

PROPOSALS FOR PRESCRIBED ALTERATIONS OTHER THAN FOUNDATION PROPOSALS: Information to be included in a complete proposal

In respect of a Governing Body Proposal: School and governing body's details

1. The name, address and category of the school for which the governing body are publishing the proposals.

N/A

In respect of a LA Proposal: School and local authority details

1. The name, address and category of the school.

Haywood Grove School, St. Agnells Lane, Hemel Hempstead, HP2 7BG, a community special school (a primary special school catering for Social Emotional and Mental Health Needs (SEMH))
The Local Authority is Hertfordshire County Council, County Hall, Pegs Lane, Hertford, SG13 8DF

Implementation and any proposed stages for implementation

2. The date on which the proposals are planned to be implemented, and if they are to be implemented in stages, a description of what is planned for each stage, and the number of stages intended and the dates of each stage.

The proposal will be implemented in full from 9 April 2018 and will support an increase of 8 places at the school. The current number of places is 40 and with the proposed increase the capacity will rise to 48 places.

Objections and comments

3. A statement explaining the procedure for making representations, including —
- (a) the date prescribed in accordance with paragraph 2 of Schedule 3 The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2013, by which objections or comments should be sent to the local authority; and
 - (b) the address of the authority to which objections or comments should be sent.

Comments or objections need to be received by 20 December 2017 by sending them by post, marked "Haywood Grove School", to: Freepost RTHH-LXSL-BYYR, Hertfordshire County Council, Education Department, County Hall, Hertford, SG13 8DF, or by email to: education.planning@hertfordshire.gov.uk

Alteration description

4. A description of the proposed alteration and in the case of special school proposals, a description of the current special needs provision.

Hertfordshire County Council proposes to enlarge the premises of Haywood Grove School in full from 9 April 2018. The proposal will support an increase of 8 places at the school. The current number of places is 40 and with the proposed increase the capacity will rise to 48 places.

Haywood Grove School is a primary special school catering for children aged 4 – 11 years with Social Emotional and Mental Health Needs (SEMH).

School capacity

5.—(1) Where the alteration is an alteration falling within any of paragraphs 1 to 4, and 12-14 of Schedule 2 to The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2013, the proposals must also include —

(a) details of the current capacity of the school and, where the proposals will alter the capacity of the school, the proposed capacity of the school after the alteration;

The current capacity of the school is 40. If the proposal is implemented, the capacity would be 48.

(b) details of the current number of pupils admitted to the school in each relevant age group, and where this number is to change, the proposed number of pupils to be admitted in each relevant age group in the first school year in which the proposals will have been implemented;

The proposal is to increase the number of places available for the entire school and not necessarily to any given year group.

	R	Y1	Y2	Y3	Y4	Y5	Y6
School Census Spring 2017	1	0	1	6	6	13	11

The proposal is to increase the number of places available for the entire school and not necessarily to any given year group.

- (c) where it is intended that proposals should be implemented in stages, the number of pupils to be admitted to the school in the first school year in which each stage will have been implemented;

This proposal is being implemented in full from 9 April 2018.

- (d) where the number of pupils in any relevant age group is lower than the indicated admission number for that relevant age group a statement to this effect and details of the indicated admission number in question.

N/A

(2) Where the alteration is an alteration falling within any of paragraphs 1 to 4, and 14 of Schedule 2 to The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2013, a statement of the number of pupils at the school at the time of the publication of the proposals.

The current number of pupils at the school is 38 (School Census Spring 2017).

Implementation

6. Where the proposals relate to a foundation or voluntary controlled school a statement as to whether the proposals are to be implemented by the local authority or by the governing body, and, if the proposals are to be implemented by both, a statement as to the extent to which they are to be implemented by each body.

N/A

Additional Site

7.—(1) A statement as to whether any new or additional site will be required if proposals are implemented and if so the location of the site if the school is to occupy a split site.

No new or additional site is required to enact this proposal.

(2) Where proposals relate to a foundation or voluntary school a statement as to who will provide any additional site required, together with details of the tenure (freehold or leasehold) on which the site of the school will be held, and if the site is to be held on a lease, details of the proposed lease.

N/A

Changes in boarding arrangements

8.—(1) Where the proposals are for the introduction or removal of boarding provision, or the alteration of existing boarding provision such as is mentioned in paragraph 12 or 13 of

Schedule 2 to The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2013 —

- (a) the number of pupils for whom it is intended that boarding provision will be made if the proposals are approved;

N/A

- (b) the arrangements for safeguarding the welfare of children at the school;

N/A

- (c) the current number of pupils for whom boarding provision can be made and a description of the boarding provision; and

N/A

- (d) except where the proposals are to introduce boarding provision, a description of the existing boarding provision.

N/A

(2) Where the proposals are for the removal of boarding provisions or an alteration to reduce boarding provision such as is mentioned in paragraph 12 or 13 of Schedule 2 to The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2013 —

- (a) the number of pupils for whom boarding provision will be removed if the proposals are approved; and

N/A

- (b) a statement as to the use to which the former boarding accommodation will be put if the proposals are approved.

N/A

Transfer to new site

9. Where the proposals are to transfer a school to a new site the following information—

- (a) the location of the proposed site (including details of whether the school is to occupy a single or split site), and including where appropriate the postal address;

N/A

(b) the distance between the proposed and current site;

N/A

(c) the reason for the choice of proposed site;

N/A

(d) the accessibility of the proposed site or sites;

N/A

(e) the proposed arrangements for transport of pupils to the school on its new site; and

N/A

(f) a statement about other sustainable transport alternatives where pupils are not using transport provided, and how car use in the school area will be discouraged.

N/A

Objectives

10. The objectives of the proposals.

To ensure that there are sufficient places available for all children with Special Educational Needs and Disability (SEND) as near as possible to their homes, in order to meet the increased demand for special school places in the west of Hertfordshire.

Consultation

11. Evidence of the consultation before the proposals were published including—

- (a) a list of persons who were consulted;
- (b) minutes of all public consultation meetings;
- (c) the views of the persons consulted;
- (d) a statement to the effect that all applicable statutory requirements in relation to the proposals to consult were complied with; and
- (e) copies of all consultation documents and a statement on how these documents were made available.

a) Consultation list attached (Appendix A)

b) n/a

c) Consultation response summary in Cabinet report (Appendix B)

d) Public consultation commenced on 20 June 2017 and ran until 31 July 2017. A consultation letter was sent to all parents/carers, staff and governors of the school affected as well as to all schools in the area and other statutory consultees.

e) Copy of consultation letter attached (Appendix C). The letter was sent to all parents/carers, staff and governors of the school affected as well as to all schools in the area and other statutory consultees. The letter was also made available on the Hertfordshire County Council website.

Project costs

12. A statement of the estimated total capital cost of the proposals and the breakdown of the costs that are to be met by the governing body, the local authority, and any other party.

The DfE granted disapplication of finance regulations in order to use high needs revenue funding as capital for the purpose of providing additional places at this special school. As such there are no financial implications to the County Council.

13. A copy of confirmation from the Secretary of State, local authority and the Education Funding Agency or Skills Funding Agency (as the case may be) that funds will be made available (including costs to cover any necessary site purchase).

N/A

Age range

14. Where the proposals relate to a change in age range, the current age range for the school.

N/A

Early years provision

15. Where the proposals are to alter the lower age limit of a mainstream school so that it provides for pupils aged between 2 and 5—

- (a) details of the early years provision, including the number of full-time and part-time pupils, the number and length of sessions in each week, and the services for disabled children that will be offered;

N/A

- (b) how the school will integrate the early years provision with childcare services and how the proposals are consistent with the integration of early years provision for childcare;

N/A

(c) evidence of parental demand for additional provision of early years provision;

N/A

(d) assessment of capacity, quality and sustainability of provision in schools and in establishments other than schools who deliver the Early Years Foundation Stage within 3 miles of the school; and

N/A

(e) reasons why such schools and establishments who have spare capacity cannot make provision for any forecast increase in the number of such provision.

N/A

Changes to sixth form provision

16. (a) Where the proposals are to alter the upper age limit of the school so that the school provides sixth form education or additional sixth form education, a statement of how the proposals will—

- (i) improve the educational or training achievements;
- (ii) increase participation in education or training; and
- (iii) expand the range of educational or training opportunities for 16-19 year olds in the area;

N/A

(b) A statement as to how the new places will fit within the 16-19 organisation in an area;

N/A

(c) Evidence —

- (i) of the local collaboration in drawing up the proposals; and
- (ii) that the proposals are likely to lead to higher standards and better progression at the school;

N/A

(d) The proposed number of sixth form places to be provided.

N/A

17. Where the proposals are to alter the upper age limit of the school so that the school ceases to provide sixth form education, a statement of the effect on the supply of 16-19 places in the area.

N/A

Special educational needs

18. Where the proposals are to establish or change provision for special educational needs—

- (a) a description of the proposed types of learning difficulties in respect of which education will be provided and, where provision for special educational needs already exists, the current type of provision;

The current proposal is to increase the number of places at Haywood Grove School by 8. Haywood Grove School is a primary special school catering for children aged 4 – 11 years with Social Emotional and Mental Health Needs (SEMH). The additional places proposed will be for students with Education and Health Care Plans that identify that they require such provision.

- (b) any additional specialist features will be provided;

N/A

- (c) the proposed numbers of pupils for which the provision is to be made;

Increase from 40 to 48

- (d) details of how the provision will be funded;

Funding for the places is provided from the High Needs Block of the Dedicated Schools Grant.

- (e) a statement as to whether the education will be provided for children with special educational needs who are not registered pupils at the school to which the proposals relate;

N/A

- (f) a statement as to whether the expenses of the provision will be met from the school's delegated budget;

The DfE granted disapplication of finance regulations in order to use high needs revenue funding as capital for the purpose of providing additional places at this special school. As such there are no financial implications to the County Council.

(g) the location of the provision if it is not to be established on the existing site of the school;

N/A

(h) where the provision will replace existing educational provision for children with special educational needs, a statement as to how the local authority believes that the new provision is likely to lead to improvement in the standard, quality and range of the educational provision for such children; and

N/A

(i) the number of places reserved for children with special educational needs, and where this number is to change, the proposed number of such places.

19. Where the proposals are to discontinue provision for special educational needs—

(a) details of alternative provision for pupils for whom the provision is currently made;

N/A

(b) details of the number of pupils for whom provision is made that is recognised by the local authority as reserved for children with special educational needs during each of the 4 school years preceding the current school year;

N/A

(c) details of provision made outside the area of the local authority for pupils whose needs will not be able to be met in the area of the authority as a result of the discontinuance of the provision; and

N/A

(d) a statement as to how the proposer believes that the proposals are likely to lead to improvement in the standard, quality and range of the educational provision for such children.

The County Council considers it important to ensure that there are sufficient places available for all children with SEND as near as possible to their homes.

This school has been chosen as there is a need for increased places for primary age pupils with SEMH. This school generally provides for primary age pupils with complex SEMH requiring a special school place in the West area of the county. The school has the space to enlarge and the expertise to meet the identified needs of the children.

20. Where the proposals will lead to alternative provision for children with special educational needs, as a result of the establishment, alteration or discontinuance of existing provision, the specific educational benefits that will flow from the proposals in terms of—

- (a) improved access to education and associated services including the curriculum, wider school activities, facilities and equipment with reference to the local authority's Accessibility Strategy;
- (b) improved access to specialist staff, both educational and other professionals, including any external support and outreach services;
- (c) improved access to suitable accommodation; and
- (d) improved supply of suitable places.

N/A

Sex of pupils

21. Where the proposals are to make an alteration to provide that a school which was an establishment which admitted pupils of one sex only becomes an establishment which admits pupils of both sexes—

- (a) details of the likely effect which the alteration will have on the balance of the provision of single sex-education in the area;

N/A

- (b) evidence of local demand for single-sex education; and

N/A

- (c) details of any transitional period which the body making the proposals wishes specified in a transitional exemption order (within the meaning of paragraph 3 of Schedule 11 to the Equality Act 2010).

N/A

22. Where the proposals are to make an alteration to a school to provide that a school which was an establishment which admitted pupils of both sexes becomes an establishment which admits pupils of one sex only—

- (a) details of the likely effect which the alteration will have on the balance of the provision of single-sex education in the area; and

N/A

- (b) evidence of local demand for single-sex education.

N/A

Extended services

23. If the proposed alterations affect the provision of the school's extended services, details of the current extended services the school is offering and details of any proposed change as a result of the alterations.

There will be no alteration to services currently provided.

Need or demand for additional places

24. If the proposals involve adding places—

- (a) a statement and supporting evidence of the need or demand for the particular places in the area;

In line with recent national trends for mainstream school places, and recent expansions at Hertfordshire mainstream schools, we are seeing an increase in the demand for special school places in some areas of Hertfordshire as evidenced by the two existing SEMH schools in the county being at capacity and over-subscribed. The county council considers it important to ensure that there are sufficient places available for all children with SEND as near as possible to their homes.

- (b) where the school has a religious character, a statement and supporting evidence of the demand in the area for education in accordance with the tenets of the religion or religious denomination;

N/A

- (c) where the school adheres to a particular philosophy, evidence of the demand for education in accordance with the philosophy in question and any associated change to the admission arrangements for the school.

N/A

25. If the proposals involve removing places—

- (a) a statement and supporting evidence of the reasons for the removal, including an assessment of the impact on parental choice; and

N/A

- (b) a statement on the local capacity to accommodate displaced pupils.

N/A

Expansion of successful and popular schools

25A. (1) Proposals must include a statement of whether the proposer considers that the presumption for the expansion of successful and popular schools should apply, and where the governing body consider the presumption applies, evidence to support this.

(2) Sub-paragraph (1) applies to expansion proposals in respect of primary and secondary schools, (except for grammar schools), i.e. falling within paragraph 1 of Schedule 2 of the School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2013.

N/A

Appendix A

A consultation letter was sent to the following stakeholders:

Parents/carers/pupils, staff and governors at the school concerned;

Local Pre-Schools, Nursery, Primary, Secondary and Special schools;

MPs, County Councillors, District Councillors, Parish and Town Councils and Local Authority Chief Executives;

Trade Union representatives;

Church Diocese representatives;

NHS representatives;

Parent Governor representatives on the Overview and Scrutiny Committee at Hertfordshire County Council;

Further Education establishments, pre-schools, playgroups, Children's Centres, toddler groups and day nurseries;

Libraries and Citizen's Advice Bureaux;

Senior officers in Hertfordshire County Council's Children's Services department and in Herts Property Services.

HERTFORDSHIRE COUNTY COUNCIL

CABINET
MONDAY, 13 NOVEMBER 2017 AT 2:00PM

Agenda Item

No.

9

OUTCOME OF THE PUBLIC CONSULTATIONS ON THE PROPOSAL TO INCREASE THE NUMBER OF PLACES AT WOODFIELD, BREAKSPEARE SCHOOL ON THE SITE OF MEADOW WOOD AND HAYWOOD GROVE SPECIAL SCHOOLS

Report of the Director of Children's Services

Report Authors: Debbie Orton, Head of Integrated Services for Learning;
Tel – 01992 588556
Phil Brunt, Planning Officer, School Planning Team;
Tel – 01992 555811

Executive Member: Terry Douris, Education, Libraries & Localism

Local Member: Andrew Williams (Hemel Hempstead East), Colette Wyatt-Lowe (Hemel Hempstead North East), Jane West (Bushey North) and Sara Bedford (Abbots Langley).

1. Purpose of report

1.1 To inform Cabinet of the outcome of the public consultation on the proposal to increase the number of places by 8 at Woodfield special school; by 8 at Breakspeare School special school (on the site of Meadow Wood special school); and by 8 at Haywood Grove special school from 9 April 2018 and seek agreement to publish statutory notices regarding these proposals.

2. Summary

2.1 Public consultations for Haywood Grove and Woodfield schools began on 20 June 2017 and ended on 31 July 2017 for each of the proposals. The public consultation for Breakspeare School (on the site of Meadow Wood school) began on 4 September 2017 and ended on 15 October 2017. The majority of respondents were in favour of the proposals and any concerns are explained in section 5.

2.2 Breakspeare special school is in a federation with Meadow Wood special school. There is a need for an increase in places for students with severe learning difficulties (SLD). Breakspeare special school has the designation of SLD however does not have any physical space to accommodate an additional classroom. Meadow Wood is designated as PNI (Physical and/or Neurological Impairment) and does have the physical capacity to accommodate an additional classroom on its site. The proposal therefore is to increase the number of places for students on roll at Breakspeare special school but for the increased places to be at the Meadow Wood

special school site. Staff from Breakspeare special school will support on the Meadow Wood site.

3. Recommendation

- 3.1 The Education, Libraries & Localism Cabinet Panel will consider a report on this item of business at its meeting on 7 November 2017. The Panel will be invited to provide its views to Cabinet, so that it can decide whether to:
- (i) accept the proposals and authorise the Director of Children's Services to publish a statutory notice;
 - (ii) take no further action; or
 - (iii) initiate a fresh consultation on any alternative suggestion(s).
- 3.2 In the light of the responses received, the Director of Children's Services, recommends the publication of statutory notices to increase the number of places by 8 at Woodfield special school, by 8 at Breakspeare special school (on the site of Meadow Wood special school) and by 8 at Haywood Grove special school from 9 April 2018.
- 3.3 The Cabinet Panel's recommendation/s to Cabinet will be reported orally at the Cabinet meeting and circulated to Members in the Order of Business sheet.

4. Background

- 4.1 There is a rising demand for places in some categories of special schools. Woodfield severe learning difficulties (SLD) school in Malmes Croft, Hemel Hempstead, Breakspeare SLD school in Gallows Hill Lane, Abbots Langley on the site of Meadow Wood PNI (physical and/or neurological impairment) school in Coldharbour Lane, Bushey and Haywood Grove social, emotional and mental health needs (SEMH) school in St Agnells Lane, Hemel Hempstead have been identified through their geographic location, specialisms and site size to be able to support additional accommodation to cater for additional pupils. Enlarging these schools will enable more children to have their needs met in a local school as opposed to an out of county provision.
- 4.2 A six-week public consultation on the proposals for Haywood Grove and Woodfield schools began on 20 June 2017 and ended on 31 July 2017. The six-week consultation on the proposal for Breakspeare School on the Meadow Wood school site started on 4 September 2017 and ended on 15 October 2017.
- 4.3 Consultation letters, attached at Appendix A to the report, were distributed by the schools to: parents/carers, school governors and staff at the schools. They were also sent to: Local Pre-Schools, Nursery and Primary schools; the local MP, County Councillors, District Councillors, Parish and Town Councils and Local Authority Chief Executives; Trade Union

representatives; Church Diocese representatives; NHS representatives; Parent Governor representatives on the Overview and Scrutiny Committee at Hertfordshire County Council; playgroups, Children’s Centres, toddler groups and day nurseries; Libraries and Citizen’s Advice Bureaux; relevant senior officers in Hertfordshire County Council. The consultation was also publicised on the Council website, www.hertfordshire.gov.uk.

5. Results of the public consultation

Woodfield School

- 5.1 188 consultation letters were circulated excluding letters shared with governors, staff and families of the school.
- 5.2 A total of 11 responses were received as summarised in the table below.

Category of respondent	Total responses	Agree	Disagree	Don't Know
Governing Body	0	0	0	0
Parents/Carers	4	3	0	1
Staff	7	6	1	0
Total Responses	11	9	1	1

Haywood Grove School

- 5.3 183 consultation letters were circulated excluding letters sent out to governors, staff and families of the school. A total of 3 responses were received as summarised in the table below.

Category of respondent	Total responses	Agree	Disagree	Don't Know
Governing Body	2	2	0	0
Parents/Carers	0	0	0	0
Staff	1	1	0	0
Total Responses	3	3	0	0

Breakspere School (on the site of Meadow Wood School)

- 5.4 159 consultation letters were circulated excluding letters sent out to governors, staff and families of the school. As at 09 October 2017 a total of 3 responses were received, as summarised in the table below.

Category of respondent	Total responses	Agree	Disagree	Don't Know
Governing Body	1	1		
Parents/Carers	1			1
Staff	1	1		
Total Responses	3	2		1

- 5.5 Copies of all the responses received will be available for inspection in the Members' Room at County Hall and will be available at the meeting.

6. Key Issues and responses

Woodfield

- 6.1 One concern only was raised by two respondents to the Woodfield proposal which is shown and responded to below:

The school's communal areas are not large enough to accommodate an increase in students and there is a concern that existing and new students will be affected.

The additional students will be provided with additional learning space as well as additional storage, toileting and changing facilities. The school will organise the timetabling and scheduling of the day to ensure all students continue to receive the same level of support, care and opportunities as currently delivered.

Haywood Grove School

- 6.2 No concerns were raised by respondents to the Haywood Grove School proposal

Breakspeare School on the site of Meadow Wood School

- 6.3 No concerns were raised by respondents to the Breakspeare School on the site of Meadow Wood School proposal

7. Financial implications

Capital

- 7.1 The Department for Education (DfE) has agreed that the authority can use Dedicated Schools Grant (DSG) in 2017/18 towards the capital cost for certain special schools projects including these:

- for SEMH schools (including Haywood Grove school), a total of £350k has been agreed by the DfE. The cost of the project at Haywood Grove has been initially estimated at £270k, excluding furniture, fixtures and equipment;
- for SLD schools (including Woodfield school and Breakspeare schools on the site of Meadow Wood), a total of £890k has been agreed by the DfE. The cost of the project at Woodfield has been initially estimated at £255k and the cost of the project at Breakspeare School on Meadow Wood site is £255k – both costs are excluding furniture, fixtures and equipment which will also be met by the DSG grant.

7.2 It is anticipated that all schemes will be completed in 2017-18.

Revenue

7.3 The cost of funding 16 additional places at these schools would be £160k. In addition, per pupil funding for 16 additional pupils would cost approximately £220k. These revenue costs would be met through DSG.

8. Equalities Implications

- 8.1 When considering proposals placed before Members it is important that they are fully aware of, and have themselves rigorously considered the Equality implications of the decision that they are making.
- 8.2 Rigorous consideration will ensure that there is a proper appreciation of any potential impact of that decision on the county council's statutory obligations under the Public Sector Equality Duty. As a minimum this requires decision makers to read and carefully consider the content of any Equality Impact Assessment (EqIA) produced by officers.
- 8.3 The Equality Act 2010 requires the county council when exercising its functions to have due regard to the need to: (a) eliminate discrimination, harassment, victimisation and other conduct prohibited under the Act; (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it and (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it. The protected characteristics under the Equality Act 2010 are age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion and belief, sex and sexual orientation.
- 8.4 EqIAs have been carried out on the proposal to increase the number of places to the Schools which are the subject of this report. Copies of the EqIAs are attached at Appendices B-D to the report.

Background Papers

Consultation Letters – Appendix A

EqIA's – Appendices B-D

Appendix C



**County Hall
Hertford, SG13 8DF**

Tel: 0300 123 4043

My ref: School Planning

Date: 20 June 2017

Dear Consultee

Consultation on the proposal to increase the number of places by 8 at Haywood Grove a primary special school catering for Social Emotional and Mental Health Needs (SEMH), St. Agnells Lane, Hemel Hempstead HP2 7BG

We are consulting you on the following proposal:

An increase of 8 additional places at Haywood Grove SEMH Primary School, St. Agnells Lane, Hemel Hempstead HP2 7BG from 9th April 2018.

The proposal will support an increase of 8 places at the school. The current number of places is 40 and with the proposed increase the capacity will rise to 48 places.

The school does not currently have enough classrooms to accommodate the extra children. It is therefore proposed to provide additional accommodation to support the increased number of children.

Why is this being proposed?

In line with recent national trends for mainstream school places, and recent expansions at Hertfordshire mainstream schools, we are seeing an increase in the demand for special school places in some areas of Hertfordshire. The County Council considers it important to ensure that there are sufficient places available for all children with SEND as near as possible to their homes.

Why this school has been chosen for enlargement

This school has been chosen for enlargement as there is a need for increased places for primary age pupils with SEMH. This school generally provides for primary age pupils with complex SEMH requiring a special school place in the West area of the county. The school has the space to enlarge and the expertise to meet the identified needs of the children.

The alterations required for enlargement

If a decision is made to enlarge this school, the County Council would work closely with the school to provide the additional accommodation required. We would work hard to make sure that the accommodation supports pupils' needs whilst also ensuring that good value for money is achieved in the context of restrictions on public sector finance. The work would be managed by the County Council using contractors who would ensure a safe environment for pupils and staff, and minimise the impact of any building works at the school.

Any specific town planning matters associated with this school site would need to be addressed as part of the planning application, including highways, parking and conservation issues.

Have your say

The County Council believes that the enlargement of Haywood Grove SEMH Primary School will have a positive impact for its existing pupils, staff and local community by improving access to special school places, providing for enhanced education opportunities and for improved facilities in new buildings.

You have until 31 July 2017 to let us know your views. The easiest way you can do this is by completing the online form on our website at www.hertfordshire.gov.uk/consultations. You can tell us if you agree or disagree with the proposal and leave your comments.

If you do not have access to the internet you can visit your local library where free access is available to all Hertfordshire residents. Should you wish to request a hard copy of the response form or need help understanding this information you can email contact@hertfordshire.gov.uk or alternatively please call us on the number above. An interpreting service is available for those who need it.

Your comments must be received by 31 July 2017. We will not be able to acknowledge or respond individually to your comments but they will be taken into account, as explained below.

How the decision will be taken

This is a consultation and no decision has been made yet. All comments received will be made available to elected members who make the final decision. All responses may be made available in public reports, although personal details will be removed to respect individual privacy.

The following timetable outlines the decision-making process. Please note that meetings marked with * will be open to the public. Although it will not be possible to inform everyone individually of the decisions made, you will be able to access this information throughout the process at:

<https://cmis.hertfordshire.gov.uk/hertfordshire/Calendarofcouncilmeetings.aspx>.

Process	Date
Public consultation (6 weeks)	20 June – 31 July 2017
Education, Libraries & Localism Panel*	7 November 2017
Cabinet*	13 November 2017
Statutory notice period (4 weeks)	23 November – 20 December 2017
Delegated officer decision if no objections are received	3 January 2018
Cabinet* (for final approval if one or more objections are received)	22 January 2018
Implementation	9 April 2018

Yours faithfully

A handwritten signature in black ink that reads "Jenny Coles". The signature is written in a cursive, flowing style.

Jenny Coles
Director of Children's Services