



**The Manor**  
PREPARATORY SCHOOL

13 January 2012

Dear Parents

The Governors, Headmaster and I have for some time been considering the possibility of carrying out some improvements to the school's existing buildings and play areas. This development will improve both the classroom provision and play areas, as well as creating better links between the various parts of the school.

We are now excited to announce that the school is in a position to apply for full planning permission for this development.

The main thrust of the development will be the replacement of the existing portacabins with a two storey classroom block. This will be a challenging build due to its location within the school. However, the disruption to the running of the school will be kept to an absolute minimum with the following provisions taken to ensure this:

- The eventual building contractor chosen to carry out this development will be experienced in the challenges of this type of build.
- The building work will start in the Summer holidays to ensure the initial and most disruptive phase of the development is done while the school is not in session.
- The building area will be properly fenced off to ensure there is controlled access to the building site.
- There will be a controlled access point for deliveries to ensure complete safety during deliveries and these will not take place at the beginning and end of the school day.
- Apart from the new classroom block the majority of the remaining work will take place during the holiday periods to minimise the disruption to pupils and the running of the school.

The first phase of the build is scheduled to take around 36 weeks to build and it is hoped work will start this Summer, subject to receiving planning approval.

There will be an exhibition of the proposed development work on Wednesday 25<sup>th</sup> January between 3pm and 7pm and you are invited to attend this exhibition at any time you like during this time. The display will be in the main dining room; both the architect and I will be present so we can show you the plans and explain how the scheme will be integrated with the remaining school buildings.

I very much look forward to discussing this exciting next chapter for the school at this exhibition, but if you are unable to make this date or have any concerns, I would be delighted to show you the plans or discuss your concerns at a more convenient time for you.

Yours sincerely

David Ramm  
Bursar