

# School Organisation Consultation Questions and Answers

**Proposal to expand Woodfield School  
onto a Specialist School Satellite site at  
Carrington School**

**April 2023**



## Background:

Woodfield School currently provides specialist education for pupils aged 11-19 years with a capacity of 180 planned places. As of April 2023 there are currently 158 pupils on roll at the school. The school is growing, following an expansion in September 2021, from 120 places to 180 places. The school has a 'Good' OFSTED rating from its most recent inspection in October 2022. It provides highly specialist teaching and support for students with Education, Health and Care Plans (EHCPs) with a range of co-occurring Learning and Additional Needs.

Surrey County Council, in partnership with the Governing Body of Woodfield School, Carrington School and South East Surrey Schools Education Trust, is proposing to expand Woodfield School to create 40 additional places. The 40 place expansion will be provided on a specialist school satellite site at Carrington School. This would expand Woodfield School from 180 places to 220 places. All pupils will be on roll at Woodfield School and have an Education, Health and Care Plan (EHCP) that names Woodfield School satellite site at Carrington School as the appropriate placement to meet their individual needs.

This document is a Question and Answer document addressing questions that have been asked during the consultation period.

Question		Response
<b>Physical space at the school</b>		
1.	Where in the school is the proposed provision?	The provision is being proposed to be a refurbishment in the <a href="#">Deneb</a> building at Carrington School. It will have a complete refurbishment to meet the needs of Woodfield School and will have access to private outside space. One entrance is also into the main school site so providing opportunities for the students to have access to the main school facilities. The school has a second secure line with electric gates controlled by the reception areas for anyone entering or exiting the building so the students are all kept as safe as possible all of the time. This is a similar set up to Woodfield school.
2.	What building work will be required for the project?	A feasibility study is underway and will inform the development approach required to refurbish and adapt existing internal space at Carrington School to create a satellite centre within the school. The feasibility study will consider temporary accommodation for September 2023. The permanent building expansion is due to be completed in September 2024 and will be subject to any relevant permissions.  Reprovision of any space utilised for the satellite centre will be determined through the feasibility study. The refurbishment and reprovision will benefit all pupils at Carrington School including

		<p>pupils attending the Woodfield Satellite, with specialised spaces for Art and Food Technology.</p> <p>Initial temporary accommodation and/or refurbishment work will be completed by <b>September 2023</b>. The full building project is scheduled to be complete by <b>September 2024</b>.</p>
<b>Inclusion</b>		
<b>3.</b>	What actions will be put in place in terms of inclusion at Carrington School?	<p>The aim is for the provision to be a fully inclusive environment. This is a hybrid model and integration will need to take place academically as well as socially and emotionally. Timetables will be managed individually for each pupil. The plan would be for pupils attending the Woodfield Satellite to spend part of their day accessing learning and support in the bespoke learning space for the satellite site and then also have access to mainstream classes for part of the day linked to subject options and accreditation opportunities. This will be assessed by individual needs and planned with the staff on both sites.</p> <p>Woodfield Satellite will have the opportunity to offer outreach and support for Carrington pupils where pupils will be able to access the Woodfield satellite for specific and bespoke intervention and support, in liaison with parent carers and relevant professionals.</p>
<b>4.</b>	Will pupils feel part of Woodfield School or Carrington School?	<p>Pupils will wear the Carrington School uniform and feel part of the school with inclusion in mainstream lessons and social times where appropriate.</p> <p>However pupils will be on roll at Woodfield School and the staff who work specifically in the centre at Carrington will be employed by Woodfield School. Therefore, pupils will benefit from the specialist teaching of a Specialist School while attending mainstream School with their peers in their local community.</p>
<b>5.</b>	Where will pupils attending the satellite site eat lunch or take break times?	<p>Pupils attending the satellite site will have the opportunity to spend lunch and break time in an environment that is individual to their needs.</p> <p>This could be spending time with mainstream pupils or attending clubs and whole school activities. Quieter areas close to the satellite site will also be available for all pupils who need it.</p>
<b>Partnership between Woodfield School and Carrington School</b>		

<p><b>6.</b></p>	<p>How will any potential bullying issues be dealt with?</p>	<p>Both Woodfield School and Carrington School have an Anti-bullying policy and will work together to prevent bullying and offer support when needed.</p> <p>Woodfield School Anti-bullying Policy states “We would expect pupils to feel safe in school, including an understanding of the issues relating to safety, such as bullying. We also want them to feel confident to seek support from school should they feel unsafe or concerned”.</p> <p>The links to each schools Anti-Bullying Policy are available below:</p> <p><a href="#">Anti-bullying policy - Woodfield School</a></p> <p><a href="#">Anti-Bullying-Policy-2022.pdf (carringtonschool.org)</a></p>
<p><b>7.</b></p>	<p>How much contact will pupils at the satellite site have with the Woodfield School main site?</p>	<p>The pupils will be based at the Carrington School site and the Carrington School pupils will become their immediate peer group.</p> <p>On the rare occasion that pupils at the Woodfield site would benefit from inclusion and access to specific GCSE offer then those pupils would be provided with a bespoke curriculum timetable and this would be in agreement with parents/carers and supporting professionals.</p> <p>The satellite leadership will liaise with Carrington School leadership to identify where there are opportunities for celebration/joint events.</p>
<p><b>8.</b></p>	<p>What is the benefit/impact of the satellite site for existing Carrington students?</p>	<p>Developing a sustainable offer to support pupils with Moderate Learning Difficulties (MLD) will benefit the whole school.</p> <p>The satellite centre is an expansion of Woodfield School and a partnership agreement between Woodfield School and Carrington School and South East Surrey Schools Education Trust, will include how the two schools will work together to benefit both schools.</p> <p>On the very rare occasion that a young person at Carrington School would benefit from the provision at the Woodfield Satellite centre, this will only be considered through significant liaison with parents/carers and the young people themselves and agreed via the Annual Review of the EHCP process with all relevant professionals - at which point the EHCP will be amended to reflect the change of placement.</p>

		<p>Staff at Carrington School will continue to support all pupils in the school. All staff will benefit from shared learning and resources available with the additional staff employed by Woodfield School at the satellite centre. This will influence how all pupils are supported across the school.</p> <p>Pupils attending a mainstream school where there is a specialist school satellite benefit from the inclusive environment across the whole school.</p> <p>Carrington school will get new facilities that will support the learning of all pupils and improve the environment for staff.</p>
9.	Does this mean that Woodfield School will be joining the South East Surrey Schools Education Trust (SESSET).	Woodfield School currently maintains the status as Community School (a state-maintained school). If there are any thoughts in the future in relation to considering Trust status, a due diligence process, including consultation, would be undertaken and decisions made as an outcome of the process.

#### **Traffic, Travel and Transport**

10.	Will the traffic at drop off and pick up times be increased by the expansion?	A travel plan will be completed alongside the feasibility study and reducing any impact on traffic in the area will be addressed. The longer-term aim is to provide a provision where local young people can attend and make their own way to and from school, giving them the independence skills we hope to provide all young people.
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#### **Finance and Resources**

11.	How will the satellite site/expansion be funded?	<p>The capital funding for the expansion has been approved by Surrey County Council Cabinet from the SEND Capital Grant as part of the SEND Capital Programme.</p> <p>Woodfield School will receive £10,000 for each planned place commissioned (40 places) and will also receive a "Top up" sum for each pupil on roll at the school. This is determined against individual pupils' needs. Top up rates are reviewed annually by the Local Authority.</p>
12.	Will staff be expected to work across both sites?	Staff appointed to Woodfield School main site will remain on that site unless they express an interest in the Satellite provision, at which point this will be considered alongside any potential impact this may have on both or either site. Staff will be offered

		<p>equality of opportunity for any posts that are advertised.</p> <p>Posts within the satellite expansion will be appointed to and the leadership structure determined and appointed to, to accommodate expansion requirements.</p> <p>The Leadership and Governance of the satellite site remains with the Governing Body of Woodfield School. Staff will be employed by Woodfield School, and the Headteacher and Governing Body will be responsible for recruiting and managing staff at the satellite site at Carrington School.</p>
<b>Admissions</b>		
13.	<p>How will parents know about the provision if it has not been formally agreed yet?</p>	<p>As this project is part of the SEND Capital Programme, Surrey County Council are working at pace to create places as quickly as possible. Now that the consultation is open, SEND case workers will be letting parents know about the provision.</p> <p>Woodfield School and Carrington School are giving information to prospective pupils as queries arise.</p> <p>Formal placements can only be made after the Cabinet Member for Education and Learning decision meeting on 27 June 2023. Subject to this decision, the first cohort of pupils will start in September 2023.</p>
14.	<p>How will pupils be allocated a place at the satellite site?</p> <p>Will they be pupils already attending Woodfield School or Carrington School?</p>	<p>Pupils will be allocated a place at the Woodfield School Satellite site at Carrington School by Surrey County Council's SEND Admissions Team. All pupils will have an Education Health and Care Plan (EHCP) that names Woodfield School Satellite Site at Carrington School.</p> <p>Parents of pupils with an Education Health and Care Plan (EHCP) should follow the admissions guidance for children with an EHCP, which is available on the Surrey County Council website.</p> <p>The additional places created through establishing a Woodfield School satellite site at Carrington School are new specialist places for pupils who need specialist teaching but also access to inclusion in mainstream. Therefore, this is a new cohort of pupils rather than pupils already attending either school.</p> <p>However, in exceptional circumstances, and following an annual review of a pupil's Education Health and Care Plan a change in placement is</p>

		identified, transition to a placement at the satellite site may be considered.
15.	Some pupils require a Specialist School environment, rather than mainstream. How will you ensure pupils are not moved from the main site at Woodfield School to the Satellite Site?	<p>The establishment of a satellite site does not mean that pupils will be required to move between the two sites.</p> <p>There is no change to the current number of pupils attending the main site at Woodfield School. The satellite site is creating new places with additional staff and resources so will not impact the current offer at the main site.</p> <p>A pupil's EHCP will name either Woodfield School or Woodfield School Satellite Site at Carrington School. Staff will benefit from shared training across the two sites. There may be opportunity for all pupils to benefit from resources across both sites with planned joint activities or events.</p> <p>Pupils attending Woodfield School main site will remain at the main site unless it is considered in their best interest to have an extended offer at the Carrington site. This will only be considered through significant liaison with parents/carers and the young people themselves and agreed via the Annual Review of EHCP process.</p>