

# Location of Schools

**Wootton Bassett School**

**Lyneham Schools**

**Broad Town School**

# Wiltshire

COUNTY COUNCIL

## Extract from SCHEME FOR FUNDING SCHOOLS

with effect from April 1999

Circumstances in which charges may be made (Scheme: Section 6.2 refers)

- 6.2.1. Where premature retirement costs have been incurred without the prior written agreement of the LEA to bear such costs (the amount chargeable being only the excess over any amount agreed by the LEA).
- 6.2.2. Other expenditure incurred to secure resignations where the school had not followed LEA advice.
- 6.2.3. Awards by courts and industrial tribunals against the LEA arising from action or inaction by the governing body contrary to the LEA's advice.

Awards may sometimes be against the governing body directly and would fall to be met from the budget share. Where the LEA is joined with the governing body in the action and has expenditure as a result of the governing body not taking LEA advice, the charging of the budget share with the LEA expenditure protects the LEA's position.

- 6.2.4. Expenditure by the LEA in carrying out health and safety work or capital expenditure for which the LEA is liable where funds have been delegated to the governing body for such work, but the governing body has failed to carry out the required work.
- 6.2.5. Expenditure by the LEA incurred in making good defects in building work funded by capital spending from budget shares, where the premises are owned by the LEA.
- 6.2.6. Expenditure incurred by the LEA in insuring its own interests in a school where funding has been delegated but the school has failed to demonstrate that it has arranged cover at least as good as that which would be arranged by the LEA.

*See also 10.1 - The LEA itself needs to consider whether it has an insurable interest in any particular case.*

- 6.2.7. Recovery of monies due from a school for services provided to the school, where a dispute over the monies due has been referred to a disputes procedure set out in a service level agreement, and the result is that monies are owed by the school to the LEA.

*Note: a Disputes procedure is set out in the LMS Manual.*

- 6.2.8. Recovery of penalties imposed on the LEA by the Board of Inland Revenue, the Contributions Agency HM Customs and Excise or regulatory authorities as a result of school negligence.
- 6.2.9. Correction of LEA errors in calculating charges to a budget share (eg, pension deductions). Before applying any such provision the LEA should consider whether it is reasonable to do so. If the error dates back several years, it may be questionable whether such charging is reasonable.
- 6.2.10. Additional transport costs incurred by the LEA arising from decision by the governing body on the length of the school day, and failure to notify the LEA of non-pupil days resulting in unnecessary transport costs.
- 6.2.11. Legal costs which are incurred by the LEA because the governing body did not accept the advice of the LEA (see also section 11).

**Wootton Bassett School**

Lime Kiln Wootton Bassett Wiltshire SN4 7HD

Headteacher C C Montacute BSc(Hons) MBA FRSA

**RECEIVED****21 JUN 2004**

Passenger Transport Co-ordinator  
 Wiltshire County Council  
 County Hall  
 Bythesea Road  
 Trowbridge  
 BA14 8JD

18<sup>th</sup> June 2004

Our Ref: CMo/TMo

Dear Sirs,

**Re: Wootton Bassett School**  
**Changes to the School day – Issues for School Transport**

For the past 2 years we have been reviewing, planning and consulting on a new curriculum structure that would help the School raise standards of achievement and address staff workload issues. Eventually a new model was proposed to and approved by Governors in November 2003. The model is illustrated at the end of this paper.

Throughout this period I have kept in touch with the School Transport team whose advice and support have been very welcome. In fact, following advice early in the planning stage a model was rejected as having too great an effect on the provision of school transport. Our aim was to improve the educational provision offered to our pupils and improve issues of staff workload and work/life balance and do it in the most practical way for all stakeholders. We believe we have achieved that with our new model.

The Passenger Transport Unit has worked hard to arrange transport to fit our new earlier finish time and produced a proposal which we all hoped would be acceptable to our feeder primary schools as well as ourselves. This proposal would have responded to our ideas with a minimum of cost. Although our other feeder primary schools were happy with our new model, unfortunately the new transport proposals were rejected by the Lyneham Infants and Junior Schools and despite a meeting held here to find a compromise they would only accept a bus at the exact same times as they have now. I therefore had no alternative under existing County procedure to accept that any additional cost extending in the short term pending this appeal would be met by Wootton Bassett School. Our aim was to minimise any parental concerns with regard to transport. This was offered on the basis that next year contracts are up for renewal and that our commitment would be for no more than one year and that the



INVESTOR IN PEOPLE



Schools Curriculum Award

PTU would try to keep costs to a minimum for this year. This way we are not expecting to be treated any differently to other schools who change their day with a consequent effect on transport.

I realise that County rules do not provide any time limits for the recovery of additional transport costs following a change in hours. However I believe there were compelling reasons for the changes we have made associated with raising standards of achievement and reducing staff workload. The proposals were welcomed by our recent Ofsted inspection.

We feel we have done everything we can to work with other stakeholders on this change which we feel will satisfy our objectives and improve the education we are able to provide at Wootton Bassett School. I would therefore ask that the School be relieved of all additional transport costs or at that very least our commitment be limited to the 2004-05 financial year during which I understand contracts are due for re-negotiation.

I thank you for your consideration of this matter.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Chris Montacute', with a long, sweeping horizontal stroke at the end.

**Chris Montacute**  
**Headteacher**

## Rationale for Changes to School Day

The overall reduction in teacher contact time will be 25 minutes per day for Key Stages 3 and 4 equivalent to 4 mins per lesson (of the current 6). Additional time will be allocated to sixth form studies. The re-structuring model will also explore improved use of ICT to motivate and monitor progress together with more Teaching Assistants to support and target individual pupils. The changes are integrated into a new curriculum model the philosophy of which will be to provide a curriculum structure with identified pathways which recognise the differing abilities of all our pupils. This model includes the opportunity for extension and enrichment. Key Stage 3 will provide a strong foundation for 14-19 pathways which include GCSE's in vocational subjects, work-related learning and life skills as well as a more traditional curriculum offering. All pupils will receive improved advice on their course choices to ensure a suitable menu commensurate with their ability and aspirations. The most able will be guided to take a maximum number of GCSE's with the aim being quality not quantity. Appropriate courses in upper school will be delivered by the School and other institutions as appropriate eg Swindon College and local businesses.

### Key Features:

- A reduction in the number of lessons and an increase in their length will reduce the valuable learning time lost in movement between classes.
- Longer lessons will allow for greater reflection of learning achievements and, in practical subjects, more time for empirical work.
- Fewer lessons and a shorter day will result in more quality time for lesson planning and less fatigue. This helps address the teacher work/life balance issue and will improve the quality of lessons.
- The shorter lunch time will improve the working atmosphere in the afternoon. Fewer pupils on lunch at any one time will be more manageable particularly on wet days.
- Concentrating the majority of teaching time on the morning session utilises to maximum effect the most productive time for pupil concentration and thus learning.
- Electronic registration and improved use of data will help monitor attendance more closely and allow teachers to target work to ensure appropriate expectations.
- A separate sixth form structure underlines the importance of this cohort providing more flexibility and fewer split classes in the lower school.
- It is hoped that a shorter working day will improve the uptake of after-school enrichment activities.



## Structure of Day

Monday, Tuesday, Thursday

08.40 – 09.00	Registration/Citizenship/assembly
09.00 – 10.00	Period 1
10.00 – 11.00	Period 2
11.00 – 11.20	Break
11.20 – 12.20	Period 3
12.20 – 13.50	Period 4 and 3 lunch breaks
13.50 – 14.00	Registration
14.00– 15.00	Period 5 (end of school day for those in compulsory education.)
15.00 – 15.15	Break
15.15 – 16.15	Period 6 (sixth form only)

Wednesday and Friday

08.40 – 09.00	Registration/Citizenship/assembly
09.00 – 10.00	Period 1
10.00 – 11.00	Period 2
11.00 – 11.20	Break
11.20 – 12.20	Period 3
12.20 – 13.50	Period 4 and 3 lunch breaks
13.50 – 14.00	Registration
14.00 – 15.00	Period 5

All faculty and parents' meetings to be held on a Wednesday.

Total 11-16 curriculum lessons 50 hours per fortnight.



# Lyneham Junior School

Preston Lane, Lyneham, Chippenham, Wiltshire SN15 4QJ

Telephone: Bradenstoke 890264

Fax: 01249 892105

email: admin@lyneham-jun.wilts.sch.uk

www.lyneham-jun.wilts.sch.uk

Headteacher: Mr I. R. Tucker

Deputy Headteacher: Miss V. Bevan

RECEIVED  
14 MAY 2004

Mr Malcolm Wilford,  
Chair of Governors,  
Wootton Bassett School,  
Lime Kiln,  
Wootton Bassett,  
Wiltshire SN4 7HD

13 May, 2004

Dear Mr Wilford,

I am writing to you on behalf of the Governing Body of Lyneham Junior School regarding the proposed new transport arrangements for our pupils who use the school bus service, in order to accommodate the change in times of the school day of Wootton Bassett Secondary School scheduled for Autumn 2004.

As Governors, we value highly the excellent working relationship that has been established between our two schools and we are keen for that relationship to continue to develop and flourish in the future. However, whilst we appreciate and support Wootton Bassett School's rationale for changing the times of your school day, our Governing Body considers the impact that the proposed changes in transport arrangements for our school would have on both pupils and the school management, to be unacceptable.

Our concerns centre around the proposition that our pupils could be kept in school for an extra 10 minutes (at least), to allow their bus to fit in an earlier run to transport children home from Wootton Bassett School when their day ends at the new earlier time. This would create a number of significant problems for our school in terms of:

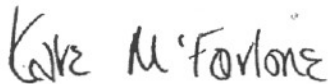
- Recruiting suitably qualified supervisors for such short time periods to run properly organised activities for the children.
- Managing the appointed supervisors and covering absence without compromising the work life balance of our staff.
- Providing a suitable regular venue which would not impact on the wide range of extra-curricular activities and clubs that we offer.
- Staffing resources to inform parents and arrange extended cover if the bus should be delayed, which is highly likely given the tight timescales involved and the high frequency of delays on the Wootton Bassett to Lyneham road.
- Gaining parental acceptance of the new arrangements. Some parents will need to alter their childcare and possibly their own working arrangements, whilst others rely on their children arriving home in time for activities such as swimming lessons.

- Finally, and perhaps most importantly, we consider it completely unacceptable to significantly extend the length of the school day for our young pupils, who are already very tired at the end of school, in order to allow the length of the school day to be shortened for the older pupils at Wootton Bassett School. This is particular pertinent to our partner Infants School which finishes 5 minutes before the Junior School and where pupils are as young as four years old.

In summary, we regret that we are unable to accept the significant changes to the transport arrangements that have been proposed, in order to accommodate a change that has not been initiated by our school and will not benefit our pupils in any way. In fact, we consider that the changes required would actually be detrimental to both our pupils and potentially also our very good relationship with parents. I trust that you will appreciate our position on this issue.

Please be reassured that the Governors remain fully committed to working with Wootton Bassett School and we would be prepared to consider other proposals should they be presented, and possibly to re-evaluate the situation at some stage in the future.

Yours sincerely,



**Kate McFarlane (Mrs)**  
**Chair of Governors**

cc. Mr. C. Montacute, Headteacher, Wootton Bassett School.  
Mr. Feilding, Passenger Transport Unit, Wiltshire County Council.





# Lyneham Infants School

Preston Lane, Lyneham, Chippenham, Wiltshire SN15 4QJ  
 Telephone: 01249 890413  
 Fax: 01249 890984

Headteacher: Mrs. A. C. Stanford B.A., P.G.C.E., M.A.

Mr M Wilford  
 Chair of Governors  
 Wootton Bassett School  
 Lime Kiln  
 WOOTTON BASSETT .....  
 Wiltshire SN4 7HD  
 14th May 2004

RECEIVED

18 MAY 2004

Dear Mr Wilford,

## PROPOSED CHANGE OF SCHOOL TRANSPORT SCHEDULE

During a meeting of Lyneham Infants School's Governing Body (13th May 2004) the impact of Wootton Bassett School's proposed timetable change on the school transport schedule was discussed. Although the effects on the school's personnel and financial management were addressed, by far the most passionate debate concerned the effects on our pupils. The proposed delays in bus arrival and departure times would mean that our children, some as young as 4 years old, could have to wait as long as 50 minutes after the end of the school day before arriving home. We feel that this would be detrimental to their welfare, both from a social and educational viewpoint. Under these circumstances we are not prepared to support your change of school hours.

This letter has been copied to our colleagues at Lyneham Junior School, to Mr Peter Fielding at the Passenger Transport Unit and to the Director, Department for Children and Education at Wiltshire County Council. We look forward to receiving a response addressing our concerns.

Yours sincerely,

*A. C. Stanford*

PP Nicholas Davies  
 Chair of Governors  
 Lyneham Infants School

Copied to:

Director, Department for Children & Education, Wiltshire County Council.  
 Chair of Governors, Lyneham Junior School.  
 Mr P Fielding, Passenger Transport Unit



# Lyneham Junior School

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www.lyneham-jun.wilts.sch.uk

RECEIVED

22 APR 2004

Headteacher: Mr I. R. Tucker  
Deputy Headteacher: Miss L. Munton

Mr Fielding,  
Passenger Transport Unit,  
Wiltshire County Council,  
County Hall,  
TROWBRIDGE,  
Wiltshire.

21<sup>st</sup>. April, 2004.

Dear Mr Fielding,

I am writing to you on behalf of Lyneham Junior and Infant Schools regarding your letter dated 15<sup>th</sup> April outlining your proposals for school transport arrangements from Autumn 2004.

After careful consideration we believe that the immediate consequences of your proposal will create very significant management issues at school level. Whilst we understand that it is your intention to avoid the considerable cost implications that hiring an extra bus brings, the alternative solution leaves the following direct consequences for us in school:-

- The Lyneham Infant School day ends at 3.10 p.m. which would involve a 15 minute wait beyond school finishing time as opposed to 10 minutes.
- Due to the nature of disruptions on the road, if the buses are not on time there will be further delays which make your proposals for time keeping too optimistic and mean that the children could well be kept waiting for longer than the time period you suggest.
- The implications to both schools for finding someone to cover more than 20 children in each school at the end of the day are considerable. It costs £6.73 per hour to employ a strong supervisor but the sort of supervision

In summary, we find your proposals hard to endorse and request that more consideration be given to the hiring of an additional bus to do the Infant and Junior School run. We would welcome the opportunity to discuss this further with you and it would be necessary to extend this invitation to the Headteacher at Broadtown Primary School.

Yours sincerely,

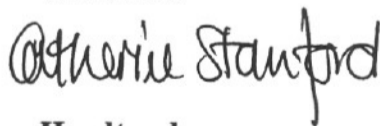
I.Tucker



Headteacher

Lyneham Junior School

C.Stanford



Headteacher

Lyneham Infant School