



Selwyn Primary School

Cavendish Road, Highams Park, London, E4 9NG
The Arbor Trust CEO: Maureen Okoye
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18th May 2018

Dear Parents and Carers,

The countdown has begun. There are exactly 19 days until we move into our new school building. I am excited for the children, parents, teachers and our community. Many of you have been speaking to me about the new building and what it will be like and therefore I feel that I need to remind you firstly, that our building works will not be over on the 4th June. Although we have a brand new school, this is only phase 1 of the school building works and it will take a further 9 months until all of the groundworks have been completed. We will still have reduced capacity in our single playground. There will still be the need to stagger our lunchtimes. We will also still need to put control measures in place when people are entering and leaving the site. It is going to be tricky but if we work together I know we can manage this safely. There are a few things that will need to happen:

- In order to ease the congestion, children in Years 3, 4, 5 and 6 will need to come straight into school and into their classes. Doors will open at 8:40am to facilitate this and all children in KS2 will need to be in class by 8:45am.
- Children in Years 1 and 2 will be collected by their teachers from the playground. Teachers will promptly take children into school at 8:50am to begin lessons on time, so if you arrive after this time it is likely that there will be no class teacher in the playground.
- Until the next phase of the building works is completed, we kindly ask that you do not bring any scooters and bikes into the school during this phase of building works unless your child is taking part in a cycle confidence course. We will not have the facilities to store them and if left onsite, they will be removed.
- I know you will be excited and want to see the new building but this will not be possible until parents' evening. We ask that you do not enter the building without permission or to take your child to class. Adults will be in the playground for at least the first term to help. In the rare event, you are late and miss the start of school, please bring your child to the main office.
- I suggest that you arrive at school in good time in order to navigate the new playground.
- Access to the Early years' playground will be limited to parents with children in Nursery and Reception. A member of the SLT will be there to direct you. Everyone else will need to walk in the opposite direction to access the main playground.

We anticipate that the end of the day will be very busy. There is no getting around the fact that there will be a lot of children leaving the site by themselves and also a lot a parents waiting to pick up younger



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children. The space will be very tight and we need to ensure that you all remain safe. During this time we ask that you are patient. We ask that you follow the direction of the traffic and where possible you let people coming in the opposite direction pass by. For those of you with small children we ask that you supervise them at all times and if you normally use a pushchair or buggy that you think carefully about whether or not you need to bring it on site.

The main gates and entrance to the school will be on Selwyn Avenue opposite Aldriche Way. We will continue to have the support of the crossing patrol officer; it is important that you listen to her direction as traffic turning out of Aldriche Way, take the corners quite quickly. We have also asked Waltham Forest Parking Enforcement and the Local Community Police to be present at the beginning and ending of the day to ensure that traffic can move freely. It is also possible that parking restrictions will be put into place in Selwyn Avenue for the first week as a traffic calming measure. I will update you as soon as this has been confirmed.

No doubt parking will continue to be a problem at first. Thank you to all the parents who have made the sensible decision to park in the streets around the school and walk a little to get to school. This has really helped to ease congestion and might be something that more parents consider doing to make the journey into school easier.

I am sure you will have many questions about the transition into the new building and we are happy to answer them. Should you have any such questions please do not hesitate to email or call me so that we can discuss them.

Thank you for your patience at this tricky but exciting time.

Yours sincerely,

Lisa Bogle
Head Teacher