To Pupils, Parents/Carers, Staff, Governors & Stakeholders

Kent County Council is proposing to expand Headcorn Primary School, Kings Road, Headcorn, Kent, TN27 9QT from 210 places to 420 places, increasing the published admission number (PAN) from 30 to 60 for Year R entry in September 2017.

1. Why do we need to expand Headcorn Primary School?

Kent County Council (KCC) would like to expand Headcorn Primary School to help provide more places for local children. KCC as the Local Authority has a statutory duty to ensure sufficient school places are available. The County Council’s Commissioning Plan for Education Provision in Kent 2015-19 is a five year rolling plan which is updated annually. It sets out our future plans as Strategic Commissioner of Education Provision across all types and phases of education in Kent. A copy of the plan can be viewed from this link:


The identified housing need for Maidstone Borough is 18,560 dwellings for the period 2011-31. In the past year a number of significant development sites have been granted planning consent. A significant amount of housing has been proposed in the Rural Service Centres which includes Headcorn.

Headcorn Primary School is a popular and successful school and for September 2015 entry, 41 applicants selected the school as their preferred first choice with 59 preferences in total. There are currently 30 places available, which provides limited scope to meet parental preference. Additionally, KCC’s latest forecast data as set out in Table 1 ‘Maidstone District School-based % surplus / deficit capacity summary (Year R)’ predicts a deficit of school places from -0.6% peaking at -11.7% for the planning group of schools. These figures do not account for pressures arising from new housing developments.

Table 1: Maidstone District School-based % surplus / deficit capacity summary (Year R)

<table>
<thead>
<tr>
<th>Planning Group</th>
<th>2014-15 (A)</th>
<th>2015-16 (A)</th>
<th>2016-17 (F)</th>
<th>2017-18 (F)</th>
<th>2018-19 (F)</th>
<th>2019-20 (F)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maidstone Central and South</td>
<td>0.9</td>
<td>0.4</td>
<td>-4.7</td>
<td>-7.5</td>
<td>-10.2</td>
<td>-9.2</td>
</tr>
<tr>
<td>Maidstone North</td>
<td>0.5</td>
<td>-0.5</td>
<td>-2.1</td>
<td>-14.3</td>
<td>-12.7</td>
<td>-14.1</td>
</tr>
<tr>
<td>Maidstone East</td>
<td>2.1</td>
<td>0.0</td>
<td>1.5</td>
<td>2.9</td>
<td>1.8</td>
<td>2.4</td>
</tr>
<tr>
<td>Maidstone West</td>
<td>4.7</td>
<td>1.5</td>
<td>-8.2</td>
<td>-1.4</td>
<td>-0.9</td>
<td>-2.4</td>
</tr>
<tr>
<td>Maidstone Rural South</td>
<td>26.5</td>
<td>8.9</td>
<td>7.9</td>
<td>18.3</td>
<td>18.9</td>
<td>18.1</td>
</tr>
<tr>
<td>Shepway and Park Wood</td>
<td>6.0</td>
<td>6.0</td>
<td>16.4</td>
<td>21.8</td>
<td>25.1</td>
<td>23.4</td>
</tr>
<tr>
<td>Leeds and Hollingbourne</td>
<td>0.0</td>
<td>14.0</td>
<td>-8.0</td>
<td>1.6</td>
<td>-3.8</td>
<td>-1.3</td>
</tr>
<tr>
<td>Lenham and Harrietsham</td>
<td>9.6</td>
<td>20.5</td>
<td>-0.5</td>
<td>2.3</td>
<td>4.4</td>
<td>4.7</td>
</tr>
<tr>
<td><strong>Headcorn and Sutton Valence</strong></td>
<td><strong>0.0</strong></td>
<td><strong>10.7</strong></td>
<td><strong>-0.6</strong></td>
<td><strong>-9.5</strong></td>
<td><strong>-11.7</strong></td>
<td><strong>-9.1</strong></td>
</tr>
<tr>
<td>Marden and Yalding</td>
<td>5.3</td>
<td>3.0</td>
<td>5.8</td>
<td>-1.2</td>
<td>0.3</td>
<td>1.8</td>
</tr>
<tr>
<td>Staplehurst</td>
<td>10.7</td>
<td>28.0</td>
<td>12.9</td>
<td>16.2</td>
<td>34.8</td>
<td>25.8</td>
</tr>
<tr>
<td>Bredhurst</td>
<td>-20.0</td>
<td>0.0</td>
<td>-24.5</td>
<td>-26.9</td>
<td>-26.9</td>
<td>-26.6</td>
</tr>
<tr>
<td><strong>Maidstone</strong></td>
<td><strong>5.1</strong></td>
<td><strong>4.6</strong></td>
<td><strong>1.1</strong></td>
<td><strong>2.7</strong></td>
<td><strong>3.7</strong></td>
<td><strong>3.0</strong></td>
</tr>
</tbody>
</table>
With the support of the Governing Body, KCC is proposing to provide additional school places by expanding Headcorn Primary School from 1 to 2 forms of entry (from 30 to 60 Reception places each year). The expansion of Headcorn Primary School by 1FE for September 2017 will act as the strategic response to the forecast population growth in Headcorn village and neighbouring Staplehurst. The Governing Body of the school and KCC have agreed to carry out a public consultation on the proposal to expand the school permanently, and if it were agreed that the proposal should go ahead, additional accommodation would be provided to enable the school to expand.

2. Are there plans to show how this expansion will be delivered on site?
KCC are in the very early stages of consulting on the proposals. KCC Property Department has held pre-planning consultation discussions at the school with early draft plans on how KCC envisage extra provision can be met.

Although not finalised, the draft plans would be available for viewing during this public consultation at the drop-in event, or by arrangement with the school. It is KCC’s hope that all stakeholders, including local residents, will have an opportunity to view the plans, ask questions and make comments. This will enable the design team to take into consideration all views before submitting final plans for approval.

The building work will be part of a separate planning consultation process and once plans have been drawn up, you will have the opportunity to comment on them.

3. How will the school deal with any possible increased traffic and congestion?
Traffic and parking assessments will be carried out as part of the design and planning process. The school’s travel plan would need to be updated and would be utilised by the school to encourage families to find alternative ways of travelling to school in order to reduce the number of car journeys.

4. Will the school need to close during the building work?
No. All of the building works will be planned carefully and contractors will work with the school to ensure that works are scheduled to keep disruption to an absolute minimum. The building site will be a secure area to ensure the health and safety of the children, staff, parents and visitors to the school.

5. How will the expansion happen and how many children will there be at the school?
It is intended that the expansion would happen gradually, with 30 additional Year R places offered each year, so that the school would grow over a 7 year period until it reached a total of 420 pupils. The table below shows the anticipated increase in the overall capacity of the school, with 60 Reception places available each year from 2017/18.

<table>
<thead>
<tr>
<th>Year</th>
<th>Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017/18</td>
<td>240</td>
</tr>
<tr>
<td>2018/19</td>
<td>270</td>
</tr>
<tr>
<td>2019/20</td>
<td>300</td>
</tr>
<tr>
<td>2020/21</td>
<td>330</td>
</tr>
<tr>
<td>2021/22</td>
<td>360</td>
</tr>
<tr>
<td>2022/23</td>
<td>390</td>
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<tr>
<td>2023/24</td>
<td>420</td>
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</table>

6. Will there be enough playground space?
As part of the feasibility, the design team will focus on providing sufficient playground space for a two form entry school. The school would plan how to use the space to provide sufficient time for lunch and play.
7. What additional funding will Headcorn Primary School Receive?
   Revenue Funding: Furniture and Equipment: £6,000 per classroom will be provided towards
   the cost of furniture and equipment. This will be given to the School to purchase the required
   equipment.
   Pupil Growth Funding: In accordance with the Pupil Growth Policy established by KCC and its
   Schools’ Funding Forum, the school will receive guaranteed funding in Reception Year equivalent to 60 Reception Year pupils for three years (2017-2019).

8. The consultation process – indicative timeline

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>25 February 2016 – 24 March 2016</td>
<td>Public Consultation Period</td>
</tr>
<tr>
<td>7 March 2016 (4.00 – 5.30)</td>
<td>A ‘drop-in’ information session will be held at the school from 4.00 – 5.30. The first 30 minutes will be restricted to parents/carers, staff and governors only. From 4.30 – 5.30 the drop-in session will also be open to the general public.</td>
</tr>
<tr>
<td>11 May 2016</td>
<td>The outcome of the Education Consultation will be reported to the Education and Young People’s Services Cabinet Committee.</td>
</tr>
<tr>
<td>May – June 2016</td>
<td>The Cabinet Member for Education and Health Reform decides whether to continue with the proposal. If so, a Public Notice will be published in a local newspaper, displayed at the school and available on the school’s and KCC’s website. During this time comments and objections can be made about the proposal. The Public Notice will run for 4 weeks.</td>
</tr>
<tr>
<td>June - July 2016</td>
<td>The Cabinet Member for Education and Health Reform considers all responses made and decides whether to go ahead.</td>
</tr>
<tr>
<td>September 2017</td>
<td>Permanent expansion of the school</td>
</tr>
</tbody>
</table>

9. How can I give my views?
   There are a number of ways to give us your views on this proposal:
   - A ‘drop-in’ information session is being held at the school on 7 March 2016 at 4.00pm until 5.30pm, where there will be the opportunity to ask questions and complete a response form.
   - By handing your response form into the Headcorn Primary School Reception Office
   - By emailing: school.consultations@kent.gov.uk
   - By sending the response form to Jared Nehra, KCC Area Education Officer (West Kent), West Kent Area Office, Sessions House, County Hall, Maidstone, Kent ME14 1XQ.
   - All responses must be received by midday on 24 March 2016

10. What happens next?
   This consultation stage closes on 24 March 2016. A report summarising the responses received during the consultation period will be submitted to the Education and Young People’s Services Cabinet Committee on 11 May 2016. The Cabinet Member for Education and Health Reform will then decide whether to proceed with the expansion proposal and publish statutory proposals in the form of a public notice. The public notice would be published in a local newspaper and for a period of four weeks following the publication date any person can comment on the proposals. Having taken into account any responses, the Cabinet Member will then take a final decision as to whether to proceed with the proposals.

   Whether the proposals for expansion go ahead or not will also be dependent on the planning process. The additional accommodation required for the proposals will be subject to separate planning requirements which will include further public consultation.

Yours sincerely,
Jared Nehra, Area Education Officer, West Kent
HEADCORN PRIMARY SCHOOL
EDUCATION CONSULTATION RESPONSE FORM

Please complete this response form by **no later than midday on 24 March 2016** and return it by:

- handing your response form into the Headcorn Primary School Reception Office
- emailing: school.consultations@kent.gov.uk
- posting the response form to Jared Nehra, KCC Area Education Officer (West Kent), West Kent Area Office, Sessions House, County Hall, Maidstone, Kent ME14 1XQ.

**Do you agree with the proposal to expand Headcorn Primary School from 1FE to 2FE for September 2017?**

☐ Yes ☐ No ☐ Undecided

Which of the following best describes you?

☐ Parent/Carer / ☐ Member of Staff / ☐ Governor / ☐ Pupil

OR - ☐ Other interested party ................................................. (please state interest).

Name .................................................................................. Address......................................................
..............................................................................................................................................................

Comments

Please provide your comments overleaf if necessary

**ADDITIONAL INFORMATION**

- Kent County Council is a data controller under the Data Protection Act 1998 and will comply with the requirements of the Act at all times. KCC will ensure that your personal information is processed fairly and lawfully and in this instance used only for the purpose of validation, which will enable a fair and just consultation.
- KCC has completed an Equality Impact Assessment to see if the proposal could affect anyone unfairly. We welcome your views on the assumptions we have made and the conclusions we have drawn. To view the document, go to www.kent.gov.uk/schoolconsultations
- You can view Kent County Council’s Commissioning Plan for Education Provision in Kent 2015 to 2019 at: www.kent.gov.uk/educationprovision
HEADCORN PRIMARY SCHOOL
EDUCATION CONSULTATION RESPONSE FORM

Please complete this response form by **no later than midday on 24 March 2016**

Comments