
Report To:	Education & Communities Committee	Date:	4 November 2014
Report By:	Corporate Director Education, Communities & Organisational Development	Report	EDUCOM/84/14/EM
Contact Officer:	Eddie Montgomery	Contact No:	01475 712472
Subject:	Kilmacolm Primary School – Project Options		

1.0 PURPOSE

- 1.1 The purpose of the report is to advise the Committee in respect of options for the Kilmacolm Primary School in connection with the proposed refurbishment project which is programmed to commence in 2015.

2.0 SUMMARY

- 2.1 The Kilmacolm Primary School project is included in the current School Estate Funding Model for progression in 2015/16 and was one of the projects brought forward as part of the acceleration of the primary schools programme agreed following the Council's budget setting process and the special budget meeting of Thursday 14th February 2013. The current proposals include the use of temporary modular accommodation within the school grounds to allow the building to be refurbished. As part of the early consultation and investigation of the logistics of carrying out the works, the option of utilising the former St Stephen's High School building as decant accommodation was also investigated as an alternative to on site modular accommodation. A consultation exercise was then taken forward which provided the parent body with 3 options for progression of the project. The report outlines the options, compares the relative costs and educational advantages, and summaries the results of the consultation.

3.0 RECOMMENDATIONS

- 3.1 That the Committee consider the options outlined in this report, note the results of the consultation exercise and agree the recommendation of:
- Utilising the former St Stephen's High School for decant of Kilmacolm Primary School for the duration of the planned major refurbishment works.
 - Use of temporary modular accommodation within the grounds of Kilmacolm Primary School for temporary decant of Kilmacolm Nursery Class for the duration of the planned major refurbishment works.

Patricia Cassidy
Corporate Director Education,
Communities &
Organisational Development
10th October 2014

4.0 BACKGROUND

- 4.1 The existing School Estate Management Plan includes an allowance for the refurbishment of Kilmacolm Primary School. The project timeline was previously 2019/20 within the model however the project was brought forward to 2015/16 as part of the acceleration of the primary schools programme agreed following the Council's budget setting process and the special budget meeting of Thursday 14th February 2013.
- 4.2 The main reason for advancing Kilmacolm Primary School over other schools currently awaiting refurbishment was that it was essentially a stand-alone project with no programme impact or dependence on any of the other schools' projects. The original plan was for the pupils and staff to remain on site for the project period. This would be achieved using a combination of temporary accommodation and making use of spare capacity to allow a phased programme of works. During the early feasibility study for the refurbishment, the opportunity of investigating decanting to part of the former St Stephen's High School became an option. This followed on from the decision to use this accommodation for St John's Primary School.
- 4.3 It should be noted that the envisaged scope of the Kilmacolm Primary School refurbishment project has developed in light of the successful refurbishment of Overton Primary School to form Whinhill Primary School. Following on from the feasibility study and consultation with the stakeholders, the brief has been developed to adopt the same design principles. Adopting a design solution that follows the Whinhill model will result in substantial internal remodelling of sections of the building and would require considerable planning and logistics consideration if working in a live school environment.

5.0 CONSULTATION PROCESS

- 5.1 From the initial consultation with stakeholders early in 2014, and work by Council Officers, an option appraisal exercise was planned and conducted. The paper included as appendix 1 was developed in consultation with the school and Parent Partnership. An information pack was then developed by Council officers to inform stakeholders in more depth about the issues related to each of the options and allow a more informed decision. The pack also contained information on transport (refer to appendices 2&3). The consultation papers were issued through the school and two formal open parent meetings were held on the evenings of Monday 22nd and Tuesday 23rd September. There were three options presented:
1. All stay on site.
 2. All decant to the former St Stephen's High School building, and
 3. Decant primary school pupils only to the former St Stephen's High School building with the Nursery remaining on site in temporary accommodation.

Further detail on the above is included in appendices 1-3.

5.2 Every parent or carer had the opportunity to submit a return expressing their preferred option and to submit further comments. The numerical results expressed in the returns were:

Option	Returns in Favour	% of total returns
Option 1	34	34.34%
Option 2	17	17.17%
Option 3	48	48.48%
Totals	99	100.00%

The return of 99 is an estimated 57% of the total possible returns. The response from all staff (including ancillary and FM) was 100% for Option 3. The result of the consultation exercise is therefore in favour of Option 3. It should be noted that when taking account of the responses in favour of option 2, 65% of returns are in favour of a decant solution as opposed to remaining in- situ during the refurbishment works.

6.0 PROJECT OPTION APPRAISAL

6.1 COMPARATIVE PROJECT ONE-OFF COSTS

The Client Services Team have, in conjunction with officers from Finance, Facilities Management, Environmental Services and Education Services, compiled data on the relative costs of the options above. Given the results of the consultation exercise the cost comparison only compares the current model allowance (option 1.) with the preferred option (3). The majority of this information was collated in respect of the report submitted to the January 2014 Committee on the use of the former St Stephen's building for St John's PS. A brief summary of the most significant/relevant cost factors is given below:

Former St Stephen's Building Running Costs (Option 3)

- Non Domestic Rates (NDR) – cost in connection with the St Stephen's High School building. A reduction in the NDR charges is currently being sought by carrying out an internal strip out of the unused buildings and via negotiation with the Assessor to split the entry, with the unused part having a notional rateable value. Negotiations are currently on-going with the Assessor in respect of the use of the building for St John's PS.
- Utilities – costs in connection with a larger footprint/facility at St Stephen's HS. Isolation/zoning of the heating and electrical distribution systems have been completed to reduce overall consumption.
- Cleaning – costs in connection with a larger footprint/facility at St Stephen's HS.

Temporary Modular Accommodation (Options 1 & 3)

- The SEMP one-off costs model included an allowance for temporary modular accommodation to facilitate the Kilmacolm PS refurbishment project. The assumptions were based on an outline scope and use of spare accommodation within the existing school. An allowance for 2 double classroom units was made subject to a more detailed review of the logistics of the project. The costs in connection with modular accommodation have been reviewed utilising the detail available from the recent tender in connection with the temporary shared campus. The assumptions made in the original model in terms of likely contract

duration have also been reviewed.

- The current model has been updated to reflect the preferred option for the project and now includes a single unit to allow the Nursery class to remain on site within Kilmacolm for the duration of the works.

Transport (Option 3)

- Bus Costs – cost in connection with transport of primary school children to/from the decant facility.

It should be noted that the former St Stephen's HS building is currently in use by St John's Primary School and works were completed during spring and summer 2014 in preparation for that use. The use of the facility by Kilmacolm Primary school will not require any additional alterations and will represent better value in respect of the expenditure already incurred for St John's PS.

6.2 EDUCATIONAL ADVANTAGES

Each of the options examined and stated educational advantages and disadvantages. The Head of Education Services was consulted in respect of all three options. The full information for all options is contained in appendix 1. The summary in respect of the preferred Option 3 is included below:

Advantages:

Primary School:

- No disruption to learning and teaching through contractor activities.
- Enhanced facilities already in place regarding recent works for St John's Primary School e.g. large assembly / gym hall, large dining and social facilities, library, and use of the 2G pitch.
- Transition arrangements for P7 pupils who would be moving to the Port Glasgow Community Campus would be enhanced as pupils would be within walking distance of the new secondary school campus.
- Kilmacolm Primary School staff and pupils would be within walking distance of Newark Primary School which would make participation in cluster school activities easier as no transport costs would be incurred.
- Opportunity for future growth in school cluster community as children and parents genuinely see the interaction, opportunities and facilities on offer at the community campus.

Nursery:

- Nursery stays in Kilmacolm.
- Nursery children can continue to utilise their bespoke playground in Kilmacolm Primary School grounds as safety separation hoarding and fencing will be installed.
- Facilities specifically suited to nursery children as per Care Inspectorate requirements.
- Provision of enhanced accommodation within the modular unit e.g. staff accommodation.
- Attendance of parents and carers at short notice.

Disadvantages:

Primary School:

- Distance and time issues for short notice attendance for parents and carers.

- The school and nursery pupils will have limited contact during the decant period.
- Out of school hours activities disruption and reorganisation.

Nursery:

- The school and nursery pupils will have limited contact during the decant period.
- Less integration with school age pupils.

6.3 SUMMARY

It is clear from the above that the preferred option in terms of Educational advantage is the use of the former St Stephen's High School building for the primary school and temporary accommodations at the current location for the nursery. Nursery children remaining on site has many benefits to children and families. Children will access their full entitlement of hours, staff will continue to have daily contact with parents / carers, and children will not be required to travel on buses. A decant for the primary pupils would be less disruptive and would support the delivery of Curriculum for Excellence with the decant buildings range of facilities, and will support the important transition arrangements for P7 pupils due to its proximity to the cluster schools and new Port Glasgow Community Campus. The parent community of Kilmacolm Primary School may be familiar with the site either through having other children in Port Glasgow High School or having been pupils there themselves. This will provide some reassurance to parents who, understandably, will have concerns in respect of their children being decanted to another school site. Being within walking distance of the new Port Glasgow Community Campus and the other associated primary schools will enhance opportunities for both joint pupil and staff activities. The use of decant accommodation will also allow the Contractor full access to the existing building for the duration of the works and will result in a shorter construction phase than working within a live school building. Overall, there are sound educational reasons for Option 3 which include taking into account the impact on the well-being of the Kilmacolm Primary School community.

7.0 IMPLICATIONS

Finance

7.1 The tables below outlines the estimated cost implications of options 1 & 3:

Previous Model Allowances (adjusted) – Remaining On Site (Option 1)

Cost Centre	Budget Heading	Budget Year	Proposed Spend this Report	Virement From	Other Comments
Revenue	SEMP One-Off Costs	From 2015/16 and 2016/17	£ 340,000	n/a	Costs to be contained in the overall SEMP allowance.

It should be noted that the indicative costs above would be subject to a more detailed review of logistics and phasing of a live school project and would require to be clarified and refined with consultant and Contractor input at an early stage.

Primary Decant to Former St Stephen's HS / Nursery On Site (Option 3)

Cost Centre	Budget Heading	Budget Year	Proposed Spend this Report	Virement From	Other Comments
Revenue	SEMP One-Off Costs	From 2015/16 and 2016/17	£674,000	n/a	Costs to be contained in the overall SEMP allowance.

7.2 The cost comparison above indicates that the one-off costs in connection with Option 3 are significantly higher however the following should be noted and are relevant in considering the overall position:

- Option 3 figures included the worst case scenario in respect of the resolution of the Non Domestic Rates position. Should negotiations be successful this would reduce the cost of Option 3 by approx. £92K.
- A construction programme for a live school refurbishment option (1) would require further input from consultants and Contractors but is likely to be a approx. 6 months longer than a decant option allowing unrestricted access to the building. This will have an impact on overall capital costs of construction but it is not possible to estimate these with any degree of accuracy at this early stage. It is assumed that the capital budget is fixed and therefore the ultimate affordability of the project and the preferred scope will be impacted by the chosen option for progression. The risk of capital costs exceeding available budget is significantly greater in connection with Option 1.

7.3 It is proposed that the overall costs in connection with Option 3 will be contained within the allowances for one-off revenue costs in the SEMP funding model. The October 2014 review which is being submitted to this Committee includes the allowances for progressing Option 3.

Legal

7.4 There are no legal issues.

Human Resources

7.5 There are no human resources issues.

Equalities

7.6 Has an Equality Impact Assessment been carried out?

X	NO - This report does not introduce a new policy, function or strategy recommend a change to an existing policy, function or strategy. Therefore, no Equality Impact Assessment is required. See below.
	YES (see attached appendix)

Individual projects consider DDA issues as part of the development of the detailed designs and Building Standards approval (where required). There are no equalities issues.

Repopulation

7.7 The regeneration works outlined in this report should contribute to retaining and increasing the population within the area. There are no repopulation issues.

8.0 CONSULTATION

8.1 There are no direct staffing implications in respect of the report and as such the Head of Organisational Development, HR and Performance has not been consulted.

8.2 There are no legal issues arising from the content of this report and as such the Head of Legal and Property Services has not been consulted.

9.0 LIST OF BACKGROUND PAPERS

9.1 Budget cost estimates – various.
SEMP One-Off Cost Model

Kilmacolm Primary School – Refurbishment Option Appraisal

Kilmacolm Primary is scheduled for substantial refurbishment during 2015-2016. A decision is required on whether to relocate the school and nursery during the works or to keep the pupils and staff on site.

This paper outlines the three possible options and explores the positive and negative aspects of these options.

- **Option 1:** -All remain on site: this would be achieved by using temporary accommodation and phased relocation within the current building. In order for this to happen there needs to be an agreed strategy to vacate the accommodation as the works progress.
- **Option 2:** - All decant to the former St Stephen’s High School building at Southfield Avenue in Port Glasgow where St John’s Primary School are currently decanted. There would need to be further works undertaken to provide accommodation and external space for the nursery.
- **Option 3:** - The primary pupils would decant to the former St Stephen’s High School building, while the nursery would be housed in a special modular accommodation unit, positioned in the current Kilmacolm Primary School car park.

Information Pack

Further information on each of the options is supplied as an information pack. This can be viewed or downloaded from the school website or an inspection copy is also available at the school office.

As well as the Refurbishment Option Appraisal Paper the information pack contains: -

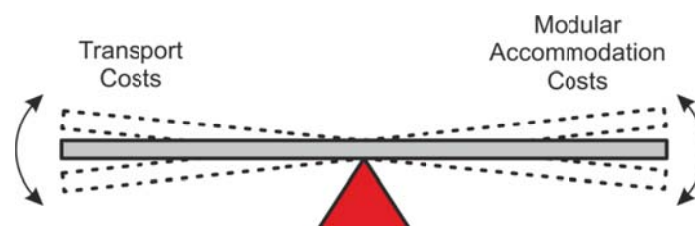
- Option 1 documentation with drawings, explanation and timeline
- Option 2 documentation with drawings, explanation and timeline
- Option 3 documentation with drawings, explanation and timeline
- Information relating to pupil transport
- Details of what the refurbishment may look like

School Day

Indicative school day hours are given in the transport section of the information pack but it should be noted that teaching time will remain the same as it is at present for all of the options.

Budget

The project estimated costs and budget are not yet settled as this is dependent on what option is taken and various studies that need to be carried out. There will be some level of cost balance between the provision of modular accommodation and transport (if a decant is chosen) i.e. if the pupils are decanted then there will be reduced need for modular accommodation.



Option 1 – All remain on site

The works would be phased to use some excess accommodation but would still require the provision of some temporary teaching accommodation units. It is likely that some of the larger sections of the works e.g. creating the additional hall, refitting and remodelling of the kitchen, plant works, etc. would not be contained within a summer holiday period. This could mean the provision of some larger temporary accommodation and that meals are brought in from another facility. There would be challenges with sharing the external areas with the contractor and adjusting any arrangements as work progresses through the construction phases. It is almost certain that the pitch will be out of use for the full period of the works and that the planned multi use games area (MUGA) would be completed at the end of any works contract period.

This should be read and considered in conjunction with the content of the information pack.

Positive Aspects	Negative aspects
<ul style="list-style-type: none"> • No change to transport arrangements. • The school and nursery will remain a cohesive entity as always in the same location. • Attendance of parents and carers at short notice. 	<ul style="list-style-type: none"> • Disruption to learning and teaching through noise, dust and other contractor activities. • Disruption to learning and teaching due to phasing of works. • Disruption to dining provision for a period. • Reorganisation of access to allow a contractor access 'corridor' to contractor compound on pitch area. • Disruption to sports activities due to loss of pitch for the construction period. Reduction of access for PE and extra-curricular activities. • Extended construction period due to phasing of works. • Traffic and parking congestion due to loss of parking on site. • Possible loss of design and construction integrity due to phasing of works. • Possible increased construction costs due to longer project programme. • Longer, more costly project programme may result in reduced scope of refurbishment works.

Overall View from Education Services

All children remaining on site during the refurbishment will cause physical disruption to class organisation throughout the phased works, and will mean a longer construction period. The requirement for some temporary modular accommodation for classroom use, and site huts etc. for the contractor, will infringe on external areas such as the car park and the pitch. While very effort will be made to minimise disruption to learning and teaching it is possible that some will occur.

Option 2 – All decant to the old St Stephens' High School building

All would be decanted to the old building where there is ample accommodation which is in a good state of repair as additional works were carried out for the St John's Primary School decant 2014-15. Some accommodation would have to be adapted for the nursery. Children would be transported by bus, accompanied by experienced drivers and trained escorts. Timings and pick-up / drop-off points would be agreed with stakeholders through consultation. There will be transport concerns especially for the nursery age children whose parents or carers may elect to arrange their own transport.

This should be read and considered in conjunction with the content of the information pack.

Positive Aspects	Negative aspects
<ul style="list-style-type: none"> • The school and nursery will remain a cohesive entity as always in the same location. • No disruption to learning and teaching through contractor activities. • Separation of vehicles and pedestrians. • No access issues including buses and drop off. • Provision of parking for staff, visitors and parents. • Compact construction period due to unrestricted access. • Design and construction integrity due to unrestricted full access to the building. • Enhanced facilities already in place regarding recent works for St John's Primary School e.g. large assembly / gym hall, large dining and social facilities, library, and use of the 2G pitch. • All classrooms are fitted with updated interactive whiteboards. • Transition arrangements for P7 pupils who would be moving to the Port Glasgow Community Campus would be enhanced as pupils would be within walking distance of the new secondary school campus. • Kilmacolm Primary School staff and pupils would be within walking distance of Newark Primary School which would make participation in cluster school activities easier as no transport costs would be incurred. 	<ul style="list-style-type: none"> • Concerns about nursery age children travelling to remote location. • Distance and time issues for short notice attendance for parents and carers – especially for the nursery. • Transport issues generally. • Access arrangements to new nursery accommodation to be resolved once location in the decant building is agreed. • Adaptation of accommodation for the nursery. May need to reduce access to some areas for the rest of the school. • Reduced social accommodation for primary aged pupils at the decant building due to nursery accommodation provision. • Out of school hours activities disruption and reorganisation. • Reduction or removal of on-site parking for parents at the decant building due to provision of external activity areas for the nursery children.

Overall View from Education Services

Decanting all primary and nursery children to the former St Stephen's High School building will require full consultation with parents/carers on matters relating to transport as part of the Council's school decant process. Transportation of children to Port Glasgow will lengthen their 'school day' due to pick up/drop off and journey duration times. While all buses will have experienced drivers and trained escorts, parents/carers may be anxious about their nursery children travelling on a bus without them and not being with them at the point of entry to and exit from nursery.

Option 3A – Primary age pupils decant to the old St Stephens' High School building

All primary pupils would be decanted to the former St Stephen's High School building which has ample accommodation, in a good state of repair. Additional works have been carried out for the St John's Primary School decant 2014-15. Pupils would be transported by bus accompanied by experienced drivers and trained escorts. Timings and pick-up / drop-off points would be agreed with stakeholders through consultation. There will be transport concerns but these will not be insurmountable as with all other similar decant situations. See option 3B for the nursery arrangements within this option.

This should be read and considered in conjunction with the content of the information pack.

Positive Aspects	Negative aspects
<p>For the primary school: -</p> <ul style="list-style-type: none"> • No disruption to learning and teaching through contractor activities. • Separation of vehicles and pedestrians. • No access issues including buses and drop off. • Provision of parking for staff, visitors and parents. • Shorter construction period due to unrestricted access. • Design and construction Integrity due to unrestricted full access to the building. • Enhanced facilities already in place regarding recent works for St John's Primary School e.g. large assembly / gym hall, large dining and social facilities, library, and use of the 2G pitch. • All classrooms fitted with updated interactive whiteboards. • Transition arrangements for P7 pupils who would be moving to the Port Glasgow Community Campus would be enhanced as pupils would be within walking distance of the new secondary school campus. • Kilmacolm Primary School staff and pupils would be within walking distance of Newark Primary School which would make participation in cluster school activities easier as no transport costs would be incurred. • Opportunity for future growth in school cluster community as children and parents genuinely see the interaction, opportunities and facilities on offer at the community campus. 	<ul style="list-style-type: none"> • Distance and time issues for short notice attendance for parents and carers. • The school and nursery pupils will have limited contact during the decant period. • Transport difficulties for parents and carers with children in both sectors. • Transport issues generally. • Out of school hours activities disruption and reorganisation.

Overall View from Education Services

A decant of the primary school age pupils to the former St Stephen's High School building would be less disruptive to learning and teaching for pupils and staff, and will enable a shorter construction period at Kilmacolm Primary School due to the unrestricted access for contractors. The temporary decant would support the delivery of Curriculum for Excellence with its range of facilities, and support the important transition arrangements for P7 pupils due to its proximity to the new Port Glasgow Community Campus.

Option 3B – the nursery stays on site in temporary accommodation

The nursery would be housed in a temporary modular accommodation unit specifically fitted out in accordance with the Care Inspectorate requirements. This unit would be located in the current car park to avoid any disruption from the works on the main building. This arrangement would mean easy access as well as distinct physical and acoustic separation from the contractor areas and site access.

This should be read and considered in conjunction with the content of the information pack.

Positive Aspects	Negative aspects
<ul style="list-style-type: none"> • Nursery stays in Kilmacolm. • Nursery children can continue to utilise their bespoke playground in Kilmacolm Primary School grounds as safety separation hoarding and fencing will be installed. • Facilities specifically suited to nursery children as per Care Inspectorate requirements. • Provision of enhanced accommodation within the modular unit e.g. staff accommodation. • No change to transport arrangements for nursery aged children. • Attendance of parents and carers at short notice. • No remote location difficulties. 	<ul style="list-style-type: none"> • The school and nursery pupils will have limited contact during the decant period. • Less integration with school age pupils. • Possible transport difficulties for parents and carers with children in both sectors.

Overall View from Education Services

Nursery children remaining on site has many benefits to children and families. Children will access their full entitlement of hours; staff will continue to have daily contact with parents / carers; children will not need to travel on buses.

The temporary accommodation would support the delivery of the curriculum and meet Care Inspectorate standards.

Kilmacolm Primary School Refurbishment - Option Appraisal

Option 1: All stay on site

Option 1 means that both the nursery and primary pupils all remain on site during the refurbishment.

The accommodation will be split into sections and the works carried out in construction phases. As the phases progress there will need to be internal reorganisation of classes as one phase is completed and new ones are started.

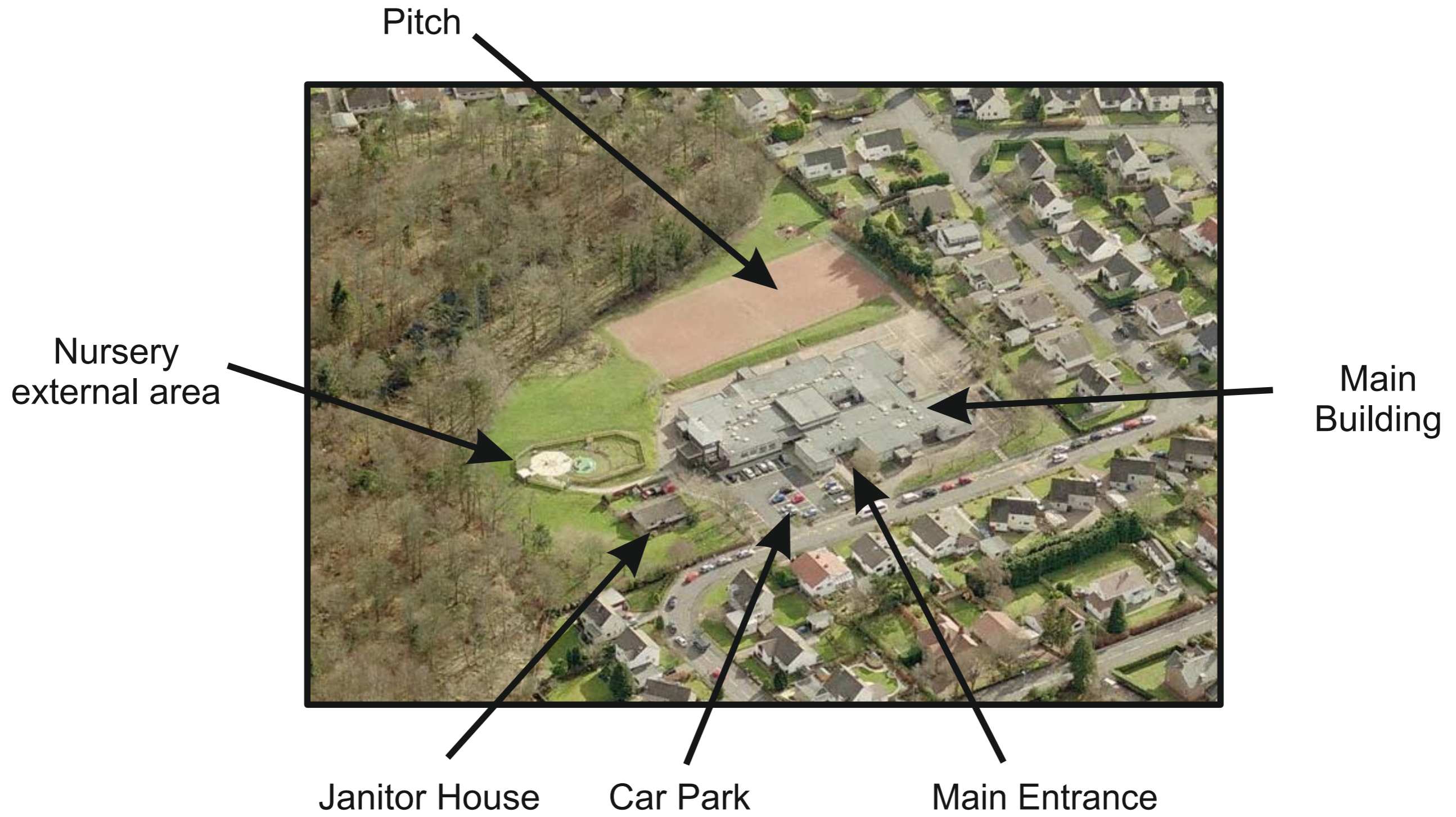
It will be necessary to have some temporary modular accommodation built on the site for use as classrooms and for possibly for other uses. This will require use of significant external areas such as the car park and/or playground areas.

The contractor will also need use of some of the external areas for a site compound (probably the pitch) as well as access from the street.

At this early stage it is not possible to confirm what areas will be needed for the modular accommodation and what will be required by the contractor.

Kilmacolm Primary School Refurbishment - Option Appraisal

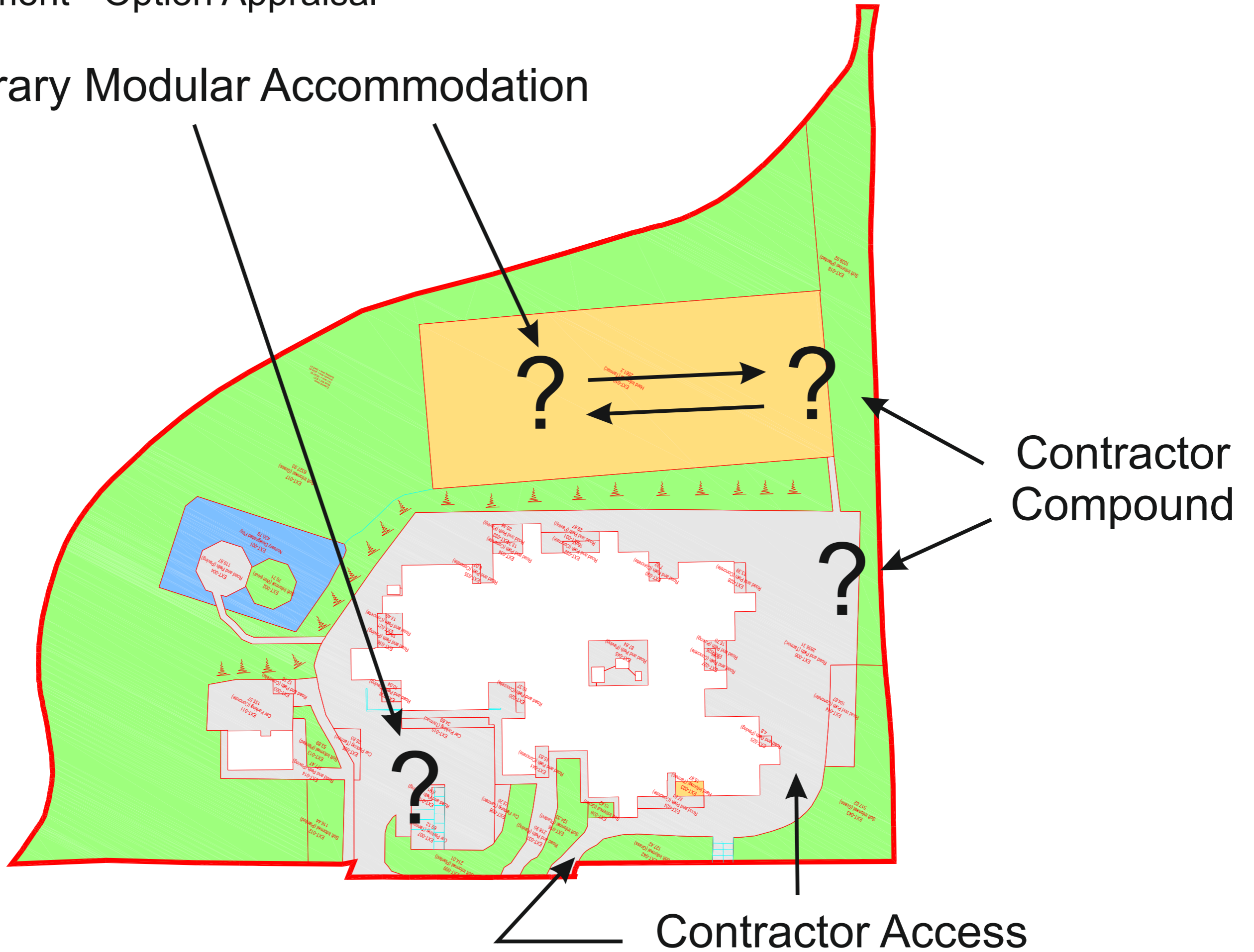
Option 1: All stay on site



Kilmacolm Primary School Refurbishment - Option Appraisal

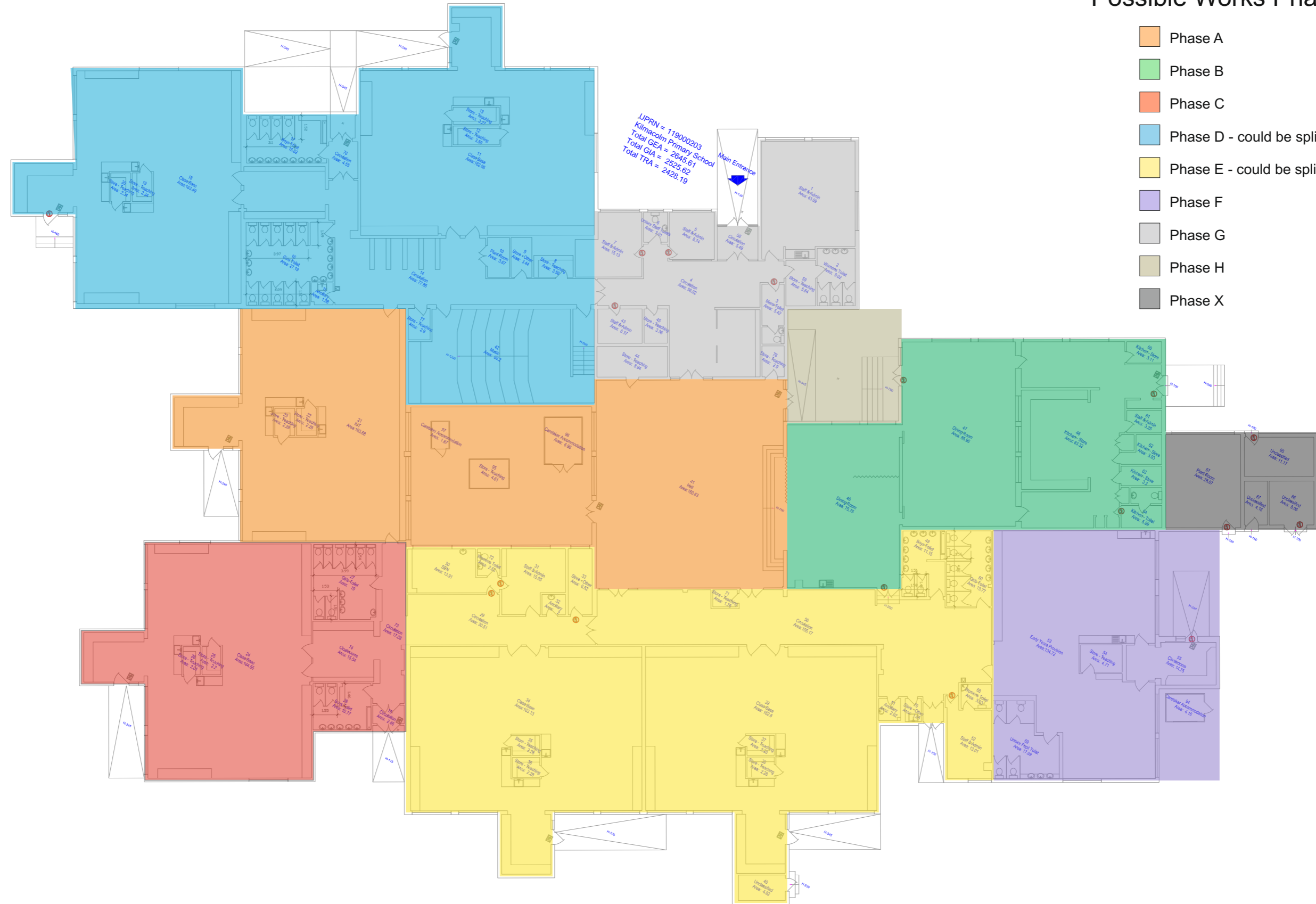
Option 1: All stay on site

Temporary Modular Accommodation



Kilmacolm Primary School Refurbishment - Option Appraisal

Option 1: All stay on site



Kilmacolm Primary School Refurbishment - Option Appraisal

Option 1: All stay on site

The complexities for phasing the works should not be underestimated. This solution to this cannot be reached until a contractor is engaged.

There will be modular accommodation on site and would almost certainly be on hard standing e.g. the car park and playground. These areas would not be available for a significant period.

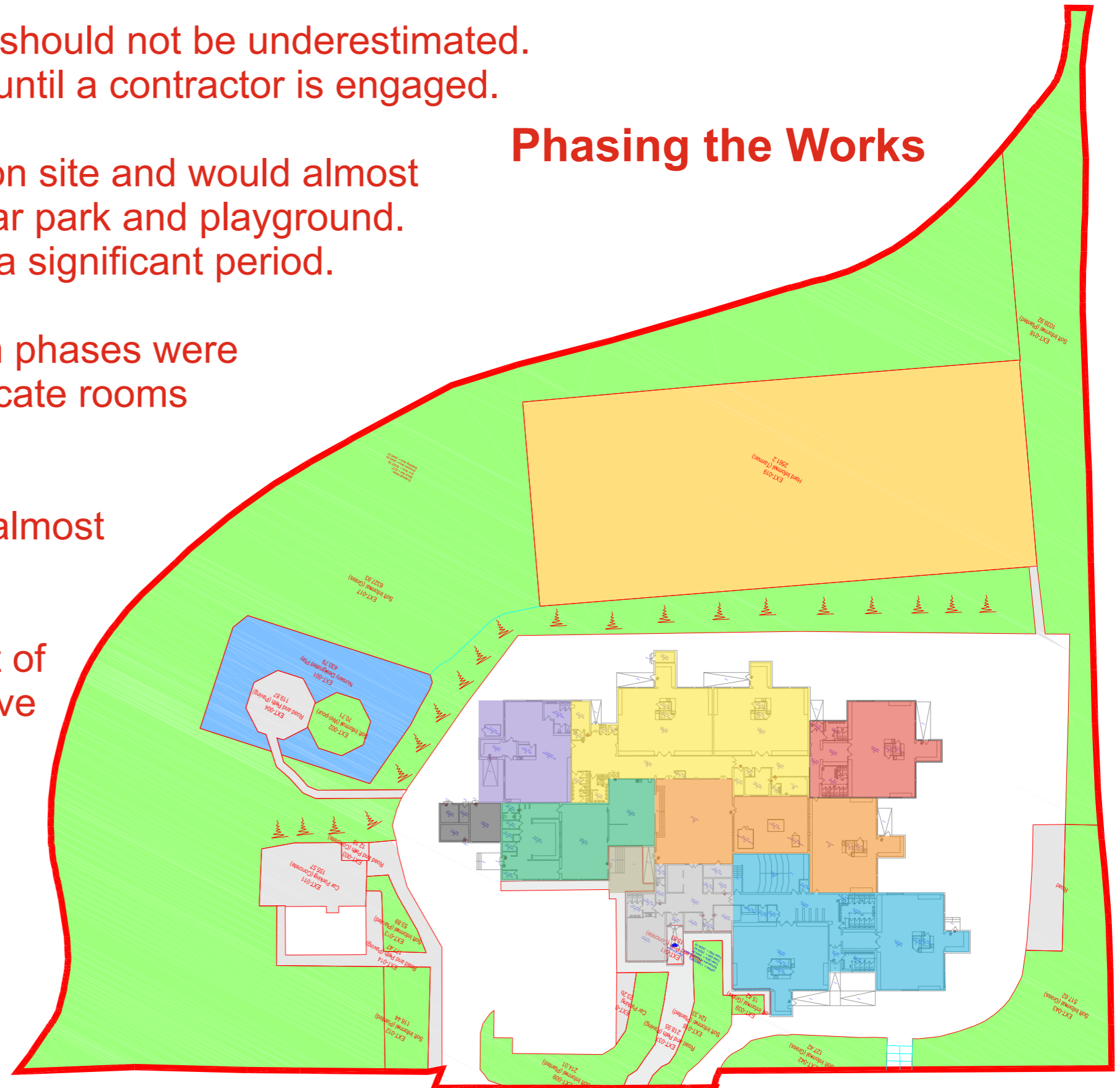
There would be disruption as classroom phases were completed as classes would need to vacate rooms and move into refurbished ones.

Although perhaps minimal there would almost certainly be acoustic and dust ingress.

It is probable that the halls would be out of use for some of the term time. Alternative hall facilities may have to be found in the community for meals and sports.

It is probable that the pitch would be out of use for the duration of the project as it is the only place for a contractor compound.

Phasing the Works



School Day: - no change

Transport: - no change

Access: - variable

Disruption: - high

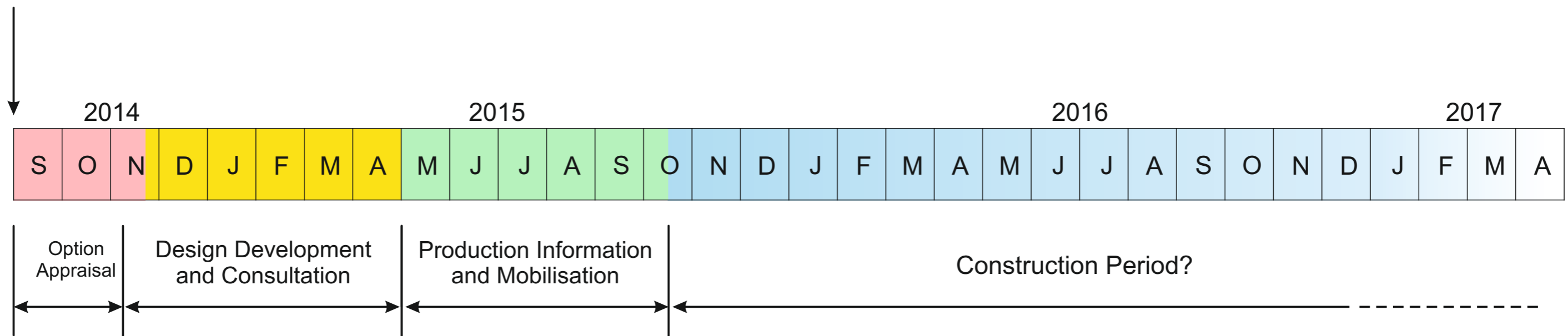
Works Period: October 2015 - Easter 2017?

Kilmacolm Primary School Refurbishment Options 1 All stay on site - Sample Timeline

The actual construction period and programme would be agreed with the contractor once appointed.

Present

Project
Completion?



This outline programme is indicative only

Kilmacolm Primary School Refurbishment - Option Appraisal

Option 2: All decant

Option 2 means that both the nursery and primary pupils will decant to the former St Stephen's High School building currently being used as decant accommodation for St John's Primary School.

Works and improvements have been carried in the building and the landscaping for the St John's Primary School decant. The accommodation will be maintained to make sure it is suitable for Kilmacolm Primary School.

There will need to be further works to provide suitable accommodation for the nursery including an area for safe external play.

The Kilmacolm site will be handed over in its entirety to the contractor for the duration of the refurbishment project.

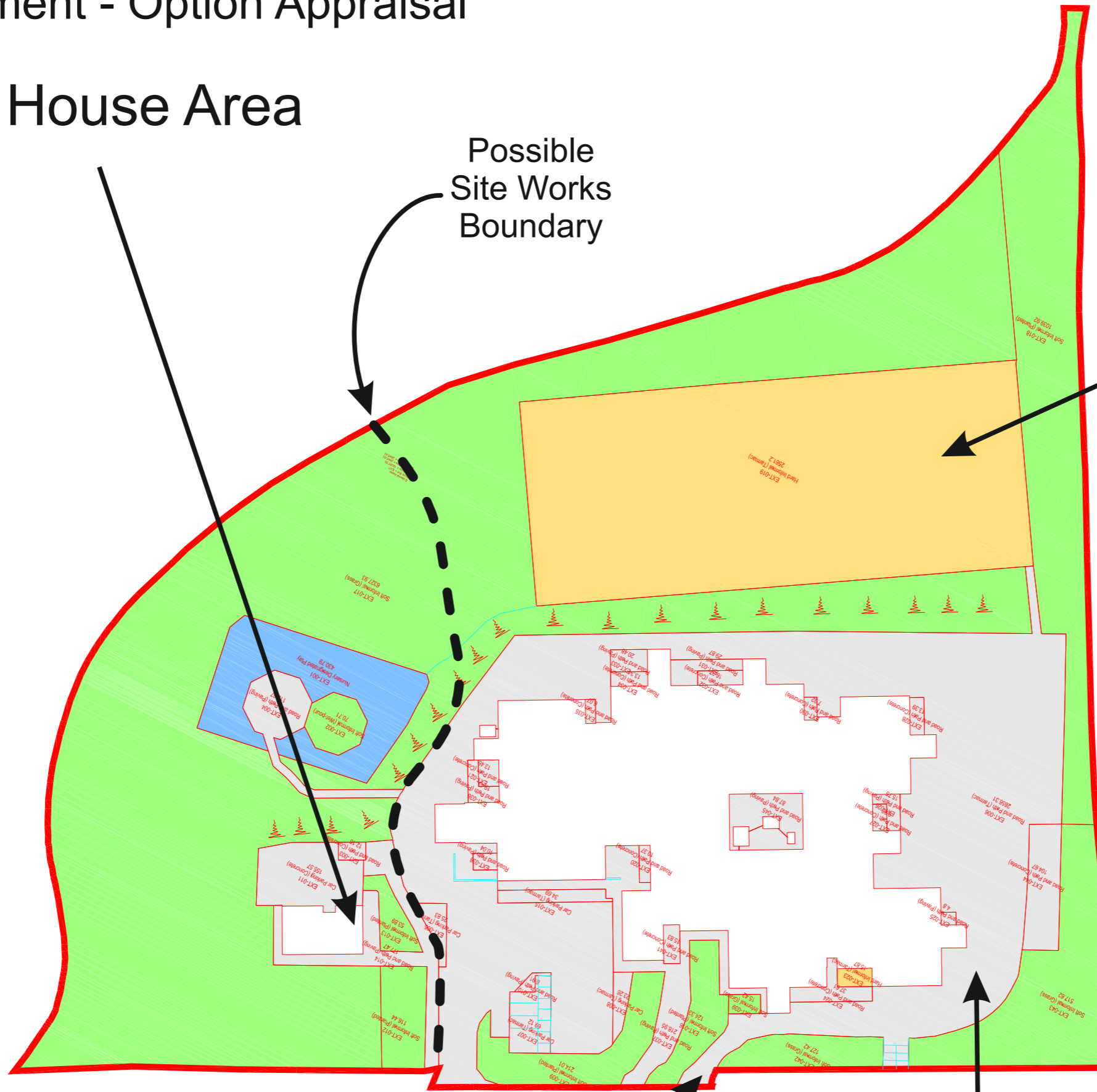
Kilmacolm Primary School Refurbishment - Option Appraisal

Option 2: All decant

Janitor House Area

Possible
Site Works
Boundary

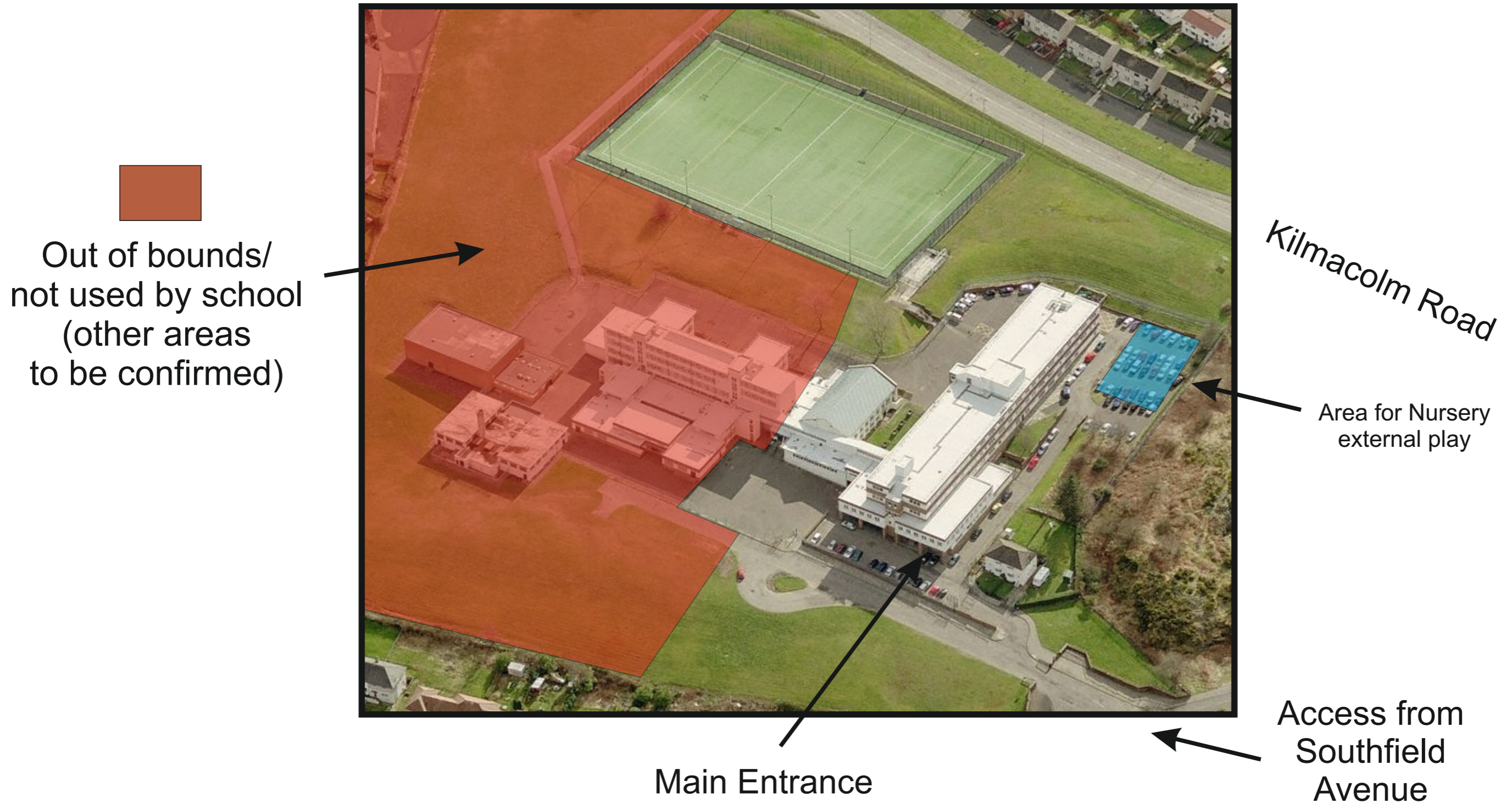
Contractor
Compound



Contractor Access

Kilmacolm Primary School Refurbishment - Option Appraisal

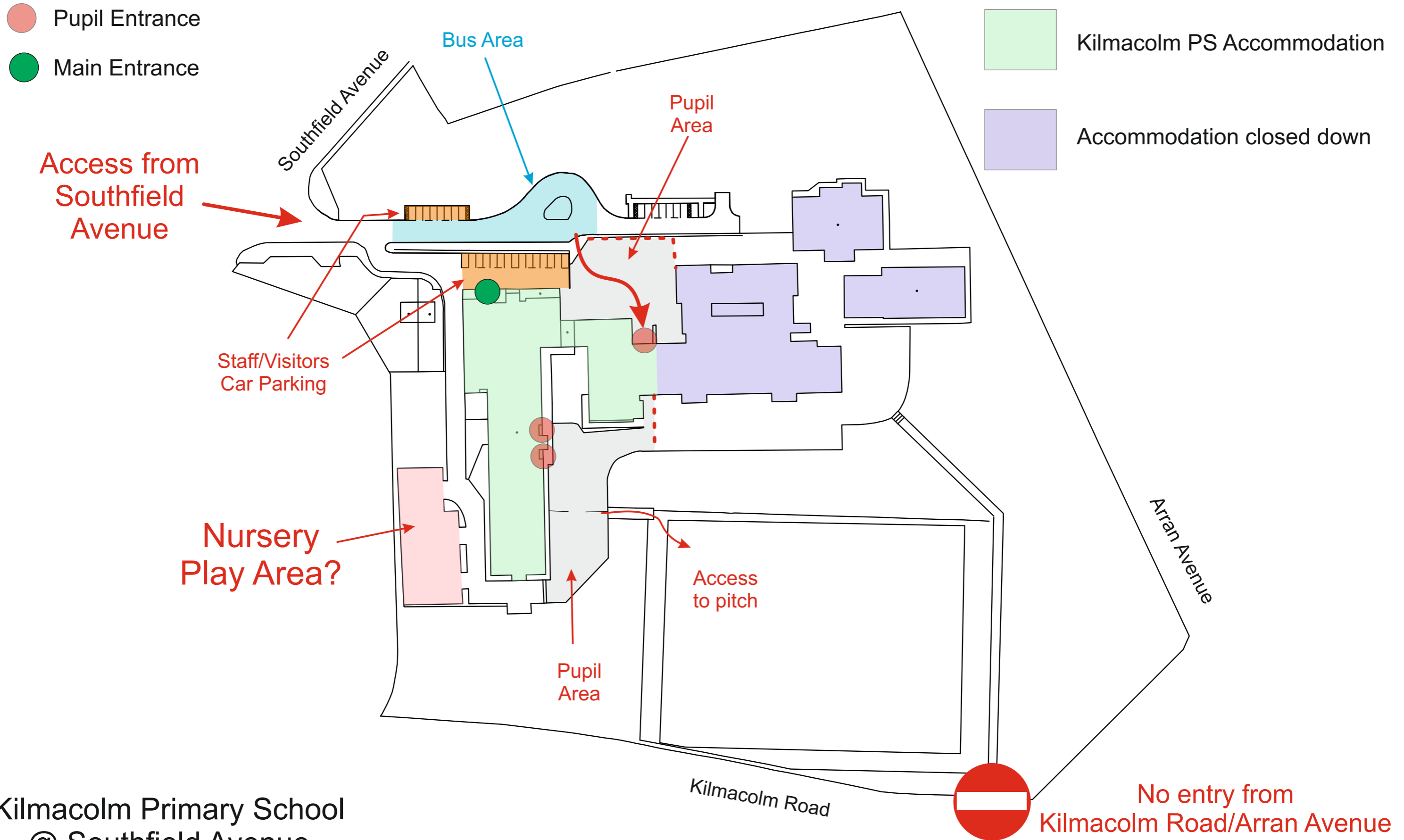
Option 2: All decant



Former St Stephen's High School - as used now by St John's Primary School

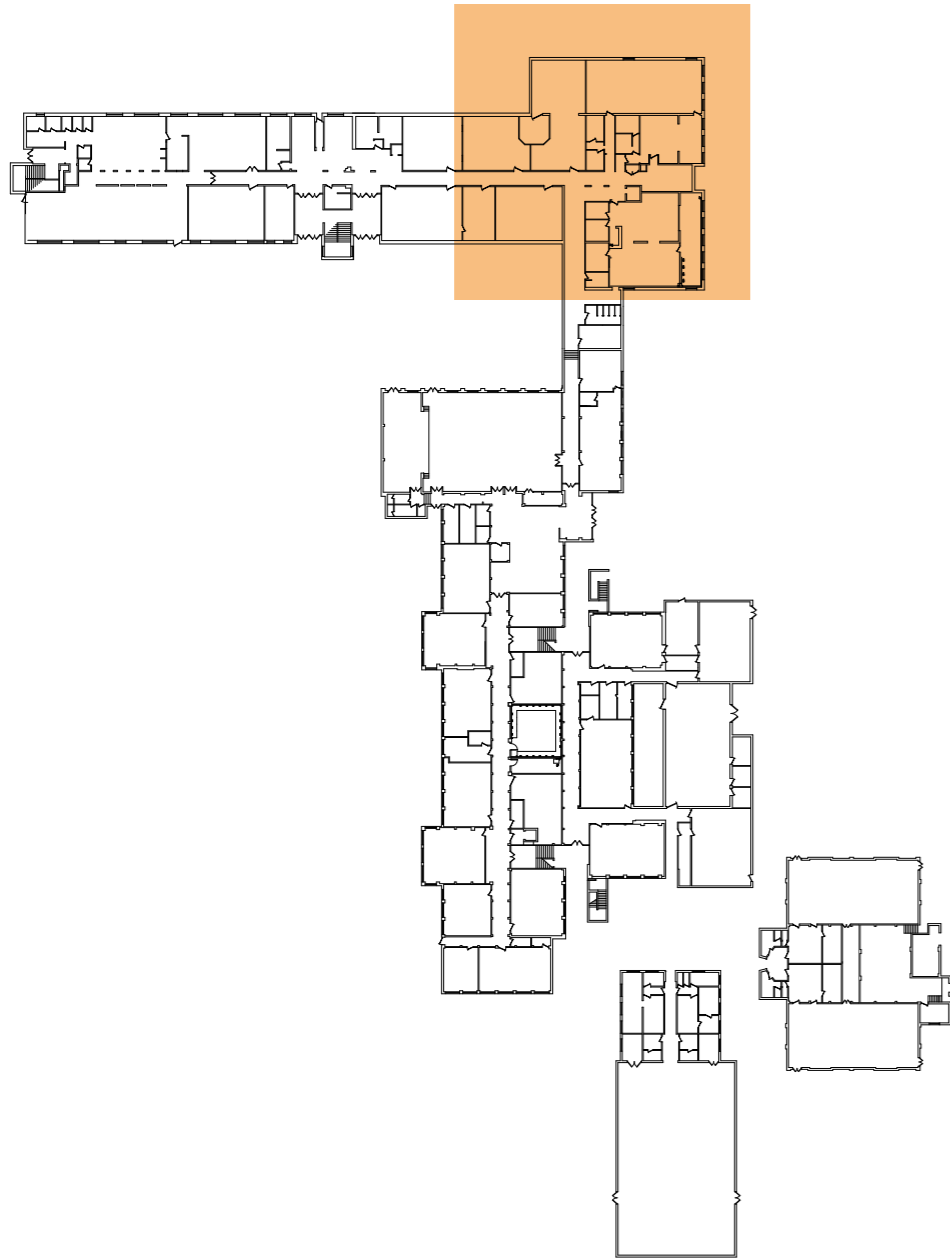
Kilmacolm Primary School Refurbishment - Option Appraisal

Option 2: All decant



Kilmacolm Primary School Refurbishment - Option Appraisal

Option 2: All decant

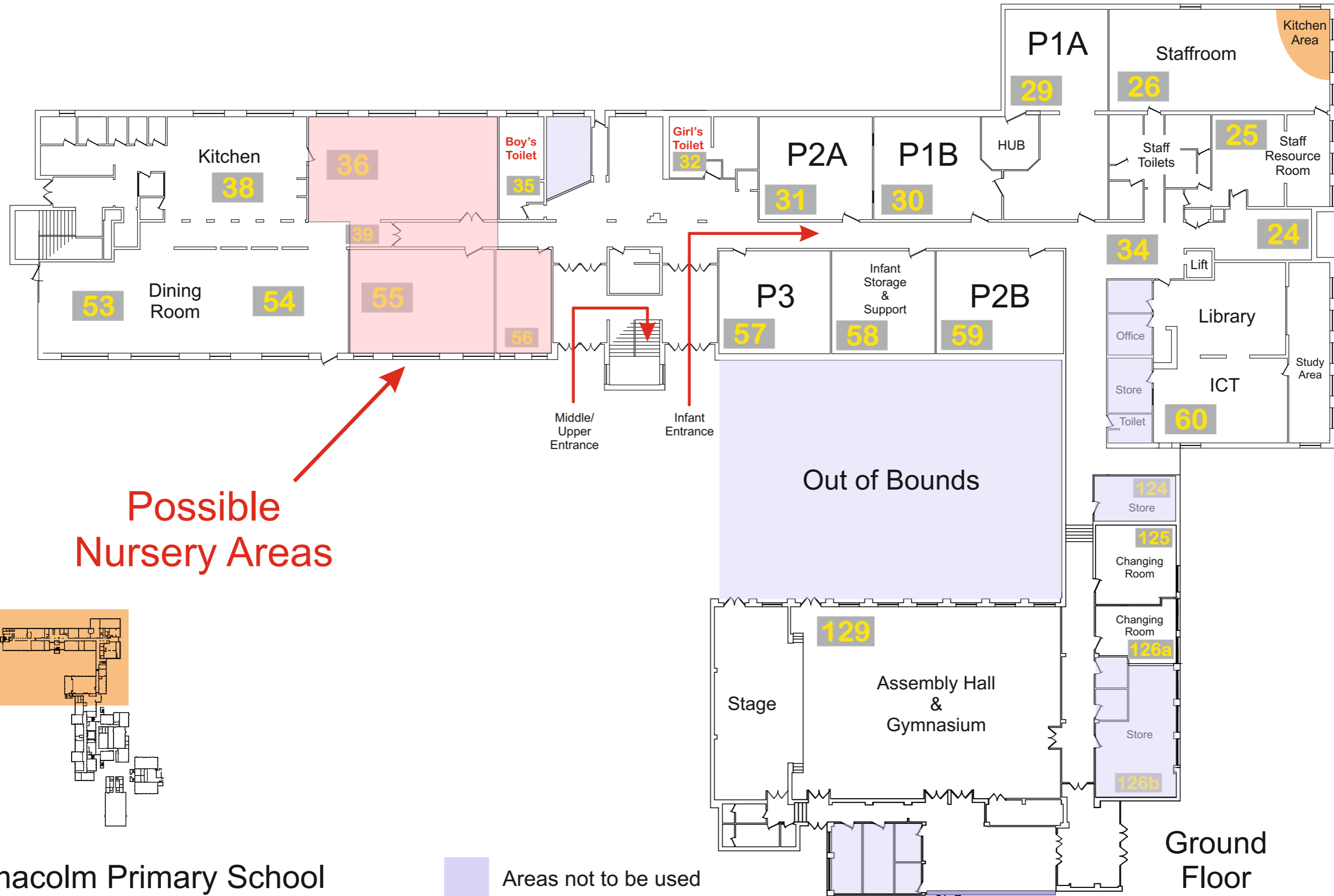


Main Entrance

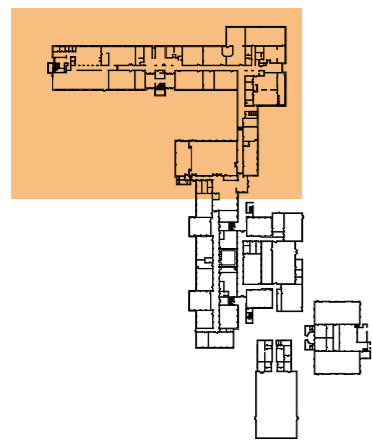
Lower
Ground
Floor

Kilmacolm Primary School Refurbishment - Option Appraisal

Option 2: All decant



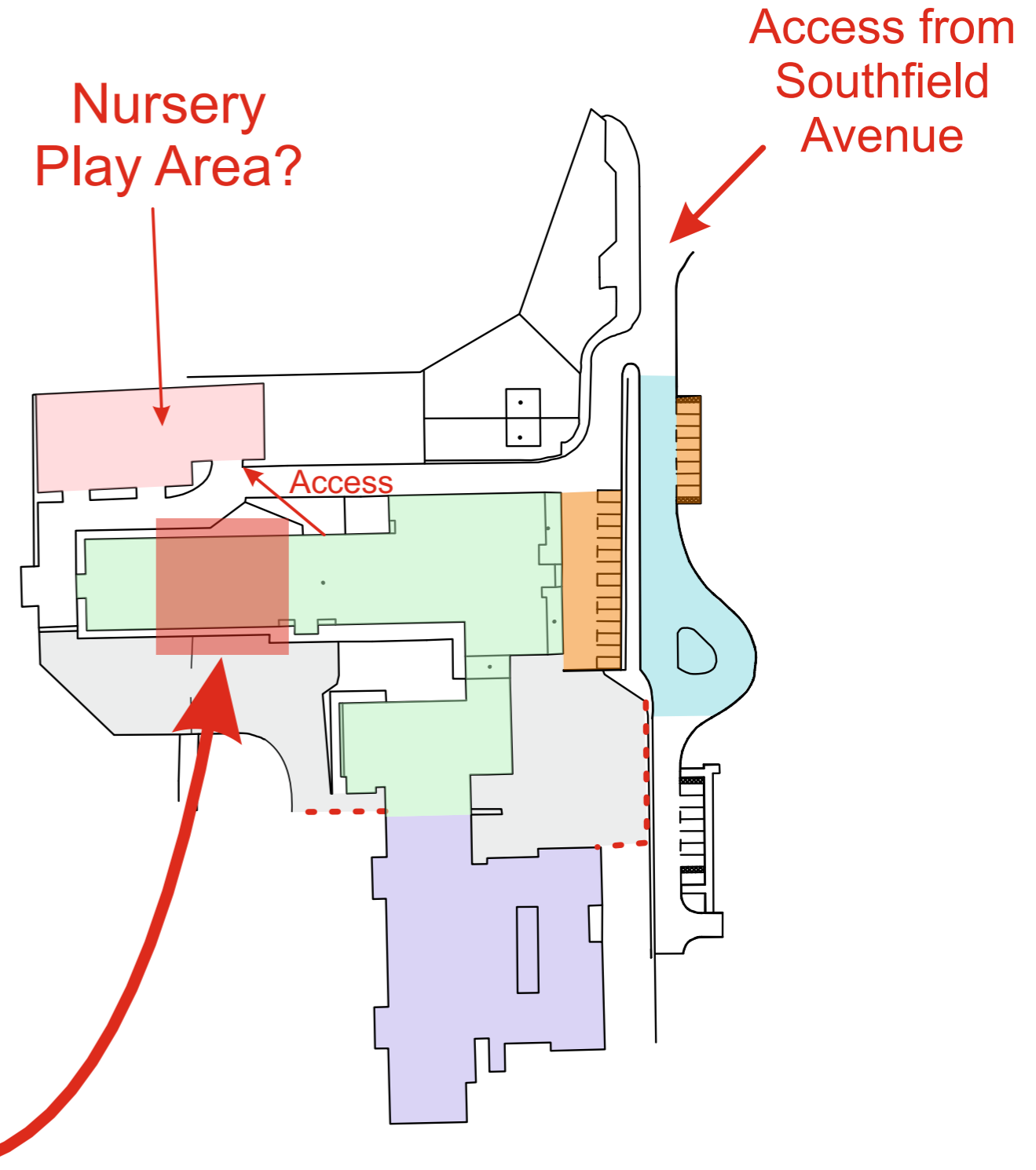
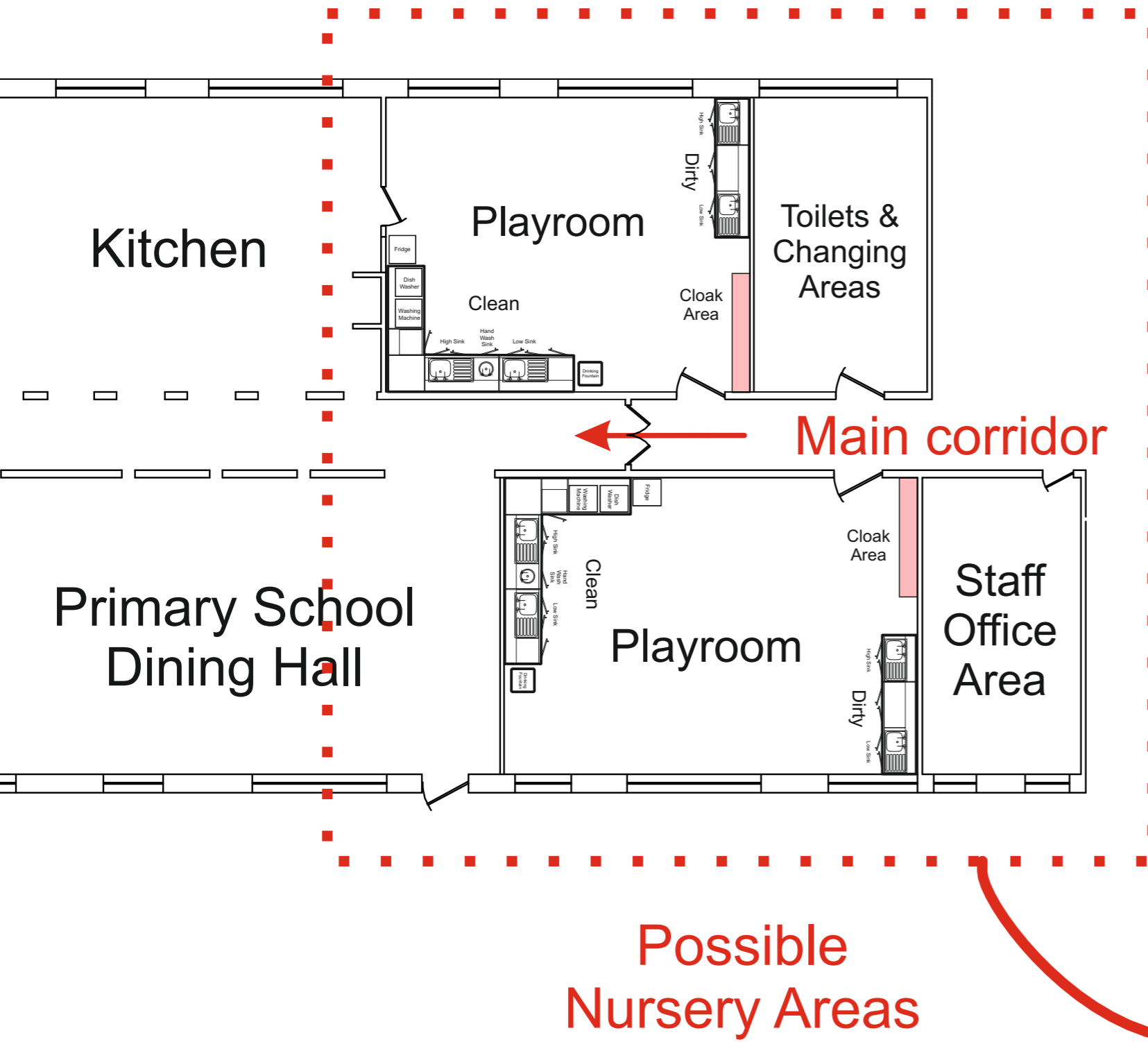
Possible
Nursery Areas



Kilmacolm Primary School
@ Southfield Avenue

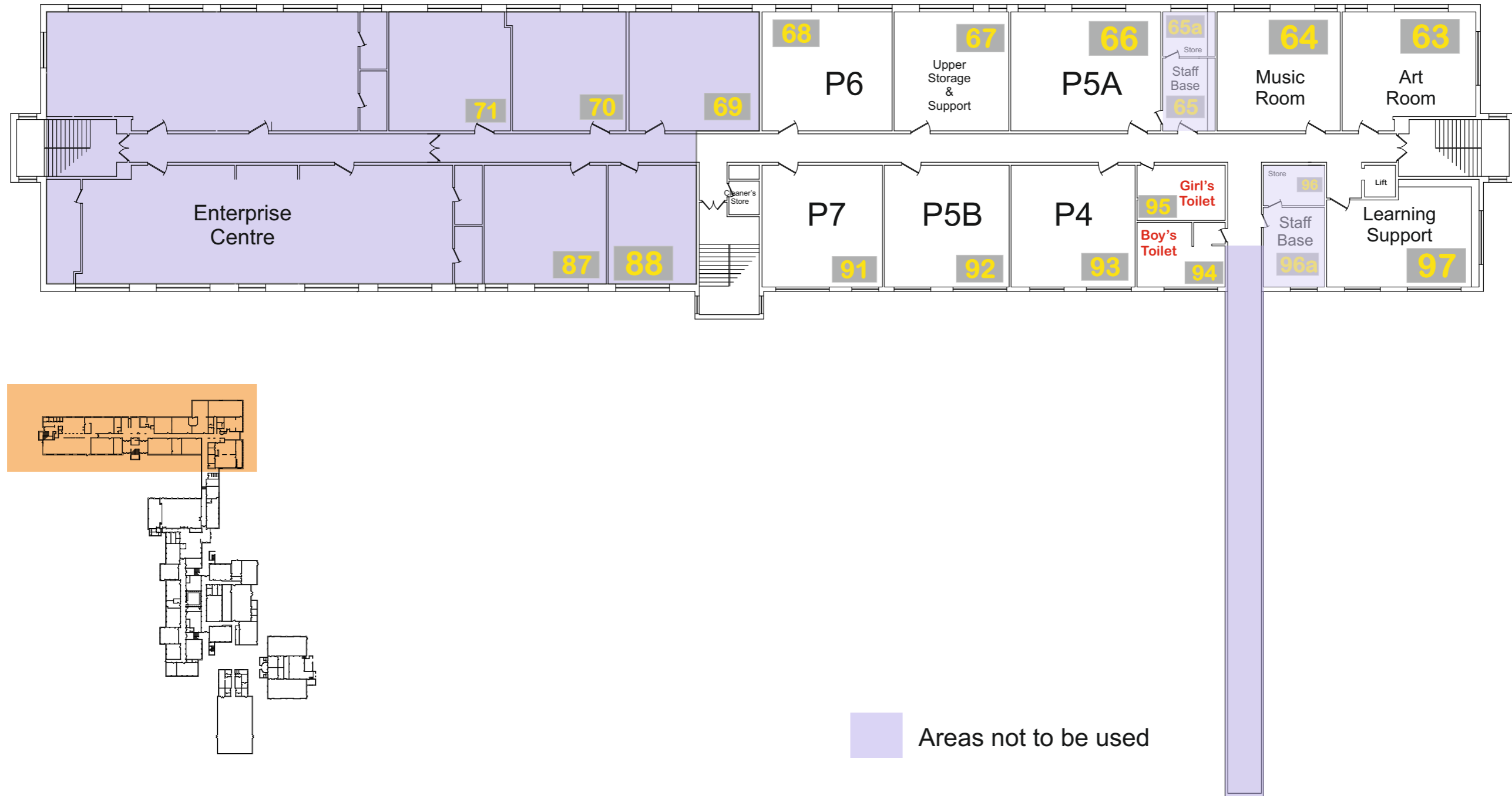
Kilmacolm Primary School Refurbishment - Option Appraisal

Option 2: All decant



Kilmacolm Primary School Refurbishment - Option Appraisal

Option 2: All decant



First
Floor

School Day: - extended for transportation

Transport: - All by bus

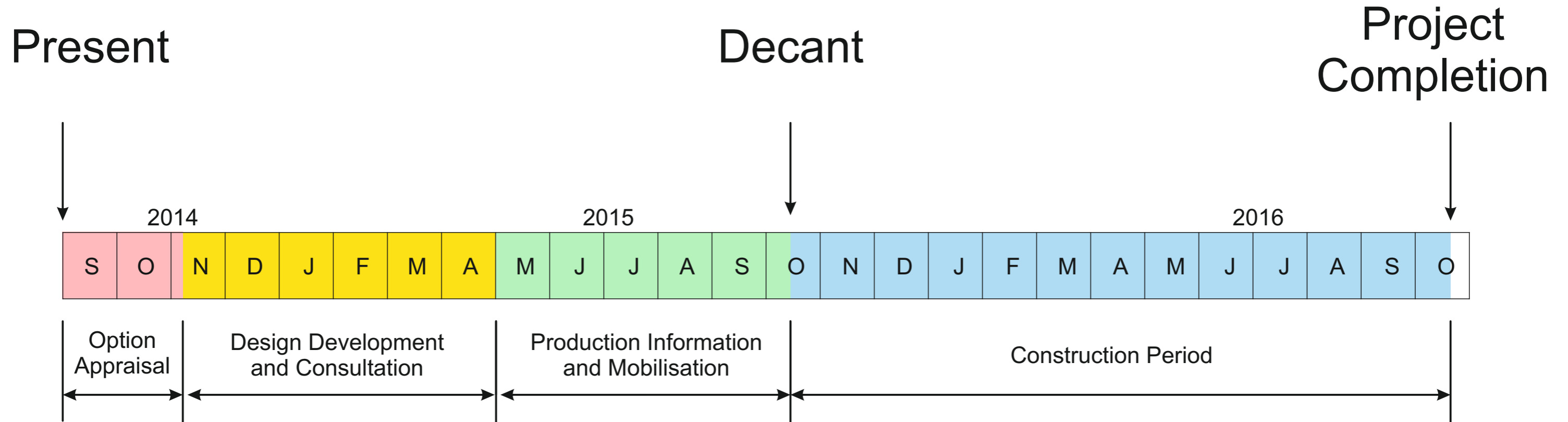
Access: - no drop off/pick up

Disruption: - transport

Works Period: - October 2015 - October 2016

Kilmacolm Primary School Refurbishment Option 2 All Decant - Sample Timeline

If the opportunity arises the programme will be brought forward to allow an August 2016 project completion



This outline programme is indicative only

Kilmacolm Primary School Refurbishment - Option Appraisal

Option 3: a) Primary decant b) Nursery stays on site

Option 3 means that the primary pupils will decant to the former St Stephen's High School building currently being used as decant accommodation for St John's Primary School and the Nursery will stay on site in modular accommodation

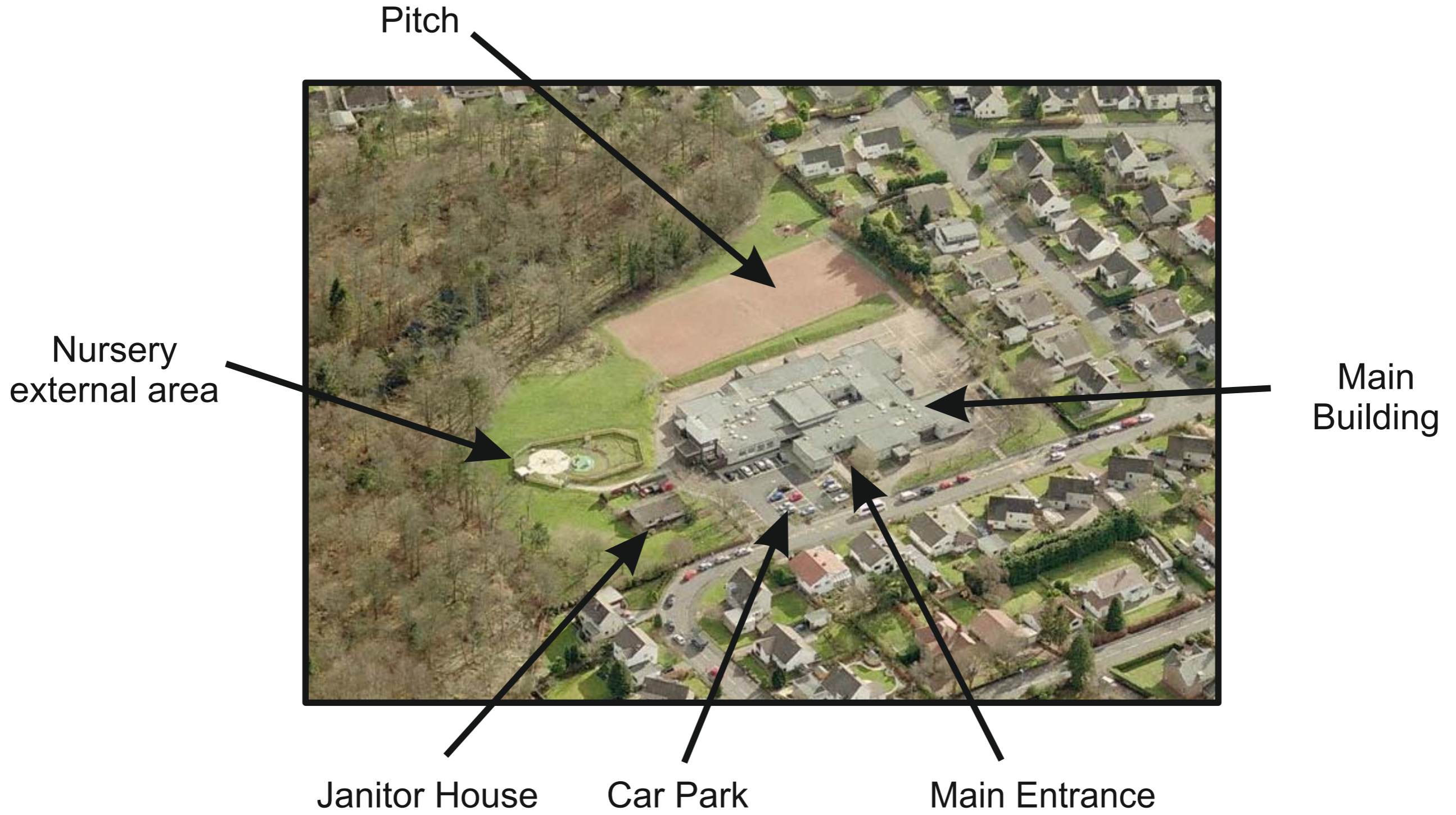
Works and improvements have been carried in the building and the landscaping for the St John's Primary School decant. The accommodation will be maintained to make sure it is suitable for Kilmacolm Primary School.

The Nursery will stay on site with a modular accommodation laid out internally to comply with the Care Inspectorate.

The remainder of Kilmacolm site will be handed over to the contractor for the duration of the refurbishment project. The Nursery will be separated from the building site by safe and secure solid 2.4m fence/hoarding.

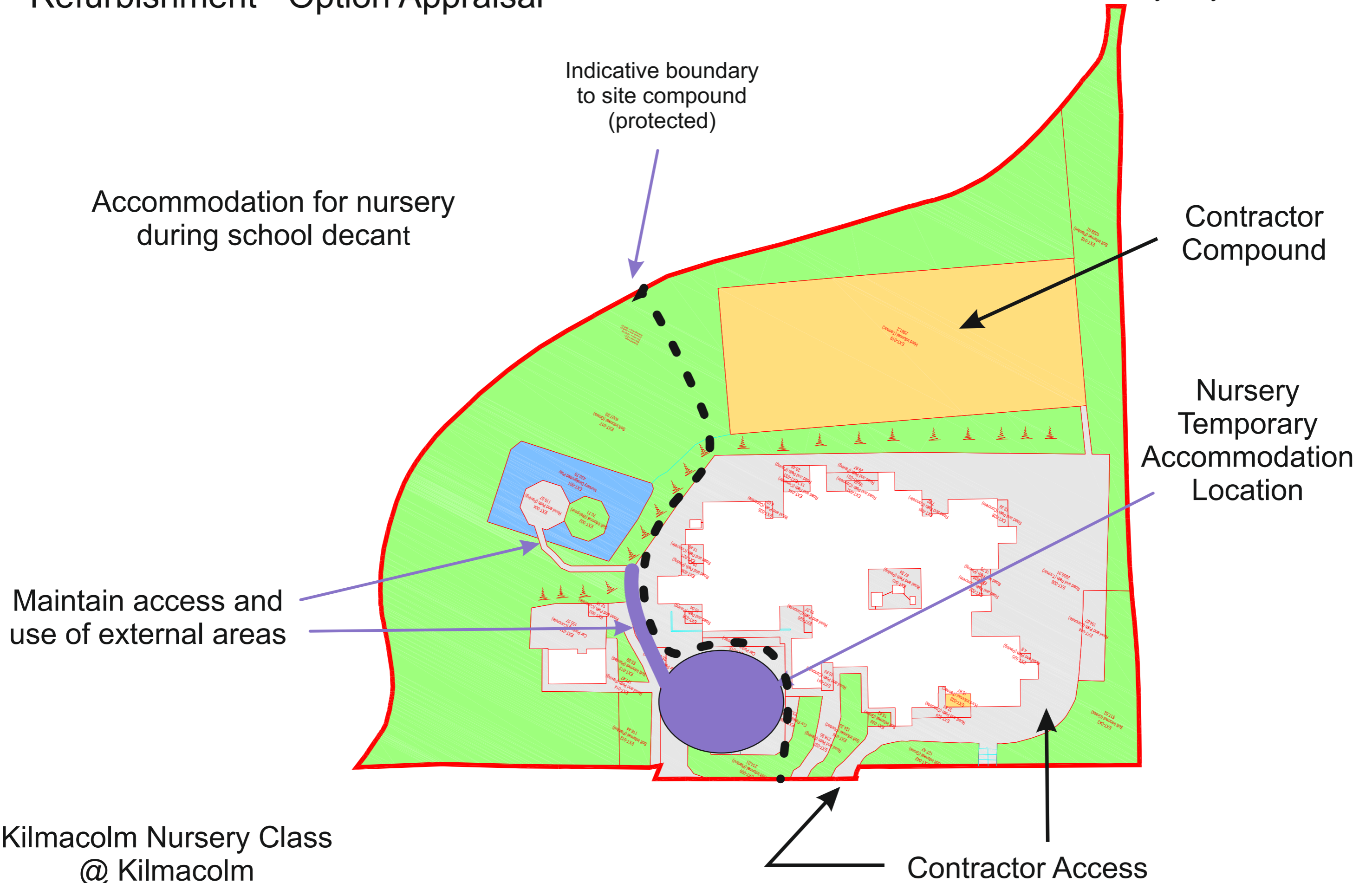
Kilmacolm Primary School Refurbishment - Option Appraisal

Option 3: Primary decant
Nursery stays on site



Kilmacolm Primary School Refurbishment - Option Appraisal

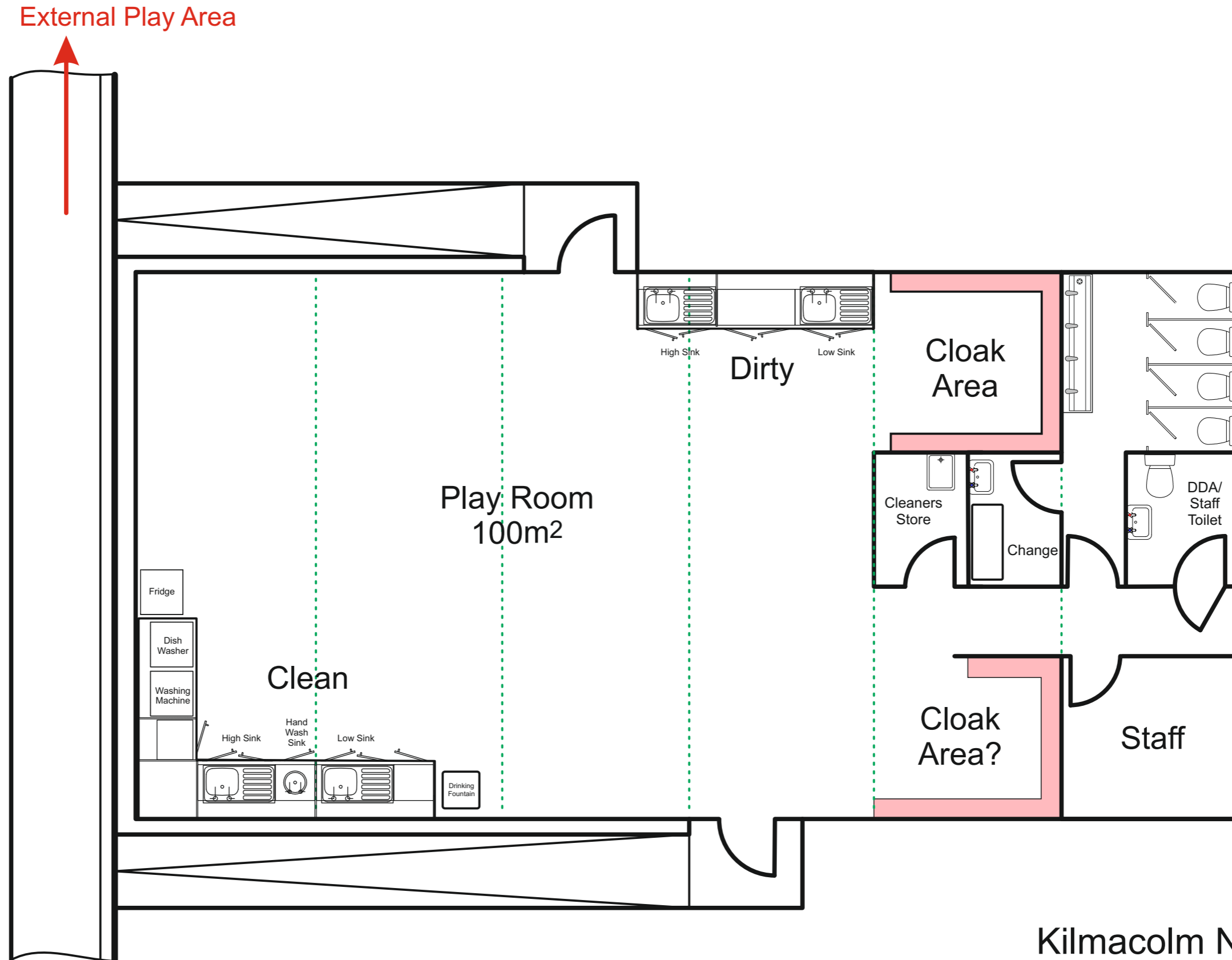
Option 3: Primary decant Nursery stays on site



Kilmacolm Nursery Class
@ Kilmacolm

Kilmacolm Primary School Refurbishment - Option Appraisal

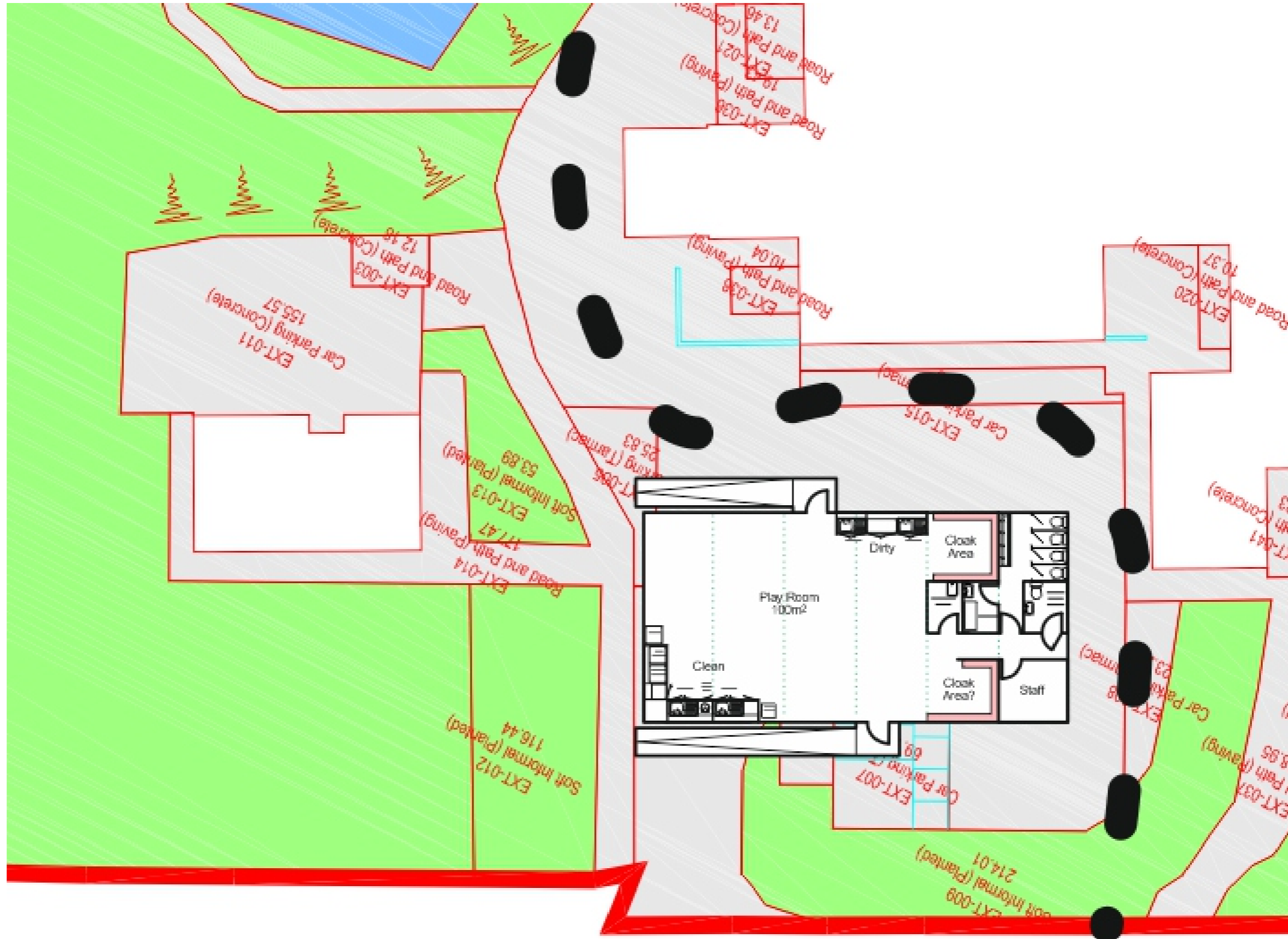
Option 3: Primary decant Nursery stays on site



Kilmacolm Nursery Class
@ Kilmacolm

Kilmacolm Primary School Refurbishment - Option Appraisal

Option 3: Primary decant Nursery stays on site



Kilmacolm Nursery Class
@ Kilmacolm

Kilmacolm Primary School Refurbishment - Option Appraisal



Option 3: Primary decant
Nursery stays on site





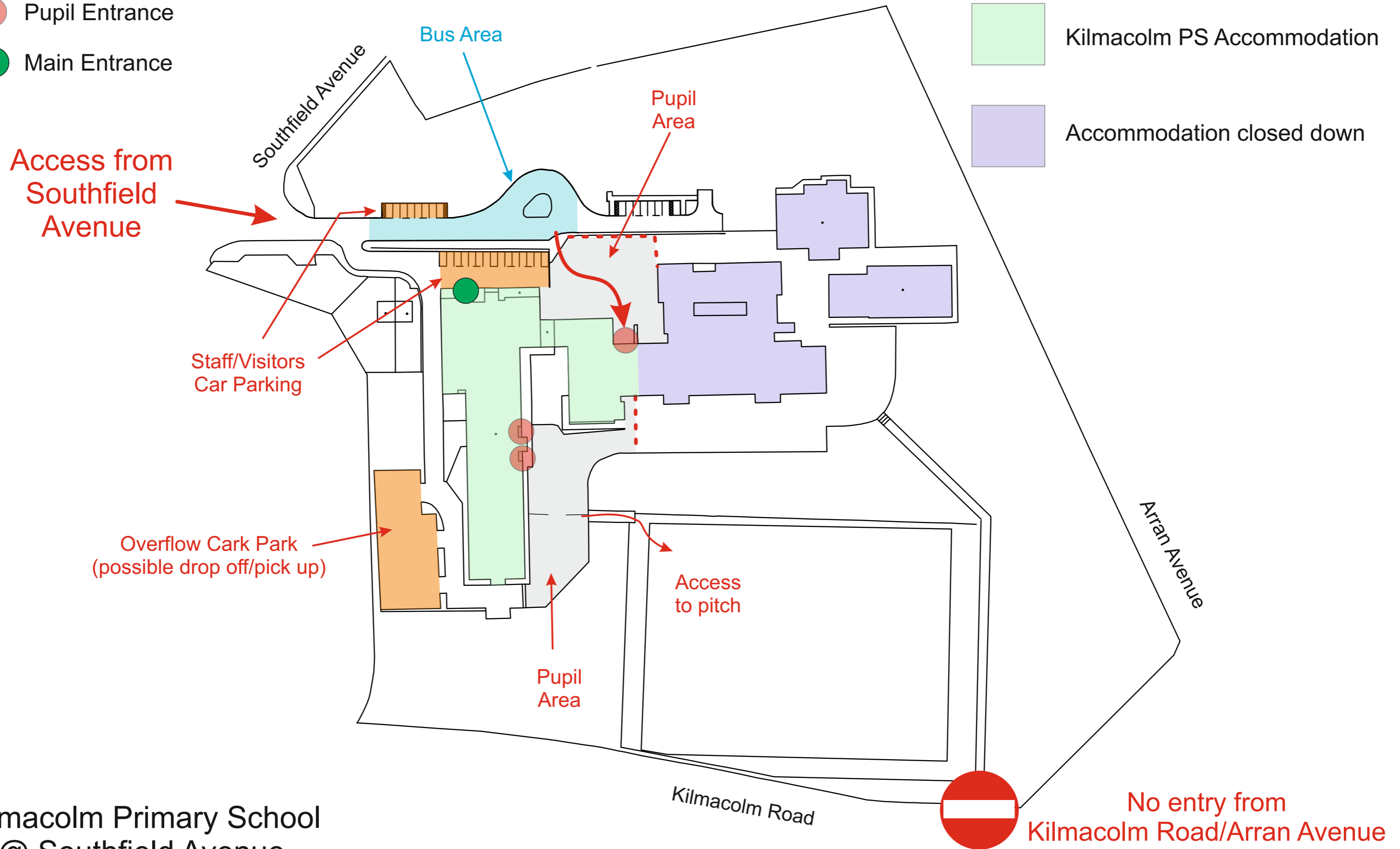
Former St Stephen's High School - as used now by St John's Primary School

Kilmacolm Primary School Refurbishment - Option Appraisal

Option 3: Primary decant Nursery stays on site

-  Pupil Entrance
-  Main Entrance

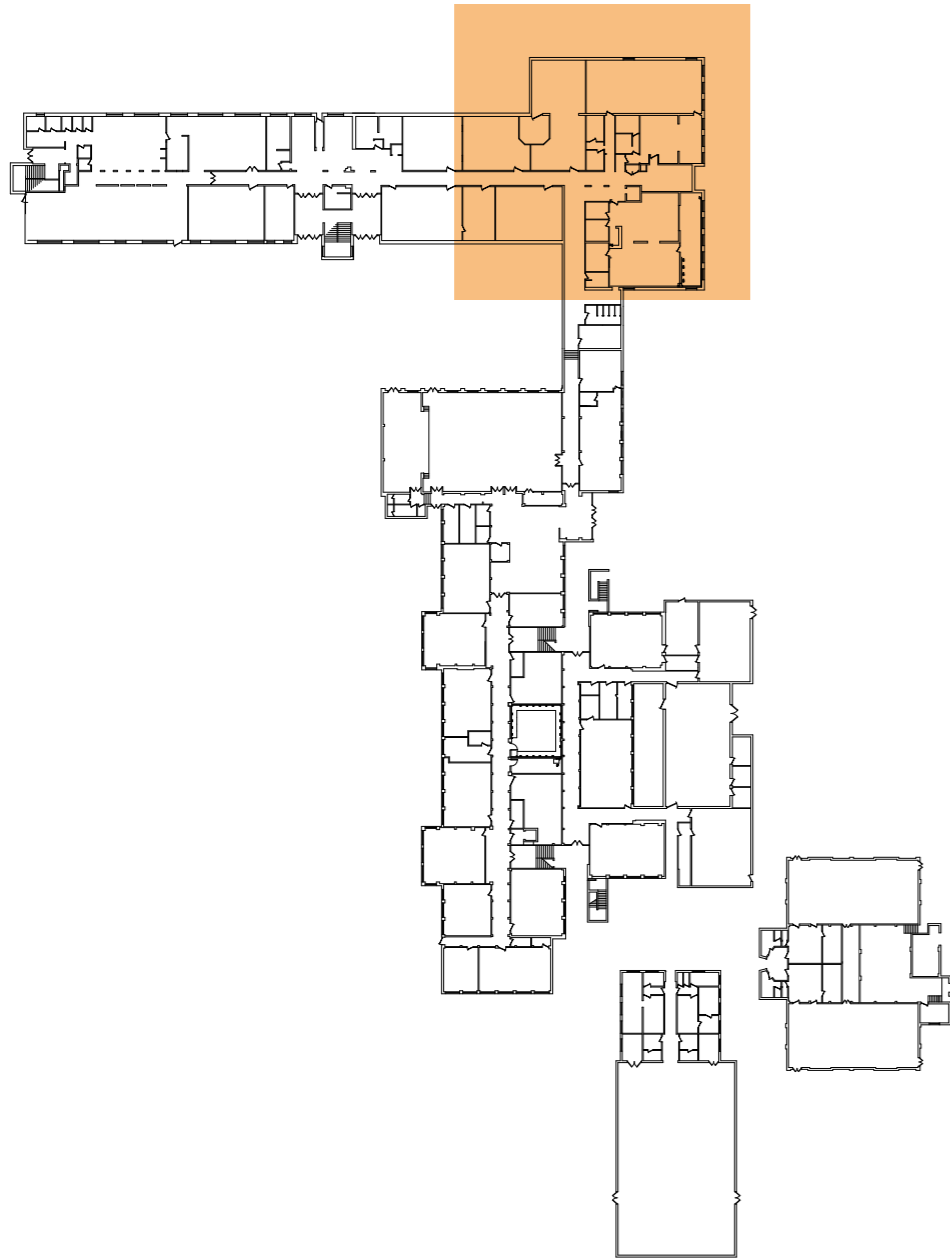
-  Kilmacolm PS Accommodation
-  Accommodation closed down



Kilmacolm Primary School
@ Southfield Avenue

Kilmacolm Primary School Refurbishment - Option Appraisal

Option 3: Primary decant Nursery stays on site

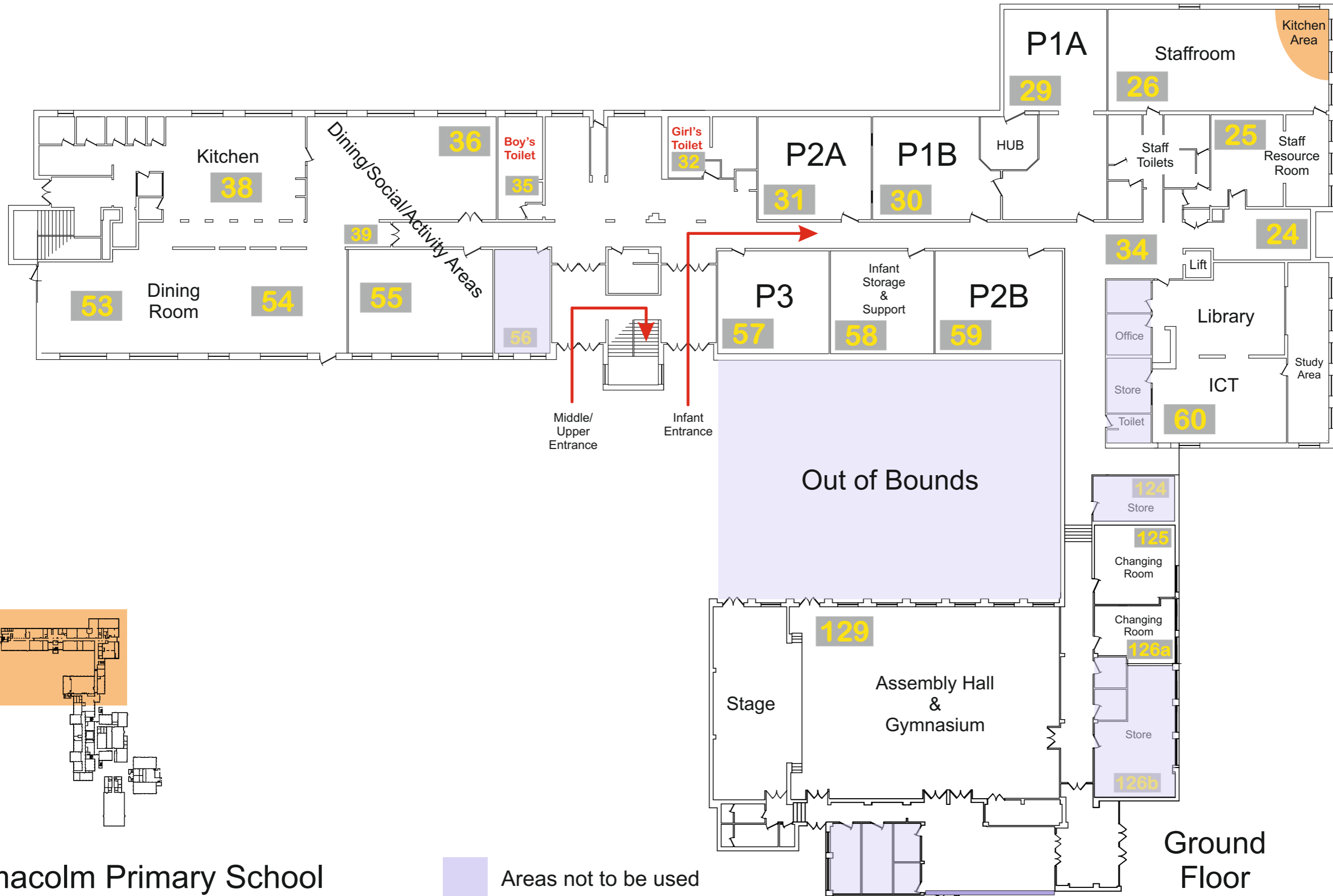


Main Entrance

Lower
Ground
Floor

Kilmacolm Primary School Refurbishment - Option Appraisal

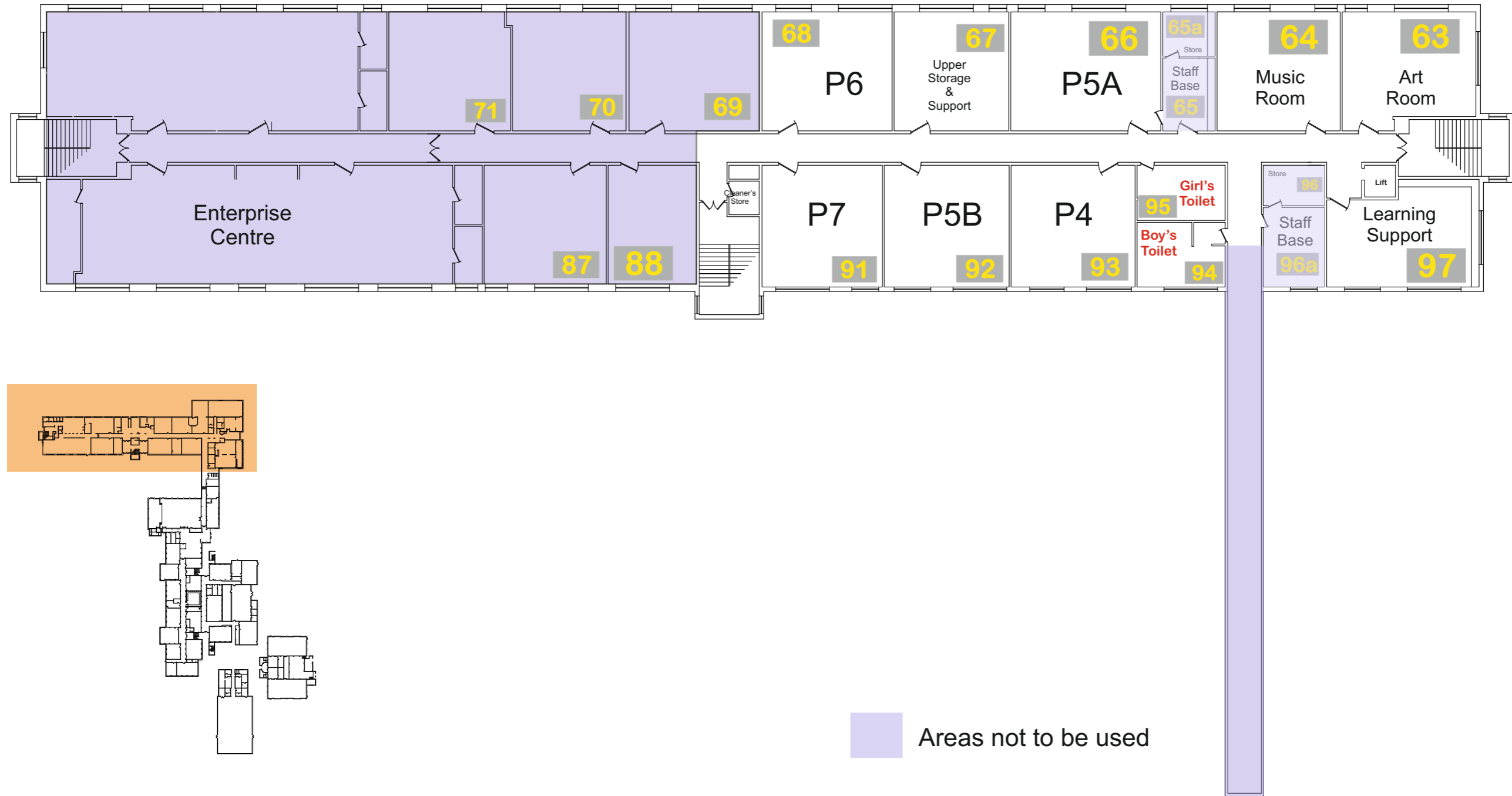
Option 3: Primary decant Nursery stays on site



Kilmacolm Primary School
@ Southfield Avenue

Kilmacolm Primary School Refurbishment - Option Appraisal

Option 3: Primary decant Nursery stays on site



First
Floor

School Day: - extended

Transport: - primary pupils by bus

Access: - ample

Disruption: - transport

Works Period: - October 2015 - October 2016

Kilmacolm Primary School
Refurbishment - Option Appraisal

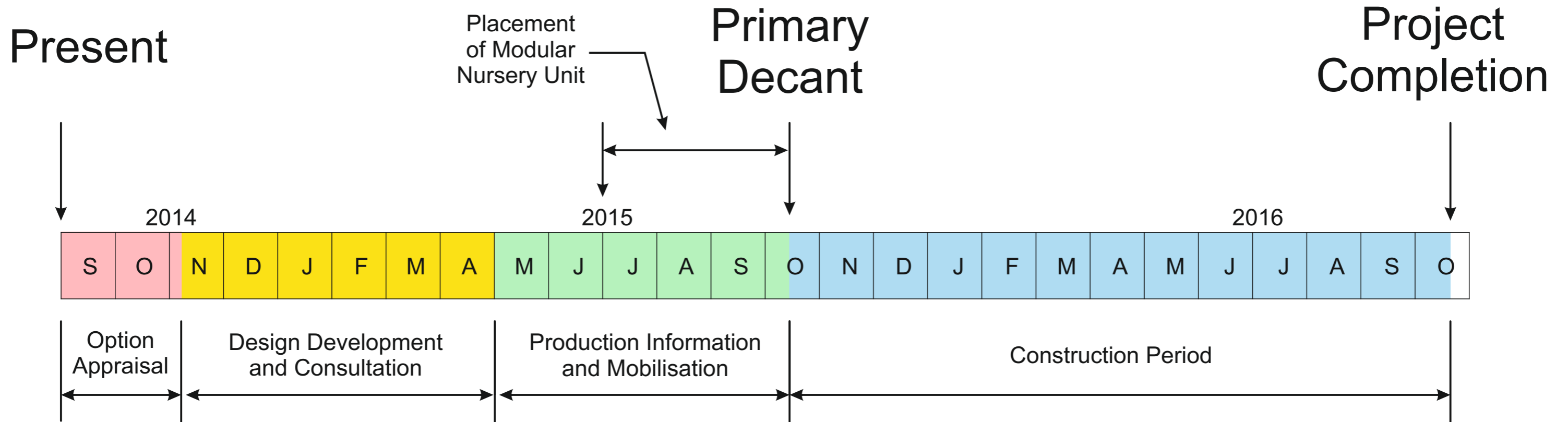
Option 1: All stay on site

Option 2: All decant

**Option 3: a) Primary decant
b) Nursery stays on site**

Kilmacolm Primary School Refurbishment Option 3 Primary Decant - Sample Timeline

If the opportunity arises the programme will be brought forward to allow an August 2016 project completion



This outline programme is indicative only

KILMACOLM PRIMARY SCHOOL

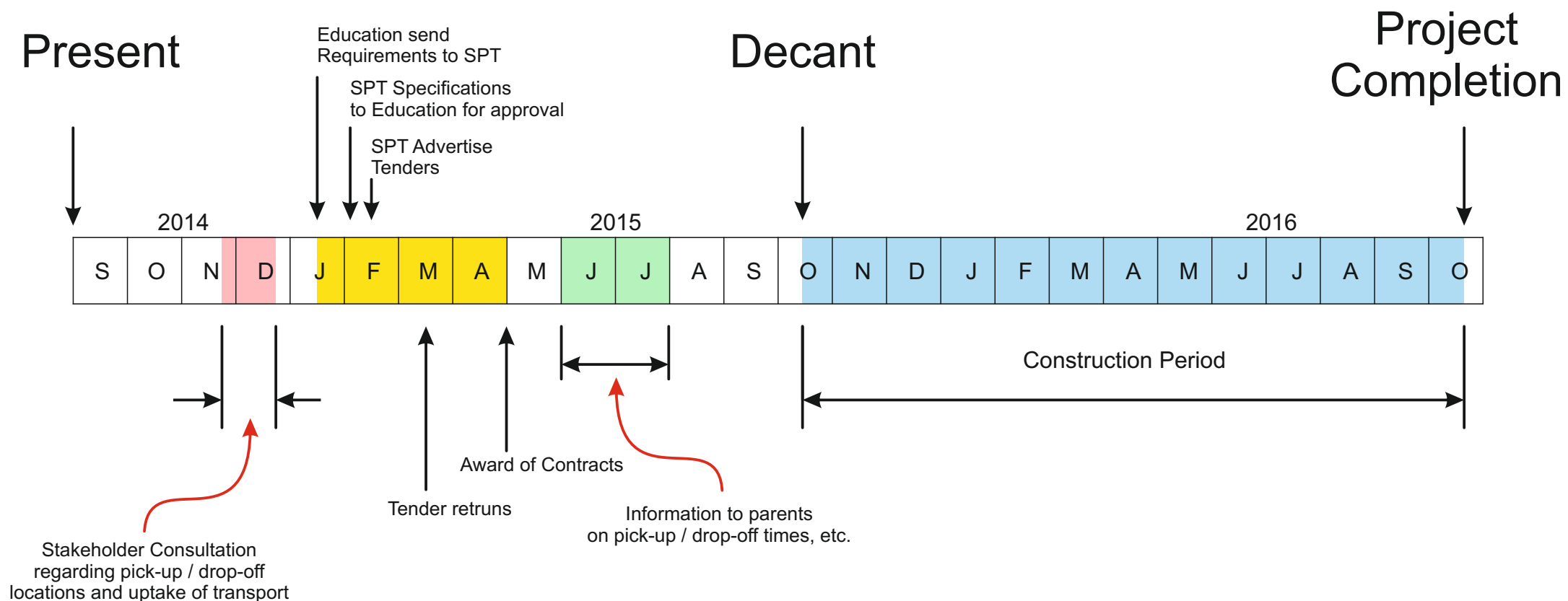
TRANSPORTATION INFORMATION

If either Options 2 or 3 are agreed, this will result in the need for Inverclyde Council to transport children from Kilmacolm to Port Glasgow on a daily basis as part of the Council's decant arrangements. The costs of the required transport will be met in full by Inverclyde Council.

If a school refurbishment results in the transportation of children to a temporary decant school, there will be further consultation with parent/carers about transport matters such as pick-up and drop-off points, bus times, bus routes, and arrangements regarding the safe transfer of children to and from the designated pick-up/drop-off points.

For your information, a sample Transport Timeline and a set of Frequently Asked Questions about transport arrangements are included in the Kilmacolm Primary School Refurbishment Information Pack.

Kilmacolm Primary School Refurbishment Transport - Sample Timeline



Kilmacolm Primary School
Transportation Information
FAQ's Sheet

1. Are Escorts provided?

Yes! Escorts are not provided on mainstream school contracts except where a school has to be decanted. There will be 1 escort on each bus.

2. What role do Escorts play in the safe transfer of pupils to and from the designated pick-up/drop-off points?

Escorts are responsible for ensuring that all pupils are registered at the pick-up in the morning; allocated a seat on the bus; seatbelts are in place throughout the journey and supervise pupils to and from school.

3. Where will the designated pick-up/drop-off points be located?

TBC! Once the numbers are confirmed with regards to the uptake of transport and the location of pupils, SPT will be informed and will issue an advert for contractors to tender for the decant. Once the contract has been awarded, we will discuss all the information regarding points 3, 4, and 5 with the successful contractor.

4. What route will the bus take?

As above.

5. What time will the bus pick-up/drop-off at?

As above.

6. Will the pupils arrive for school starting at 9am?

Yes! Timing of pick-up will depend on the time taken to transport the pupils from the designated pick-up to school with a view to arriving at school at 8.50am.

7. Will the pupils leave school at 3pm?

When the school bell rings at 3pm, the staff will assemble the pupils in bus order and register them, the pupils will then board the bus and leave as soon as all pupils are safely aboard and seatbelts are in place.

8. Will a pass/ID be provided to ensure access to the bus?

Once the school have allocated pupils to buses, the school should provide a pass giving the child's name; class; bus colour/number and pick-up/drop-off times. The passes are not necessarily ID badges and your child will not require to show it to board the bus, they are only a guide for your child and once they are familiar with the escort/driver/bus, they won't need to use the pass.

9. What happens if I am late to drop-off/pick-up my child from the designated points?

Parents are responsible for ensuring that their child arrives at the drop off point in time for the bus leaving – if you are late and miss the bus, you will have to make your own way to the school. If you are late to the drop-off point at the end of the day, it would be helpful if you could alert the school and they can make contact with one of your listed emergency contacts. However, if your child is already on the bus and being transported to the drop-off point, please see the attached 'Guidelines for Transport Escorts'.

10. Will families be kept together on the same bus?

Yes! The school will be responsible for arranging the pupils on the buses and siblings will be allocated a seat on the same bus.

11. Will parents/carers be allowed to travel on the bus with the pupils?

No! Only pupils are allocated a seat on the bus.

12. Who is responsible for the safety of pupils at the designated pick-up/drop-off points?

It is the responsibility of Parents/Carers to ensure the safety of their children as they wait to be uplifted for school and as they are dropped off.

13. What happens if the bus breaks down?

Pupils will remain on the bus until another bus arrives to proceed with the journey.

14. What happens in severe weather?

In severe weather pupils would remain in school until they can be uplifted by a parent/carer. Parents/Carers would receive a text notification informing them of actions to be taken.

15. What will happen with the new P1 pupils?

P1 pupils will be transported on a separate bus along with 2 parent/carers on the 1st day of school in August. The bus will transport the parent/carers back to the pick-up/drop-off point at a time to be decided by the Head Teacher. The bus will transport the parents back to school (approx 11.40am) to allow them to travel home with their children to the designated drop-off/pick up point as they finish earlier for the first 2 weeks of term.

16. What happens if I move house during the year – will I still be entitled to transport?

Yes! Normally if you move to an address outwith the catchment area, you are responsible for any transport costs involved in getting your child to school. However, in a decant situation, this does not apply – transport will be provided but only from the designated pick-up point.

17. Do the Escorts all have a PVG?

Yes! If they are existing 'Inverclyde Council employees' they will have recently gone through the recent retrospective PVG exercise. If they are not current employees, when they go through the safer recruitment process, they will require to join the PVG Scheme.

18. Do all the bus drivers have a PVG?

Yes! SPT are our agents and manage all of our contracts. Part of the terms of conditions are that drivers are members of the PVG Scheme prior to contracts being awarded. SPT undertake regular compliance checks on contractors.

19. What might the school day look like for children for each of the 3 options?

Option 1: All remain on site
No change to the school day

Option 2: All decant to the old St Stephen's High School

Primary Pupils

Departure time for buses (from Kilmacolm):	8.30 am
Arrival time for buses (in Kilmacolm):	3.30 pm

Option 2: All decant to the old St Stephen's High School cont'd

Nursery Children - mornings

Departure time for buses (from Kilmacolm): 8.30 am
 Arrival time (back in Kilmacolm): 12.10 pm

Nursery Children - afternoons

Departure time for buses (from Kilmacolm): 12.15 pm
 Arrival time (back in Kilmacolm): 3.55 pm

Option 3: Primary pupils decant to the old St Stephen's High School, and Nursery stays on site in temporary accommodation

Primary Pupils

Departure time for buses (from Kilmacolm): 8.30 am
 Arrival time for buses (in Kilmacolm): 3.30 pm

Nursery Children

No change to Nursery day

Please note that the above times are indicative only.



EDUCATION SERVICES

Guidelines for Transport Escorts (Kilmacolm Primary Decant)

- All pupils travelling to school by bus are the responsibility of the escort on duty.
- On the outward journey the vehicle should pick up pupils from the arranged pick up point at the specified time. Pupils should be registered when embarking on the bus.
- All pupils must wear seat belts at all times when they are in the vehicle. It is the responsibility of the escort on duty to ensure that all pupils are wearing their seatbelts before the vehicle moves off.
- The escort must remain in the vehicle at all times when supervising pupils.
- The escort should assist the children from the transport and hand them over to a member of school staff. Bus should be checked to ensure all pupils have disembarked.
- Pupils will be registered in school at the end of the day prior to boarding the bus.
- On the return journey home from school the escort should assist the children onto the vehicle and again ensure that all pupils are wearing seatbelts before the vehicle moves.
- On the return journey the escort must ensure that the pupils are safely delivered to the designated drop off point. The escort must ensure that no pupils who are waiting for a parent/carer are left alone at the drop off point. Bus should be checked to ensure all pupils have disembarked.
- In the event of a parent/carer not being present, then the vehicle with the escort and the pupil should wait for a reasonable time. (Reasonable time will depend on a number of factors such as the needs of the child, the weather, location and time of day, usually five or ten minutes). IF AFTER WAITING A REASONABLE TIME THERE IS STILL NO RESPONSIBLE PERSON PRESENT THEN CONTACT EDUCATION SERVICES FOR ADVICE. TEL: 01475 712842.
- All incidents should be reported to Education Services.