



Building Improvements

16th February 2018

Dear Parents/Carers,

We have had a very busy half term and it was really good to see so many of you meeting with your children's teachers this week. I hope you found the meetings productive and informative. Thank you for completing the parent questionnaires, I will be analysing these and sharing my findings with you next term.

As you are aware, we are having a brand new entrance built to the school, which will provide a better reception and waiting area, a new parent's room and a meeting room. It will be much safer as children will no longer have to enter/exit the school in the same place as visitors. The work is planned to start this half term holiday and will continue through to the summer holidays and be completely finished ready for September 2018.

It is very exciting, but, as with all projects, it is going to require a lot of organisation through the next six months, as the front of the school will be unusable for the entire length of the building works.

I would like to detail some of the temporary changes we need to put in place initially:

- the office will be moving to the IT Suite in the smaller building, you will be able to access the office through a window or by coming round to the dining hall door;
- the front of the school will be inaccessible and there will be a small walkway from the pedestrian gate at the front, to the dining hall door. The big green gates onto the playground will not be in use for approximately eight weeks;
- the main entrance/exit to the school will be the gates on Sandringham Road, however, disabled and pram access will be from the Sneinton Boulevard entrance by walking through the dining hall and out on to the playground;
- the Breakfast Club will run from a room in the Early Years unit. Access to this will be along the front of the school and through the entrance to the unit;
- Mr Colvin's Year 5 Breakfast Booster Club will now run from Mr Whale's classroom and the Year 6 Breakfast Booster club with Miss Pickering, will continue to be in the Year 6 classroom. Children for these sessions will enter school through the back door. A member of the office staff will be there to let them in;
- lunchtimes for Year 3 will alter slightly from 12:20pm – 1:05pm, please be aware if your child goes home for lunch;



We have had to adjust how we enter the building at the beginning of the day:

- all clubs will be dismissed and brought to the back of the school to meet parents/carers;
- the Early Years Unit entrances remain the same;
- Key Stage One classes will go in as usual; class 4FP will line up along the trim trail and enter via the black gates at the back of the school;
- Year 3 and 6 classes will line up as usual and enter through the white double doors;
- class 4JH will line up outside class 1LF and enter through this class;
- class 5JW will line up and go through class 1OW;
- class 5HM will line up and go through class 2SS.

At the end of the day:

- Key Stage One classes will be collected as usual at 3:05pm;
- both Year 3 classes will wait behind the black gates at the back of the school to be collected;
- both Year 6 classes and 4FP will exit from the white double doors;
- classes 4JH, 5JW and 5HM will come through the Key Stage One classrooms they entered in the morning.

We have practised these arrangements and had a fire drill, so that we are organised and prepared for the coming changes.

Thank you for your co-operation and as always, please do not hesitate to come and arrange to see me if you have anything you'd like to discuss.

Have a lovely half term holiday and we'll see you on **Tuesday 27th February** (Monday 26th is a staff training day).

Best wishes

Teresa Shrestha
Headteacher





Windmill L.E.A.D. Academy
A L.E.A.D. Academy

Windmill L.E.A.D. Academy

Sneinton, Nottingham NG2 4FZ

Telephone: (0115) 9150195

Fax: (0115) 9150196

Academy Registration Number 08296921

Headteacher: Teresa Shrestha
Email: admin@windmillacademy.co.uk



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