term clearing the access route and setting up the compound in the wooded area. During this time we will continue to have full access to our playground.

Then on Monday 4th January the contractors will start the work to change the field into our MUGA. When the children return to school on Tuesday 5th January the access route from the compound to the field will be lined by protective fencing. In addition, the protective fencing will be erected next to the wall under the covered walkway. This wall is remaining but a second retaining wall will be built on its inside. Also, the protective fencing will be erected, in mid January, behind the bus stops (these will be moved forward) because part of the MUGA contract involves creating a ramped access route from the playground up to the MUGA. This route from the playground goes up to the existing double gates at the back of the field. The location of the gate at the Reception end, the gate leading onto the Grammar School and the steps and gate up from the playground will remain although along with the new surrounding fencing they will be replaced.

Below are a photo and diagram, taken from Surrey's planning permission documentation. Photo one shows the access route that goes from the contractor's compound in the wooded area, along the back section of the school into the field. Diagram two shows the planned access route from the school entrance onto the compound.

The bike shelter and PTA shed currently remain where they are, although when the junior block is finished and the wooded area has been landscaped these two areas will be greatly altered. I have already talked to the PTA about their shed.

The contractors' planned finish date is 11th March 2016 but inevitably our British winter weather will delay the build in places and so a more realistic finish date, that we will work towards, for the MUGA will be after Easter.

Playtimes, Lunchtimes, PE lessons, After School Clubs

- The school leadership team, with the whole staff team, is looking at how to structure playtimes and lunchtimes so all children get the space they need to enjoy their outdoor time. The changes will be explained to the children in January 2016, when they return to school.



- PE lessons are already timetabled so children can either use the hall or outdoors and teachers will adjust their lesson activity accordingly so the learning objective is still successfully met by the children.
- The After School Clubs affected by this work have been told and will adjust their club accordingly.

Communication during the Build

I have taken time to think and reflect on the different internal and external building improvement projects that have happened in school over the past few years and have identified that for the smooth running of any project there has to be very clear lines of open communication between the contractors and the school. To this end:

- Mrs Clark, from the office, has agreed to be the communication link between school and the site foreman.
- The contractor has agreed to allocate a very experienced site foreman to this project.
- Every Monday morning there will be a meeting with the Surrey Project Manager, the site foreman, Mrs Clark and myself so that the week ahead can be discussed and information shared.
- Weekly updates on the progress of the MUGA will carry on. Photos and a brief caption will go onto the home page of the school website. Updates on the Junior Block, the Year 3 demountable classrooms and the Year 3 curriculum will remain in the Parish Post.
- From January 2016 on Tuesday mornings from 8.20am – 8.40am there will be a weekly minuted staff briefing led by Mrs Kennedy or Mrs Davis so all our school staff are kept up-to-date and abreast of the MUGA building work.

The Contractors

The contractors have experience of working in schools, all their staff are DBS checked and wear a company uniform with the logo. The men know not to talk to the children, they will travel in one van from their office, the compound will not be totally visible from the school and it will have fencing around it.

Gardening

This is a very important part of our school. I have spoken to the two mums who lead the different gardening clubs in school to find alternative places for children to garden both during this phase of having the MUGA built and afterwards when the Junior block is completed. When the clubs resume children will be gardening in different areas of school.

For our Children

I am going to organise before Christmas a special assembly for all the children. The first section will be a chance for them to reflect on all the good times they have spent acting on the stage, playing in the wild area, rolling down the hill and tending to the garden. The second section will focus on how exciting it is getting our new MUGA where children can play on it all year round, how they can enjoy the space and what a difference it will make to the games they play on it.

In addition we will put together a book of their memories and what they are looking forward to do on the MUGA. We would also like to bury a capsule of prayers in the foundations of the MUGA.

Learning

During this time of change there will be some noise and disruption, however we shall manage it so any impact on the children's learning is as minimal as possible.

The new MUGA

The new MUGA uses the MatchPlay 2 surface which has come highly recommended from the sports consultant Surrey County Council has hired to liaise between themselves, school and the contractors. The surface will be green, with football lines in white and netball lines in yellow. We have already sought confirmation that soluble paint can be used on the artificial grass pitch surface to demark where the running lanes are for our sports week which is held in June 2016 and finishes with our Sports Morning.

To conclude, it is exciting to know that our field is being changed into the MUGA and we will work with the contractors to ensure this building work runs smoothly for the children learning in our school.

If you have any questions please talk to Mrs Kennedy or Mrs Davis.

Yours sincerely,

Mrs Frances Davis
Headteacher

Photo one shows the area in school affected by the access route from the contractors' compound that will be in the wooded area to the field.

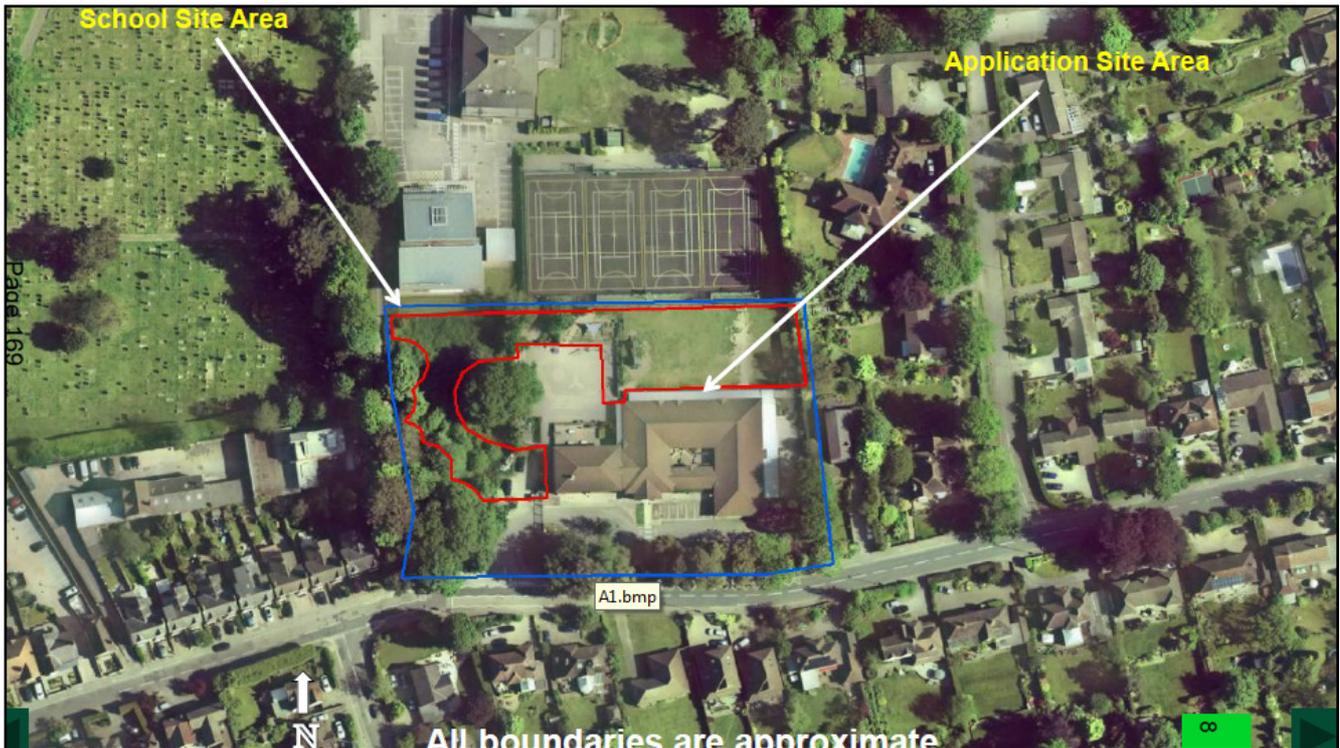


Diagram two shows the planned access route from the school entrance to the compound.

