

Dear families,

School Changes – Expansion Construction works

As you are aware we are due to undergo an exciting expansion of our school. This is now ready to formally begin and this letter is to inform you of the changes to expect **from 21st November**.

The Changes

As of Monday 5th December, **the front playground will be closed to children and families** as work on demolishing the lunch bar begins.

This will look like:

- Both gates on to the front playground will be CLOSED
- A new construction entrance will be created for the construction team only, this will be near the car park gates and will have vehicles and machinery entering and exiting the school site.
- The buzzer for the car park will be slightly relocated but will still be in use
- The front playground will be fenced off and there will be workers and machinery on site

This will mean:

- Entrances and exits will be changed (see below)
- Lunch times will be moved into the downstairs hall
- Lunch menus will be altered
- A temporary, purpose-built kitchen is located in the car park
- Break and lunch times may be staggered
- Play spaces outside will be minimised and certain spaces will be on a rota. All children will still have their playtimes and lunchtimes and will be able to use the available spaces across the week e.g. MUGA.
- Access to the office will be altered at drop off and pick up time
- Car park will continue to be unavailable for visitors, transport taxis will continue to access in the same way
- The YMCA after school club will be relocated to inside the main building and parents will be able to access this for drop off and collection through the car park access gate to the blue door on the right up the front steps.
- Some school clubs will be relocated within the building to ensure they can go ahead
- The club offer going forward may be slightly reduced whilst space is reduced at lunchtimes and after school.

Entrances and exits



Trinity Road Primary School

RESPECT • ACHIEVE • BELONG

New School Entrance/Exit – From Monday 5th December

From Monday 5th December we will be ONLY using the Springfield Park Hill entrance on to the school field as the main entrance/exit for all families.



Springfield Park Hill road is going to be our new school entrance and exit for all families from Monday 5th December.

Where do I go?

Walk up this road, next to the school, enter into the school site through the double gates on to the school field.



What is at the top?

At the top of this road the gates will be open and senior leaders will be waiting there to greet you all.



Where do I go next?

When you get inside the gates, TURN LEFT and follow the pathway, you will then be on the top playground.

Remember to give yourself enough time to get in to school on Monday 5th December with the changes in your journey.

At home time, enter into the school site through the same gates to collect your child.

Please speak to us at the gates if you need more information about the changes.

Class	Entrance and exit onto the site	Entrance and exit from the building
McKee	Field gate	EYFS entrance (no change)
Donaldson	Field gate	EYFS entrance (no change)
Deacon	Field gate	Top playground double doors (no change)
James	Field gate	Classroom door onto playground (no change)
Jeffers	Field gate	Top playground double doors
Rosen	Field gate	Middle Blue doors (no change)
Cowell	Field gate	Middle Blue doors (no change)
Pichon	Field gate	Middle Blue doors (no change)
Sachar	Field gate	Top playground double doors for both entry and exit
Raúf	Field gate	Top playground double doors for both entry and exit
Ho-Yen	Field gate	Top playground double doors for both entry and exit

Lunch times

- Children will be having their lunch in the downstairs hall, those with packed lunch will be able to choose to eat outside or in the hall when their class is called (depending on the weather).
- The hall will be set up with the usual lunch bar tables each day before lunch.
- Children who have ordered from the reduced offer dinner menu or are KS1, and therefore get free school meals, will be called in and served their dinner in the hall.

EYFS & KS1 lunchtime

- Due to the limited space outside, KS1 will be beginning their lunch earlier at 11.45 and will go straight to the playground to play and then go to eat lunch at around 12pm.
- Outdoor play spaces will be minimised due to the loss of the front playground. EYFS will play in the EYFS area at break and lunch, and not on the main playground.
- KS1 children will play on the side playground and at times will overlap with Y3/4 who will also be based on the side playground.

KS2

- Y3/4 will be on the side playground.
- Y5/6 will be based on the gym equipment and MUGA. These spaces may be altered and may be used on a rota system.

Access to the office will be altered

Access to the office will be minimised for parents.

Late collections or arrivals will take place via the office as normal and entrance/exit for these purposes will be via the car park entrance. *Families need to be aware this will also cross the entrance for the site traffic to the front playground.*

Early morning queries can be directed to the Senior Leaders on the gates who will be able to make contact with the office if needed. The staff on each gate will hold a 'drop off' box for any letters etc. to be given to the office.

Please utilise the school newsletter to stay ahead with dates and arrangements and the office email address and telephone numbers for further assistance to reduce the need to access the school office.

Clubs

Some school clubs will be relocated within the building to ensure they can go ahead, you will be informed of this if needed. The club offer going forward will be reduced whilst space is at a premium, we are limited as to what we can safely offer. It is likely this will not return to a normal offer until next academic year when the building works are completed.

After school club with the YMCA will be relocated inside the building, they will inform you directly of any changes this means to your drop off, collections or provision with them.

How long is this all for?

All these measures will be in place from Monday 5th December 2022 until at least the end of the summer term in July 2023 to ensure all the building works are completed.

What are we doing to support your child through these changes?

We know at times when there is a lot of change we need to ensure children are well prepared, have a chance to ask questions and know how this affects them.

- This term we are doing assemblies to show photos and drawings of the site so they know what parts of the school site they won't be able to go in and share why.
- Class teams will be revisiting this in smaller class groups to ensure that worries and questions the children have can be explored further.
- Classes will be able to visit the construction site during learning time so see what is going on and the construction site manager will also be answering the children's questions.
- There will be regular updates in the newsletter and the children will hear about news through whole school and class assemblies.
- We are providing a photo sheet to go home to help you to talk to your child.

Thank you for your support through this time of exciting change for the school. Please come and speak to the school senior team if you have any questions.

Best Wishes



Natasha Outhwaite
Headteacher