

Kevin McDaniel  
Head of Schools and Education Services  
Royal Borough of Windsor and Maidenhead  
Town Hall  
St Ives Road  
Maidenhead  
SL6 1RF

23<sup>rd</sup> May 2016

Dear Kevin,

Further to our meeting on 16<sup>th</sup> May 2016, the Governors have, at short notice, considered your approach asking us to accommodate 30 additional children for the 2016-17 academic year. In addition to this approach, you requested me to investigate how Lowbrook Academy could realise its vision of becoming a two-form entry school. Whilst we have positioned many feasible options to the Local Authority in the past dating back to 2009-10, we have been subject to decision-making that has significantly narrowed our current options.

Consequently, we have concluded that the options available to us are extremely limited and the challenge for Lowbrook Academy is considerable, however not insurmountable. We have therefore outlined here-below what we believe to be the best possible option; this has been broken down into two phases, however we must insist they are linked together as one strategy for this to be an effective solution for our current and future students.

We are also seeking full written assurance from the council, if we are to progress this solution at such short notice. I'm sure you are aware that once we offer the additional 30 places, we are making a commitment to the community that we are expanding to a two-form entry school.

### Phase 1

Phase 1 is to build one new classroom adjacent to our school kitchen and perpendicular to our current Year 4 classroom. This is one of the few spaces left where we can extend on and is the most cost-effective option over the medium-term. A temporary, portable classroom solution will be cheaper in the short-term but not cost-effective in this overall scheme and therefore is not considered in this proposal. We have obtained a brief and preliminary cost analysis for this proposed build and have been advised that this would cost in the region of £275,000 including fees (Budget estimate included).

The Governors are seeking 100% funding, design control and management of this build. We are confident, based on our own track record of delivery, that we can deliver this option by the 1<sup>st</sup> January 2017 (subject to planning permission). This would mean that for the autumn term, we will need to either hire a classroom from Cox Green School (subject to availability) or re-develop our existing ICT Suite so that a class of 30 children can be taught in this area for one term. This would be our preferred option as our pupils would remain on-site, benefitting from the learning environment they are familiar with. A budget estimate for this indicates that the cost would be £49,967.50 (Budget estimate included).

We are requesting financial support for either of these two options, which we are currently investigating. In addition, Lowbrook Academy will be required to employ a teacher after the



resignation date during a time of a national teacher shortage. We are requesting that you assist us recruit and should the school be left with no alternative but to use an agency, then these additional fees are to be paid for by the LA.

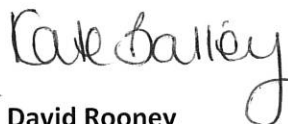
## Phase 2

The Academy Trustees will accept an additional intake of 30, if Phase 1 is implemented and only on the condition that the Local Authority commit to the school becoming two-form entry with a planned admission number of 60. To achieve this within the timescales available, and without finance for a complete re-build, we believe this will only be feasible if:

- The block of land behind the Lowbrook Suite, currently managed by Cox Green School, is **returned** back to Lowbrook Academy. The Trustees are requesting that the Local Authority secure this land at their cost.
- A block consisting of four classrooms is to be built on the above-mentioned secured land. To maximise space and to leave a play area for the pupils, we would propose that this block be two storeys high.
- The Trustees are requesting 100% finance for this block based on an approximate build area of 400sq.m. with an estimated build cost of £2,700.00 per sq.m. Moreover, the Academy is calling for full control of the design process and furthermore, would make the offer to fully manage all aspects of this build.
- In addition to this block, the Academy will require a second large communal space to cater for the additional pupils on roll. We are working on replicating our existing hall space of 167sq.m and as above the estimated build cost would be £2,700 per sq.m. The Trustees are currently undertaking a feasibility exercise to examine where this would be best placed.
- The Trustees are seeking full financial support for all associated mechanical and engineering modifications to our site and the surrounding area. This may include: securing effective power supply to our new buildings; ensuring all drainage and sewage facilities meet the demands of the expansion and modifications to our site, e.g. entrances and access ways; and security during and after the build process.
- Please note that all costs outlined in both phases relate to the build only and excludes furnishings, ICT and other requirements needed to make the space a suitable learning environment. Toilets and storage areas must also be included in this new build.

The Governors, as you know, are fully committed to our ambition of becoming a two-form entry school and are all too aware that this is what the local community requires. We look forward to progressing with this proposal at speed, in the knowledge that we all have much work to do over the coming weeks to ensure a timely delivery of this project.

Yours sincerely,



 **David Rooney**  
Executive Principal

CC

Councillor Bicknell

Councillor Dudley

Alison Alexander

Rt Hon Theresa May MP