



# The Oak-Tree Group of Schools

Head Office: 6-8 Albion Hill, Loughton, Essex IG10 4RA

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## Group Managing Principal

Mr Matthew Hagger B.A. (Hons), M.Ed., PGCE

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Website: [www.oaktreeschools.co.uk](http://www.oaktreeschools.co.uk)

17 April 2018

Dear Parents

## Re: **Oaklands School Building Projects**

I hope that your children have been enjoying their Easter holiday and that you have been able to get something of a break with them. With the Summer Term starting imminently, I thought you might appreciate some detailed information about the various projects that will be starting over the coming weeks at Oaklands.

As you may know, we successfully gained planning consent recently for three large projects:

### 1. **Rear Double Storey Extension**

This is designed to increase the size of the school hall by around 75% by rotating it and building over the grass bank on the side of the playground. It will be able to be partitioned for multiple uses and will have new flooring and lighting. A new store room for hall equipment and tables, benches and chairs will be created to gain even more space in the hall.

Next to the new hall there will be a new base for our SEN department, which will help them to continue to deliver their excellent service from the heart of the main building.

As part of the project, the kitchens will be fully refurbished with new commercial equipment installed throughout. We will also be creating a fixed servery through to the kitchens from the hall, which will help with the service of food at lunchtimes for all ages by expanding the choices with more oven space and heated storage.

Underneath the hall on the new lower ground floor will be a very large specialist classroom that will accommodate a new Science Room and/or ICT Suite.

### 2. **Front Double Storey Extension**

This will see a new entrance lobby created where the fire escape and bin cupboards are currently at the side of the school next to the Transition entrance and kitchen back door. New toilets will be installed, with a covered waiting area and benches outside for parents. All sheds and bins will be relocated.

There will be a new large classroom built above the new entrance lobby, which will be allocated for use by one of our classes nearer the time.

### 3. **Car Park and Drop-off/Pick-up Area**

The wasteland at the bottom of our second field will become a car park and dropping-off/picking-up area, with independent access from Warren Hill. Staff and parents will be able to park and drop off whilst on our own site. A new track along the bottom of our main field will be installed, with low level lighting, to link the car park and pathway leading to our bottom gate.

One of our caretaking team will be on duty in the area at the start of each day to ensure that children make their way safely through the site to the building.



### **Braeside School**

130 High Road, Buckhurst Hill  
Essex IG9 5SD  
020 8504 1133

Braeside School is the trading name of Braeside School Ltd, registered in England to 6 Albion Hill, Loughton, Essex IG10 4RA  
Company no: 0783067



### **Coopersale Hall School**

Flux's Lane, Epping  
Essex CM16 7PE  
01992 577133

Coopersale Hall School is the trading name of Coopersale Hall School Ltd, registered in England to 6 Albion Hill, Loughton, Essex IG10 4RA  
Company no: 3524644



### **Normanhurst School**

68-74 Station Road  
North Chingford E4 7BA  
020 8529 4307

Normanhurst School is the trading name of Normanhurst School Ltd, registered in England to 6 Albion Hill, Loughton, Essex IG10 4RA  
Company no: 9380841



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### **The Oak-Tree Group of Schools**

is the trading name of Oak-Tree Schools Holdings Ltd, registered in England to 6 Albion Hill, Loughton, Essex IG10 4RA  
Company no: 03033574

#### **Principals/Directors:**

Mr M Hagger B.A. (Hons), M.Ed., PGCE  
Mr N Hagger M.A. (Oxon)  
Mrs A Hagger Cert.Ed.



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Our architect's drawings for the various projects are as follows:



View of new front extension from Oak House



View of new front extension from main Albion Hill gate



View of new rear extension from astroturf playground



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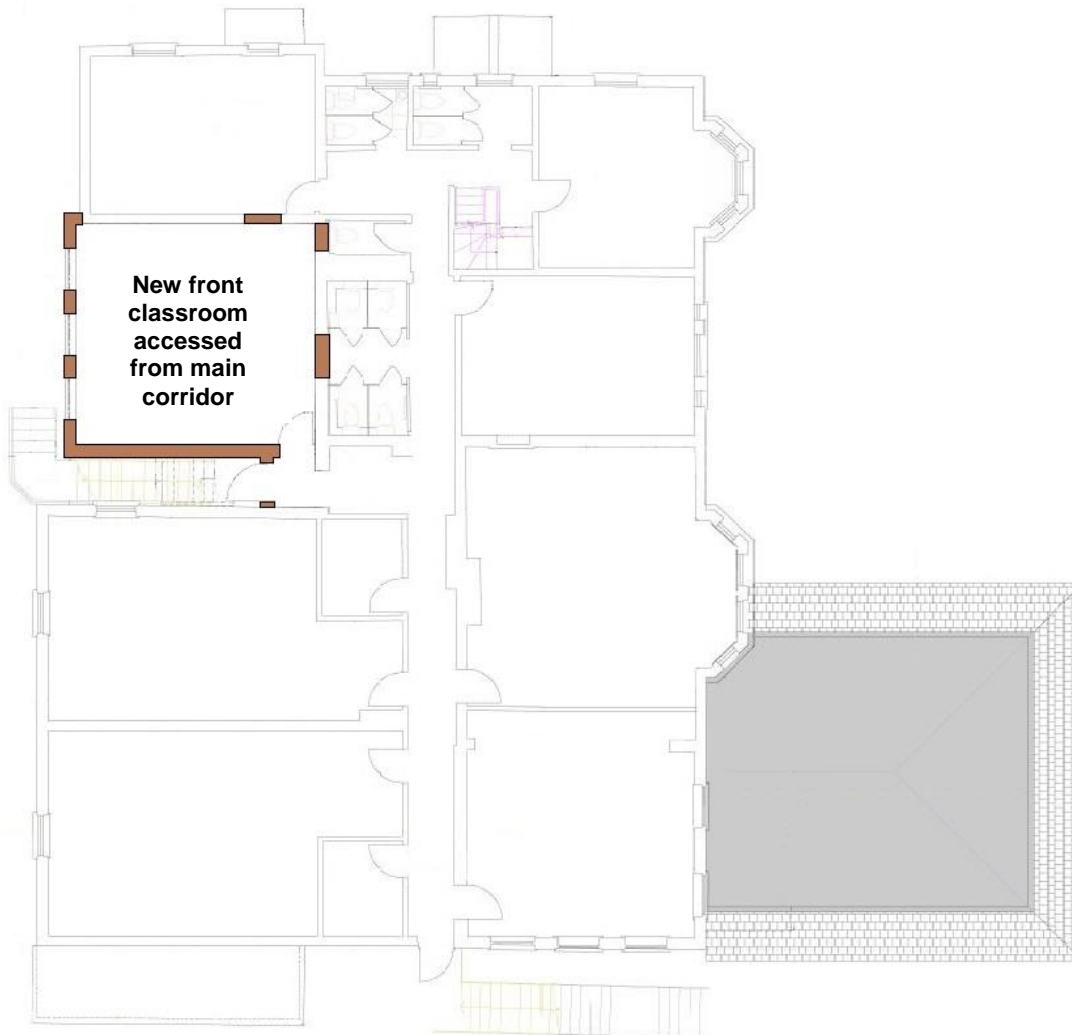
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**View of new rear extension from the side**



**Floor plans of the new first floor extensions**



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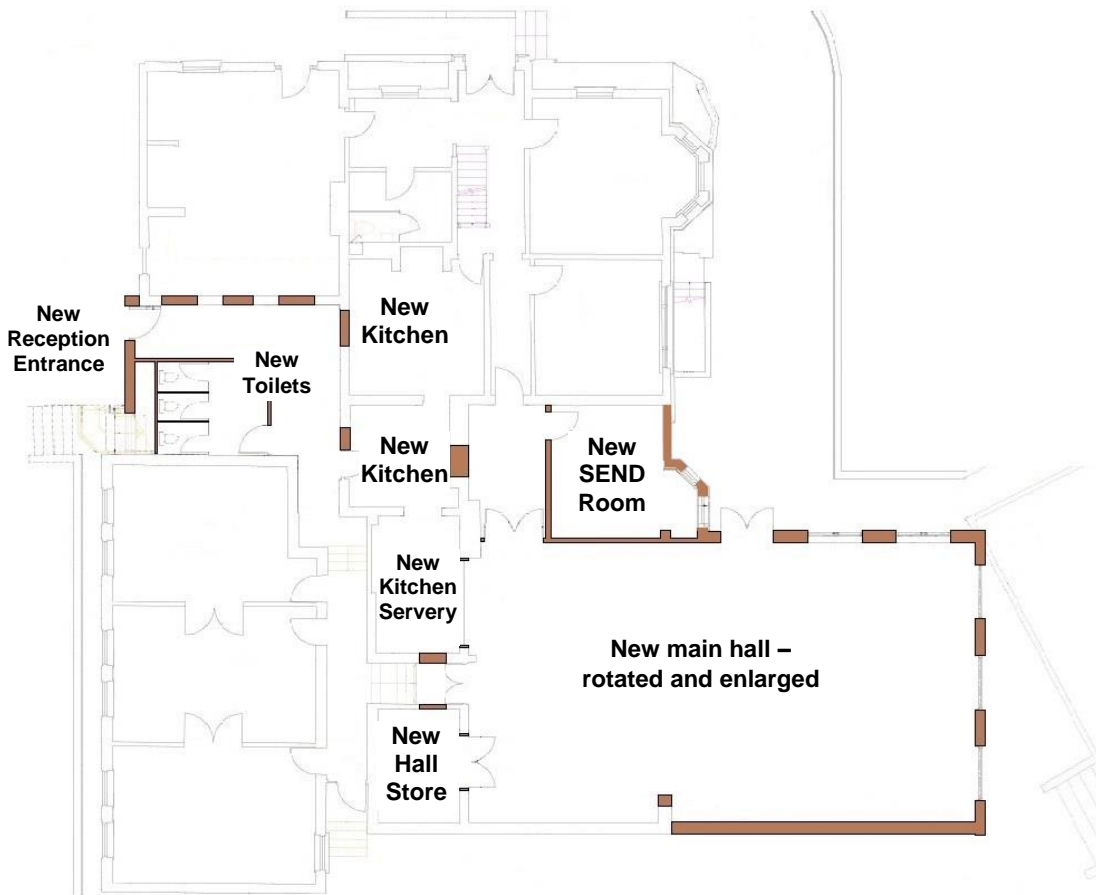


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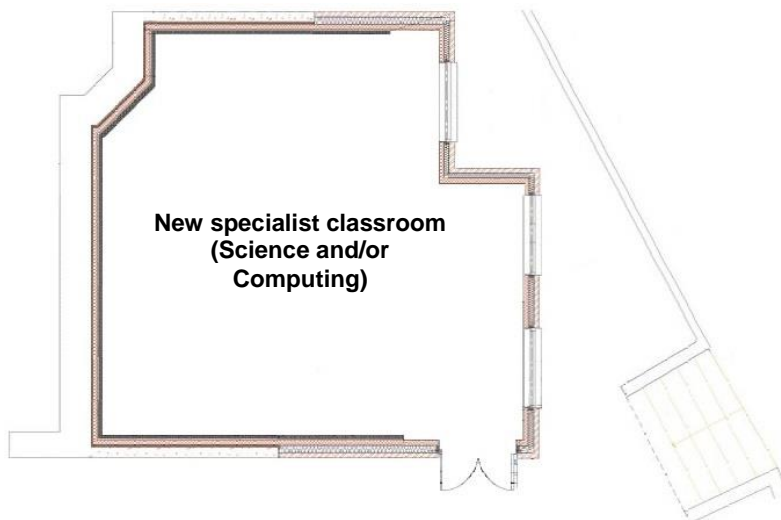
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**Floor plans of the new ground floor extensions**



**Floor plans of the new lower ground floor classroom**



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**Plan of the new car park and pick-up/drop-off area**

In addition to all of these projects, our Lower Kindergarten will be enlarged and reshaped over the summer break, with a new outside play area that will be more conducive to free flow learning. The Garden Room windows will also be replaced, and a few other minor improvements will be made around the site.

All in all, this is a £1.1 million building project that will both increase and modernise the facilities that Oaklands has to offer, and I am delighted that all children will be able to make use them when complete.

I have appointed the school's building contractors GE & AF Silvester Ltd, who have been involved with all of our large projects over the years throughout the Group, to carry out these projects. All of their staff and contractors have enhanced DBS (criminal records) background checks and have worked with us before.

The car park project has already started, with several trees felled over the Easter break and amphibious reptiles found on the site in a previous survey removed under licence by a specialist contractor. Preparation work is currently being carried out and I expect the main crews to move in at the start of May. The teams will be self-contained, with all facilities on the site itself so that there will be no need for any of the workers to be around the children.

As I am sure you will appreciate, the front and rear extensions represent an extremely ambitious series of projects that will need more than the 7 weeks of the summer holidays that I normally give our building contractors. The rear extensions are in the middle of the school side with no vehicular access, so it will be a challenge even to get the diggers and materials onto the site. The astroturf carpet will need to be rolled back, the playground fencing dismantled and a temporary track installed around the fields. All of this will take valuable time.



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Work will start as we break up for the summer holiday and the contractors will be working to a very tight schedule. Although the builders will be working six days each week throughout the summer break, there is no chance of the work being completed by the time we return to school in September 2018. Our plan is to keep building until the end of the October half term and then, due to adverse winter weather and the need to use the playground, to stop until the Easter break. This will minimise disruption whilst getting the building work to an advanced stage as quickly as possible.

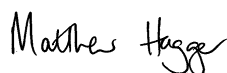
There will be some inevitable noise during the first half the Autumn Term as our teams continue working on these exciting new projects, but I will be overseeing the building work personally to ensure that any disruption is kept to an absolute minimum whilst school is in session. Given the additional benefits that the developments will bring, I know you will agree that the minimal disruption will be by far outweighed by the valuable gains.

Given the anticipated state of the Oaklands site during the summer holiday, there will be no summer activities clubs at all running on site. Instead, all clubs will run from the Braeside sites just up the road. More details will follow in due course.

As ever, if you have any concerns or queries about any of the forthcoming enhancements then please do catch me when I'm on site or contact me either through the School Office or via the email [info@oaktreeschools.co.uk](mailto:info@oaktreeschools.co.uk). This is going to be an exciting next phase in Oaklands' history that has taken a huge amount of behind the scenes planning, and I'm really pleased that we've nearly reached the starting line.

With kind regards

Yours sincerely



Matthew Hagger  
Group Principal



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