



- **Will there need to be temporary accommodation during the transition, e.g. huts?**  
No, there will be sufficient space to accommodate all children very well during all building phases. In addition, the Governing Body agreed to an additional storey on the new building we will use for drama, dance, workshops and training.
- **What will happen to the science labs?**  
One science room was converted to a classroom for reception children in September 2016. In time, both science rooms will become the reception department and will have folding doors between to create the flexibility of one enormous space or two spaces according to pupil need and curriculum plans.  
One science room will be retained until phase 3, which will start in 2017
- **How will the outside play areas of the school be affected while work is being done?**  
Heras fencing will be erected to secure all areas. Once works start on the main playground in April 2017, alternative outside play areas, equipment and activities will be provided.
- **When will the building work start?**  
Phase 1: Nursery, reception, front entrance and their associated outside groundworks took place between May and November 2016  
Phase 2: New classroom modular building, connecting the existing main building and block, is scheduled to be completed by August 2017.  
Phase 3: Internal refurbishment will commence in August 2017 and is due to be completed by March 2018. Refurbishment will take account of the needs of secondary aged pupils until they leave in 2020.
- **Who is paying for the building works and transition?**  
A budget of £4.1m has been allocated by Surrey County Council.
- **Will the work crew be Disclosure and Barring Service (DBS) checked?**  
All contractors will be required to adhere to our strict safeguarding procedures.
- **What security is in place with site traffic and having builders on site?**  
Thorough risk assessments, project plan and regular meetings between all parties will address all issues of health and safety throughout the project, to ensure all pupils, parents, staff and visitors are safeguarded at all times.

## **PREPARING EXISTING PUPILS FOR CHANGE**

- **How will existing pupils be prepared for the changes?**  
We are skilled at preparing children for change both at whole school level and based on individual need. Helping pupils manage change is deliberately and routinely built into our curriculum and provision at West Hill, e.g. through planned "Oops" days, visual schedules and social stories. We also want our pupils to contribute in some of the decision-making where we can - their legacy.  
Tutors will personalise the approach for all pupils in their class in the most appropriate way.

We have had a lot of experience managing building projects. Two years ago, five new classrooms were built, for example.

## **PROVISION FOR SECONDARY PUPILS**

- **How will the school's buildings continue to accommodate older pupils during the transition e.g. toilets, specialist rooms etc.**

The building phasing has been carefully planned to ensure that secondary pupils continue to benefit from the facilities they need to support their curriculum. This has been our non-negotiable.

- **One of the key aims of West Hill is to prepare children for life after school i.e. college and beyond. How will the focus change during the transition and continue to ensure that the older children are still fully prepared for their future lives?**

This will not change and in fact we have already improved provision in Key Stage 4 and will continue to do so, to further prepare them for their continued education when they leave West Hill. The curriculum offer is more appropriate and smaller numbers of pupils, together with the provision of additional facilities (see above), will give us more flexibility to ensure we prepare pupils very well.

- **Will playground equipment more suited to older children (Witch's hat, table tennis) be available for use throughout the building work and be left in place until all the secondary school age children have been phased out?**

The gym area and witch's hat will be removed when phase 2 starts. Table tennis and other play areas will be provided during this phase.

- **In which year will the last intake of secondary school pupils be?**

The last year 7 pupils started at West Hill in September 2015.

- **Will secondary pupils be phased out and relocated to other schools or will they see through their entire secondary education at West Hill?**

All pupils currently at West Hill will remain at West Hill until the end of their Year 11 i.e. until 2020, unless the arrangements are no longer deemed appropriate to meet their needs as is the case now. This is the Annual Review process.

- **Will priority and resources be reallocated to primary at the detriment to secondary pupils?**

No. We have a dedicated budget for primary developments. Our school budget will continue to be used to provide for all pupils.

- **Will there be a turnover of teaching staff to a more primary school focus?**

We have already recruited to some primary posts and do not anticipate any turnover of staff, beyond the normal turnover, which happens in all schools through promotion, for

example. No teachers currently at West Hill will leave as a result of changing from secondary to primary.

- **How will the personal, social, health, education needs of the secondary pupils be dealt with in an environment that is adapting to a primary focus?**

This element is really important to us. We will continue to make sure pupils have a sense of belonging and importance and we will do this by listening to them carefully and responding to their needs through our curriculum offer and high quality pastoral support.

- **Will day and residential school trips for secondary pupils be affected or compromised over their schooling years?**

We really value educational day and residential trips as they enhance the curriculum, help develop pupils' resilience, confidence, independence and social skills. They also give us the opportunity to accredit elements of their Key Stage 4 qualifications, which is why we try to offer a residential opportunity to all pupils every year. This position will not change. *All residential trips remain subject to the availability and goodwill of staff.*

- **Which areas of specialisms, resources or facilities will the school lose as a result of this transition?**

Changes to specialist facilities will not take place until phase 3.

- **Will children feel isolated from the school if their class base is in the block?**

It is really important that all children feel part of the West Hill community. Two classes have already moved to the block which currently also houses the music room. By the end of July 2017, the block will be joined to the main building.

## **WILL THE OLDER AND YOUNGER CHILDREN MIX?**

- **Will the older and younger children all share the same playground space and the same break times during the transition?**

No, they will have separate recreational areas.

- **Will the older and younger children eat their lunch together in the hall?**

Very young children will have their lunch in their class base. There will be separate lunch times for primary and secondary pupils.

- **Will there be whole school assemblies or separate ones? How will this be managed as the number of older children dwindles?**

We anticipate holding separate assemblies, which can be managed regardless of pupil numbers. There will be occasions when we celebrate being part of the whole school community together.

- **Will the younger students be separated from the older on transport?**

Surrey will transport primary and secondary pupils separately to acknowledge appropriateness, health and safety and to accommodate the different lengths of the school

day for older and younger pupils. This means transport will be arriving and departing at different times too.

- **How much interaction will there be between the different age groups generally?**  
There will be limited interaction and when there is, it will be appropriately planned, supervised and risk-assessed.

## **STAFFING**

- **Are there likely to be major staff changes and how will staff adapt?**  
We have already recruited to some primary posts and do not anticipate any turnover of staff, beyond the normal turnover, which happens in all schools through promotion etc. No teachers currently at West Hill will leave as a result of changing from secondary to primary. All teaching staff are either primary-trained or have had primary experience. We always plan a comprehensive programme of continuing professional development (CPD) at whole staff and individual teacher/TA level to ensure staff can always meet the needs of our pupils. An enhanced plan is already in place and staff trained accordingly.  
We will be recruiting more TAs to support in the early years classes from September and specialist nursery staff from 2017.

## **WHERE DO CHILDREN GO AFTER THEY LEAVE WEST HILL?**

- **What provision is in place for pupils when they leave at the end of year 6?**  
Children will progress to a secondary school, appropriate to meeting their needs. For example: mainstream; Learning and Additional Needs (LAN); Severe Learning and Development Difficulties (SLDD); Complex Social Communication Needs (CSCN); or specialist centre. West Hill School staff will continue to support parents through the Annual Review process to identify the most appropriate arrangements.

## **CHANGES IN FACILITIES/RESOURCES/PROVISION**

- **Which areas specialisms, resources or facilities will the school gain? (e.g. Occupational Therapist etc.)**  
In addition to improved buildings and facilities, West Hill Primary will benefit from enhanced therapy time:  
1 full time equivalent speech and language therapist  
Core occupational therapy - the amount is yet to be confirmed

## **PRIMARY**

- **What ratio of staff to pupils in primary?**  
Children will be taught in classes of approximately 8 with 1, 2 or 3 support staff, depending on age and special educational need.