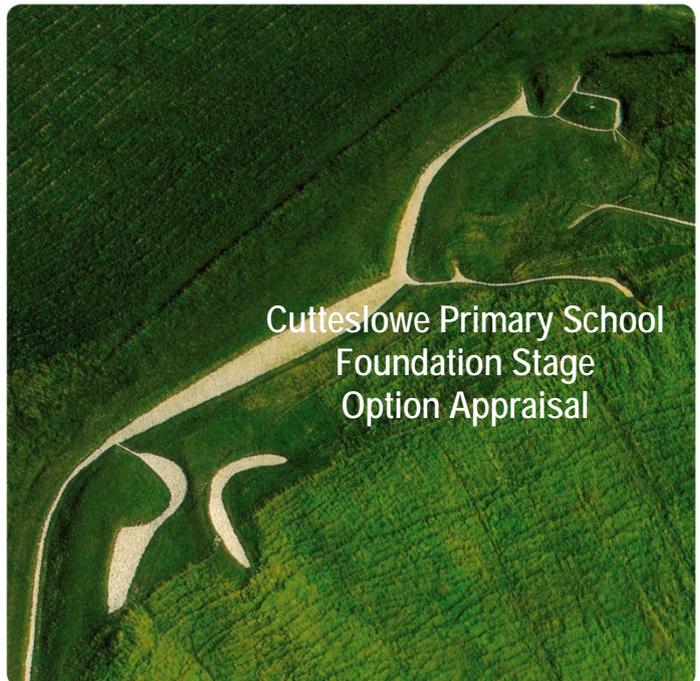
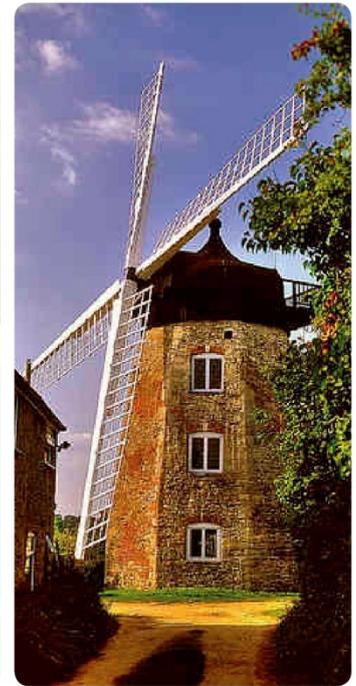
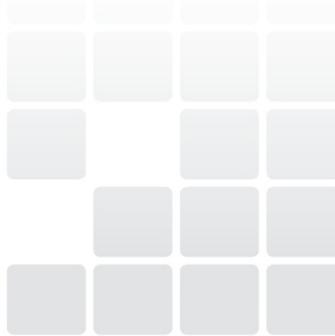
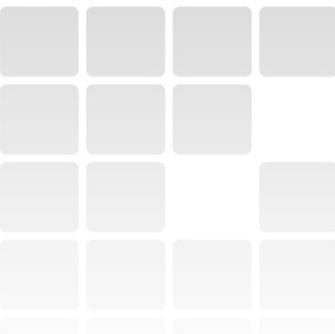


# Oxfordshire County Council Property and Facilities



Cotteslowe Primary School  
Foundation Stage  
Option Appraisal





# Document Control Sheet

Project Title            Cotteslowe Primary School  
 Report Title            Foundation Stage Option Appraisal  
 Revision                1.1  
 Status                  Draft  
 Control Date            January 2013

## Document Check and Authorisation

Issue	Status	Author	Date	Check	Date	Authorised	Date
1.1	Draft	J.Seddon	14/3/13	J.Farrow	21/3/13		

## Document review of Issue 1.1

Name	Role	Brief review	Date
Kevin Griffin,	Service Manager CEF, OCC	By email	26/3/13
Jill Sewley	Associate Director	By email	26/3/13
Mark Holmes on behalf of Peter Galley	Design and Construct Lead CCS	By email	26/3/13

## Document Issue

Organisation	Contact	Copies
Oxfordshire County Council	Diane Cameron	1
Oxfordshire County Council	Hannah Wright	1

# CUTTESLOWE PRIMARY SCHOOL

## Site/Feasibility review

*To be read in conjunction with original feasibility study dated February 2011*

## CONTENTS

1. Introduction
2. Executive summary
3. School requirements
4. Review of External Areas
5. Review of existing accommodation
6. Proposed new build and alteration works
7. Accommodation Schedules
8. Anticipated cost/programme risks
9. Conclusion

## APPENDICES

### APPENDIX 1 – Drawing

## **1. INTRODUCTION**

A Project Work Notification was received to investigate options to ensure provision of sufficient and suitable accommodation for F1 (Reception) pupils in Cotteslowe Primary School, Oxford.

Cotteslowe Primary School is currently subject to a phased programme of capital works to support the recent expansion to 2 forms of entry. During the phased expansion the school will convert to Academy status on the 1<sup>st</sup> April 2013

This option appraisal is required to inform a Cabinet decision on whether to allocate funding to capital works to improve the Foundation Stage at Cotteslowe Primary School.

## **2. EXECUTIVE SUMMARY**

The paper is a desktop review to provide the required 2.3m<sup>2</sup> per child in a more suitable way for the intake of 60 pupils each year into two FS1 classes and the school's FS2 pupils. The school has sufficient capacity for 26 full time equivalent Nursery places. However, it appears that the school have chosen to admit 39 full time equivalent children into F2 for several years and there is insufficient provision for this number.

The following review is an assessment of the accommodation but not an education view.

The existing accommodation is in line with the minimum area requirements for 86 no. children, however the school consider that one of the FS1 classrooms is too small. Over the entire FSU the classroom accommodation totals 207.1m<sup>2</sup> against 197.8m<sup>2</sup> the statutory requirement (2.3m<sup>2</sup> x 86 no. children) and against 207m<sup>2</sup> as identified in the Primary School Brief. For 39 place F2 there is however a deficit of approx. 21m<sup>2</sup> (2.3m<sup>2</sup> x 99 no. children).

The layout of the FSU whilst having various internal level changes, and one of the classrooms not having direct access to the garden has been considered as acceptable as there have been no issues identified in the suitability assessment dated June 2010. For information suitability assessments are carried out every 3 years but this school will not be reviewed until all the current phased building works related to its expansion to 2FE are completed on site. In addition the latest Ofsted monitoring report stated 'Children in the Early Years Foundation Stage have got off to a good start from their wide-ranging starting points this term, because of the lively and stimulating learning environment and effective systems to track every step of their progress'.

Three options have been considered, Option 1 considers internal remodelling, Option 2 assumes a new build extension and Option 3 to do nothing.

Remodelling (Option 1) was disregarded due to the internal level changes making alterations difficult to achieve without an overall loss of storage accommodation and high cost the works would entail. The remaining option (Option 2) is therefore to expand the small FS1 classroom with a small new build extension. This new build would then expand the area of the smaller FS1 classroom and expand the overall area of the unit as a whole to well above the minimum requirements. It wouldn't however solve the problem of the pupils within this classroom accessing the outside play area via another classroom, a practice which is reasonably common in Foundation Stage Units.

For information the school could create, if they chose, another small external play area accessed via the existing doors from the smaller of the two FS1 classrooms if they deemed it appropriate.

***NB For the purposes of this report only the Foundation Stage Unit has been reviewed.***

### **3. SCHOOL REQUIREMENTS**

The requirement is to ensure sufficient accommodation is in place to provide for a continued admission of up to 60 children into the F1 (Reception) class each year. The school will require 2 no. Foundation Stage 1 (FS1) classrooms suitable for 30 children each and a Foundation Stage 2 (FS2) class suitable for the number of F2 (Nursery) children admitted. Currently the school admit 39fte Nursery children. A more typical number for a 2FE primary school is 26fte.

### **4. REVIEW OF EXTERNAL AREAS**

#### **Foundation play**

The existing Foundation Stage Play area is located at the front of the school site. This space is 976m<sup>2</sup> which is larger than the guidance area of 810m<sup>2</sup> which is calculated assuming an area of 9m<sup>2</sup> each for the 60 FS1 pupils plus 39 FS2 pupils (number of pupils as is).

However as part of the expansion of the school to 2FE this foundation stage play area would be reduced to incorporate improved pedestrian and vehicular access routes and parking to the school site. The proposed Foundation Stage garden following these alterations will still meet the guidance area of 810m<sup>2</sup>. Please note however that with a foundation unit of this size Children Education & Families advise that 7m<sup>2</sup> per pupil (602m<sup>2</sup> total area) would also be adequate.

N.B. The external covered play area is not part of the assessment and hence this area has not been reviewed.

### **5. REVIEW OF EXISTING ACCOMMODATION**

The existing school buildings comprise of the original late 1930's building which accommodates the schools main entrance, hall, admin facilities, teaching accommodation and underground boiler house.

The school has been gradually extended since its initial construction with the most recent build completed in 2008. As well as the school buildings the site also accommodates the North Oxford Children's Centre and a community hall.

#### **Foundation Stage**

The existing FS2 (nursery) classroom and 2 no. FS1 classrooms are within the northern part of the school adjacent to the Children's Centre.

#### **FS2 Classroom- Nursery (93m<sup>2</sup> - room 0026)**

The OCC primary School Brief suggests an area of 69m<sup>2</sup> is an appropriate provision. The FS2 (Nursery) is in excess of this and has direct access to the external play area. The entrance to this classroom is through the foundation garden.

**FS1 Classrooms (70.3m<sup>2</sup> – Rm 0083 & 43.8m<sup>2</sup> – Rm 0078 as identified in the GIA plans)**  
The existing FS1 classroom (0083) is of a good size and linked to the existing FS2 classroom and has direct access to the foundation garden. The other FS1 classroom (0078) is small and not ideally located in relation to the other FS1 classroom, and does not directly access the foundation stage garden, however it is located opposite the FS2 classroom and therefore entry is through this classroom via steps. This arrangement creates a free-flow for F1 pupils through the Nursery area and to the outdoor area, rather than them being solely accommodated in the smaller classroom space.

### **Stores**

Located in the FSU block there appears to be 3 number large internal stores totalling 32m<sup>2</sup> which meets the Primary School Brief requirement of 3 no. internal stores at 10m<sup>2</sup>.

### **Kitchen**

This was not investigated as it appears to be satisfactory and hence no works are proposed to this area.

### **Toilet Accommodation**

Toilet accommodation for all pupils within the whole Foundation Stage Unit is accessed off the main circulation space. All pupils circulate throughout the Unit to access the toilets. There appears to be adequate toilet accommodation as 8 toilets are currently provided with one large accessible toilet and wash down facility for use by staff.

For a 2FE School adequate provision is one toilet and washbasin for every ten pupils under 5 years old (1:10). However assuming FS1 pupils have half over the age of 5 and half under the age of 5 the number of toilets could be reduced and equates as follows: 26 FS2 pupils require 3 toilets, (while 39 would require 4), 30 FS1 pupils under 5 yrs. require 3 toilets and 30 FS1 pupils over 5 yrs. require 2 toilets. The total required equates to 8 toilets as currently provided.

Under the new School Premises Regs 2012 the toilet provision is simply required to be 'sufficient' which CEF considers in this case it is, and therefore no works are required to this area.

### **Circulation**

There are multiple level changes between areas of the foundation stage unit with a ramped corridor and steps inclusive of a disabled access platform along the main circulation route of the FSU. It is assumed that this item will not be addressed within the parameters of this work unless directly affected by the scheme proposal.

## **6. PROPOSED NEW BUILD AND ALTERATION WORKS**

The review of the existing accommodation suggests three options:

### **Option 1**

- Assumes internal remodelling of the existing Foundation Stage Unit to create a more sensible accommodation configuration.
- Modifications will be required to incorporate the store 00079 into the smaller adjacent FS1 classroom (0078), and increase the opening size of the classroom into the corridor. There is a ramped corridor access alongside this classroom therefore the width of the opening will be determined by these levels. A consideration could be to retain a lower section of the wall and to open up the space into the corridor however the height of the wall would need to be determined to ensure that it could not either be scaled by children or tripped over.
- Assumes the provision of stores within the raised section of the existing FS 2 classroom. These new 2 no. large stores would be located opposite the small FS1 classroom and accessed off the ramped corridor. Possible works to the height of the floor in these store rooms may need to be carried out dependant on the ramped corridor access point. These will require further investigation.
- Assumes 2 no. larger openings to be created between the FS2 classroom and adjacent FS 1 classroom.

**N.B. This option was disregarded due to the level changes making alterations difficult to achieve without an overall loss of storage accommodation and high costs when compared against the end result.**

### **Option 2**

- Assumes a new build flat roof extension of approximately 25.2m<sup>2</sup> to the existing F1 classroom (0078) to provide a 69m<sup>2</sup> classroom. N.B Historically this room was the former ICT room therefore no radiators are located under these windows.
- Externally a tree will need to be removed to facilitate the new build. However consultation with both planners and tree officers will need to be undertaken to determine if the loss of the tree is acceptable.
- Remedial works to the hard play area will need to be undertaken following the extension.

### **Option 3**

- Undertake no works at the FSU.

***NB an initial discussion with the school has taken place but no further discussion on the option appraisal has taken place. It is anticipated that a visual site inspection will take place to inform the brief and business case when the initial meeting takes place with the school to inform them of this site option review.***

To underwrite this site review a further feasibility study will need to be undertaken.

## 7. ACCOMMODATION SCHEDULES

The following schedules provide details of the works required to provide the necessary teaching accommodation for a foundation stage unit suitable for a 2FE on the existing site with a 26 place FS2.

The schedules below should be read in association with the attached sketch showing the area of new build.

New build FS Accommodation schedule	Unit Area	Total area
Expansion of F1 classroom	25	25
<b>Total</b>		<b>25m2</b>

## 8. ANTICIPATED COST/PROGRAMME RISKS

The assessment of the overall cost anticipates an approximate total cost of:

### Option 2

Assumes new build accommodation as follows:

- Additional classroom accommodation to the FS 1 Classroom
- Making good of external hard play area following new build where required.

### **TOTAL INDICATIVE CAPITAL COSTS - £125,000**

The costs are based on the area provided above.

There are a number of risk factors associated with these estimates as set out below.

- **Cost estimate.** The outline proposal has been costed without an agreed brief or a feasibility assessment being undertaken. It should therefore be recognised that if there any changes to the areas above or the identification of services or other abnormalities, then the costs will change.
- **Contractors Access.** The school is situated at the head of a residential road, adjacent to a Community Hall (owned and managed by Oxford City Council), and the North Oxford Children's Centre. The school has restricted site access and compromised access at the rear of the site as a consequence of the Community Hall and the Children's Centre. This access and movement through the school will need to have careful consideration and be discussed with the school.
- **Maintenance work.** Proposed maintenance work needs to be established at an early stage to establish whether cost benefits arise from incorporation into the project.
- **Levels.** Early review of the site levels to be undertaken as soon as feasibility work commences.

- **Drainage.** The location of drainage is unknown at this stage and may have further cost implications. An early drainage survey will need to be undertaken. Consideration of the foul drainage location and inverts needs to be established at an early date.
- **Ground conditions- foundations, underpinning, radon, SUDS etc**
- **Services, boiler, upgrades/diversions.** Early establishment of location and capacity is required. The extent of these issues are unknown at this stage and may have further cost implications.
- **Part L (Conservation of Fuel and Power)- Building Regulations Consequential Improvements.** If the classroom is to be extended then this triggers the requirement for consequential improvements.
- **Structures.** Structural issues for internal alterations/extension generally.
- **Acoustics.** The school is adjacent to the A40 Oxford ring road and noise pollution has a significant impact at the school and restricts outdoor learning. Any new build accommodation will need to incorporate any necessary acoustic treatment required to reduce the noise pollution within the building.
- **Planning objections.** The views of the planners are not known at this stage with regards to the proposed extension at the rear of the school and the removal of the tree. Early discussions will be required.
- **Asbestos**
- **Abnormal costs**
- **Managing the schools aspirations -** At this stage only high level discussions have taken place with the school as part of this Option Appraisal process. Once the scope of works is agreed it will be important to manage on-going client/stakeholder expectations.

## 9. CONCLUSION

It can be seen from the above that Cotteslowe Primary School Foundation Stage Unit could be increased in size to create sufficient space for a 39fte F2 admission.

An approximate cost variation would be between £110,000 and £125,000 dependent on whether these additional works can be incorporated within the next phase of works planned to start on site.

In light of assessing the FSU accommodation as a whole against the space requirements this could be deemed as an unnecessary expenditure especially if the F2 admission were to return to 26fte. This however is not an education view and as such a larger FS classroom may be deemed appropriate in this case.

There are however a number of risks (as set out above) attached to the proposal and all these risks will need to be assessed as part of a rigorous feasibility study before more accurate costs can be provided.