

Free Schools - Proposal Form

The Proposal Form asks you for details on the educational rationale, aims and objectives, parental demand and premises of the proposed Free School. It also asks questions about the suitability of the provider(s) involved. All new Free Schools will be opened with the same legal status as Academies, in a binding agreement with the Secretary of State.

Please note, all information provided in this form will be published on the Department for Education website.

INITIAL DETAILS

Name (Please specify if you are the nominated representative of an organisation that wishes to set up a Free School)

██████████ (nominated representative).

Name of your organisation

The Free School Norwich

Address (of organisation or individual)

██████████
██████████

Norwich
Norfolk

██████████

**Email
Contact**

██████████
██████████

Telephone Number

██████████

Are you an existing independent school wanting to convert to a Free School?

No

If yes, please provide your 6-digit school unique reference number (URN)

0

If no, please confirm the nature of your organisation (educational group / charity / business / parent group etc)

We are an organisation of working parents and teachers in Norwich. We are in the process of registering as an educational charity.

Please confirm whether your organisation is incorporated i.e. set up as a Company which is registered at Companies House. If so, please provide the Company Registration Number, Company Address and details of the Directors and Secretary. If not, please indicate the approximate date by which it will be incorporated.

Yes, our organisation is incorporated

Company Registration Number:

Company Address:

Details of Directors and Secretary:

No, our organisation is not yet incorporated

Approximate date by which it will be incorporated: Sept 6th 2010

What is the proposed age range of the Free School? Please include details of planned pupil numbers in each year group.

The Free School Norwich will be a primary school for pupils aged 5 -11 years.

Pupil numbers will be organised into the following year groups:

KS1 - 24 pupils (1 x mixed-age learning environment).

KS2 - 96 pupils (4 x classes of 24 pupils, 1 x class per year group).

This structure is based upon the evidence of demand from parents in the Norwich area, which indicated that a significantly greater number of places at KS2 are required by parents than at KS1.

When do you hope the Free School will start operating (for your first set of pupils)?

The Free School Norwich will open for our first set of children in September 2011.

In which Local Authority area will the school be based? If you are near to a LA boundary, please include name of neighbouring LA(s)

Local Authority Norfolk

Neighbouring LAs Suffolk, Cambridgeshire, Essex and Lincolnshire

Is your Local Authority aware of your intention to set up a Free School?

Yes

(If Y please give details of your discussions with them so far)

Norfolk LEA have been informed of our intention to set up a Free School in Norwich. We have spoken with [REDACTED] and [REDACTED], [REDACTED] and explained our proposal. Norfolk LEA have stated that they are open-minded about a Free School opening in Norwich and have indicated that they would not object. We have reassured the LEA that we would be looking to work alongside them.

Have you discussed your proposal form with the New Schools Network?

Yes

(If Y please give details of your discussions with them so far)

We were invited to attend the New Schools Network conference at the DfE on 24th July 2010 and talked to officials there about our proposal. We have also been in regular contact with the New Schools Network by telephone and email since then for further advice and guidance. We have also had detailed discussions with [REDACTED] about the application process and have acted upon her advice before resubmitting our proposal to the DfE.

SUITABILITY OF PROVIDER

The Secretary of State will consider each proposal on its merits, and take into account all matters relevant to that proposal. Generally, he would expect that all proposals will comply with all aspects of the rigorous suitability and vetting tests throughout the application process, including due diligence and CRB checks and will reject any proposers who advocate violence, intolerance, hatred or whose ideology runs counter to the UK's democratic values.

| | |
|--|----|
| Do any of the following apply to the organisation (or any consortium member), or to (any of) its director(s)/partners/proprietor(s) or individual applicants (select Y/N): | |
| Is in a state of bankruptcy, insolvency, compulsory winding up, receivership, composition with creditors (including any Individual Voluntary Arrangement), or subject to an Administration Order or any legal proceedings concerning their solvency? | No |
| Has been convicted of a criminal offence? | No |
| Is involved in any illegal activities? | No |
| Has not fulfilled obligations related to payment of taxes? | No |
| Is guilty of serious misrepresentation in supplying information? | No |
| Is not in possession of relevant licences or membership of an appropriate organisation where required by law? | No |
| Is barred from certain work with children as a result of being: | |
| [a] included in the list of those barred from Regulated Activity with children, kept by the Independent Safeguarding Authority? Or | No |
| [b] included in the list kept under section 1 of the Protection of Children Act 1999(4) (list of those considered by the Secretary of State as unsuitable to work with children)? Or | No |
| [c] subject to a direction of the Secretary of State under section 142 of the Education Act 2002 (5) (or any other disqualification, prohibition or restriction which takes effect as if contained in such a direction)? Or | No |

| | |
|---|-----------|
| <p>[d] disqualified from working with children under sections 28, 29 or 29A of the Criminal Justice and Court Services Act 2000(6)?</p> <p>For further information on [a], [b], [c] and [d], please contact the CRB [REDACTED].</p> | <p>No</p> |
| <p>Is disqualified from registration under Part 10A of the Children Act 1989(7) for child minding or providing day care?</p> | <p>No</p> |
| <p>Is disqualified from registration under Part 3 of the Childcare Act 2006(8)?</p> | <p>No</p> |
| <p>Is a member, or has been a member in the past, of a proscribed organisation?</p> | <p>No</p> |
| <p>If the answer to any of these questions is “Yes” please give details below:</p> | |

EDUCATIONAL RATIONALE, AIMS AND OBJECTIVES

Briefly outline your reasons for wanting to set up a Free School. Max 200 words.

The Free School Norwich is an organisation of working parents and teachers in Norwich.

As working parents, we recognise that all parents want their children to receive a broad and balanced, high quality, state-funded education. In Norwich however, it is impossible to find a school within the LEA system which provides an extended school service which is open throughout the school holidays. Private childcare provision within the city is also limited and very expensive. This makes it extremely difficult for parents to work full time in Norwich.

As a result, some of our members have resorted to sending their children to fee paying schools which do provide both a high quality education and an extended school service which is open throughout the school holidays. We recognise that this is clearly not an option which is open to most working parents, especially those on lower incomes.

As teachers, we have a wide range of teaching and management experience in both independent and LEA schools in Norfolk and London. We are however, frustrated by the bureaucratic workload and restrictions imposed by the LEA education system within which we currently work, and by the poor standard of education which often results from this. We want to be able to work in a state-funded school which puts a broad and balanced, high quality education for children first, whilst also providing a well-resourced working environment for teachers.

Our organisation believes that a change is needed in the British education system to meet the needs of children, working parents and teachers in the 21st century. We believe that we can achieve this through a new Free School in Norwich.

Our school will provide:

1. A high quality, broad and balanced, primary school education with strong community links to enrich the educational experience of our children.
2. A city centre location close to public transport services with an affordable, all year round extended school service for working parents.

Please set out the Free School's aims and objectives. You should also describe:

- the teaching methods that will be used and whether the Free School will follow a particular philosophy (eg Montessori);

- the outline of the Free School's proposed curriculum, including any religious ethos;
- how the Free School will improve pupil learning and ensure strong discipline;

Max 2000 words.

1. Ethos.

The ethos of The Free School Norwich will be 'opportunity and achievement for all'.

The school will provide a high-quality education for primary school aged children with an affordable all year round extended school service. Children will be given regular opportunities to explore and develop their individual strengths and interests through a wide range of activities and experiences provided through the school's strong links with the surrounding community. This will improve the life chances and aspirations of all children, particularly those from less advantaged backgrounds, by enabling their parents to work full time in Norwich.

2. Admissions Code.

The Free School Norwich will welcome and respect primary school aged children of all abilities and from all religious and cultural backgrounds. The school will particularly encourage applications from parents of children from less advantaged backgrounds who would benefit from the opportunity to work full time. Children will be admitted to the school through the LEA school admissions procedure.

3. Teaching and Learning.

The school will recruit a team of high quality, experienced teachers who will be given the time, facilities and resources needed to deliver an outstanding education free from unnecessary LEA bureaucracy. When The Free School Norwich spoke to teachers who were interested in joining the group, most said that they would prefer to have a more flexible contract which allowed them to have a better work-life balance. The timetable at the school will therefore be structured in such a way to enable teachers have an 0.8 teaching contract. This flexibility will particularly benefit the school in the first year of opening when staff are settling into their roles in a new school.

Teaching will be skills based and designed to meet the needs of the 21st century. It will be broadly based on the National Curriculum for KS1 and KS2. Children will follow National Curriculum programmes of study in Maths, English, Science, Design Technology, History, Geography, Art and Design, Music, PE, Modern Foreign Languages, PHSE and Citizenship. ICT will be an integral part of all teaching and every child will have access to a laptop computer. Spiritual, moral and cultural education will be delivered through whole-school assemblies, educational visits and through links with curriculum subjects.

English, Maths, Science and some foundation subjects will be taught by class teachers for 80% of the timetable. Specialist subject teachers will be contracted

by the school to teach other foundation subjects, such as Music, Modern Foreign Languages and PE. PE will be taught within the community at existing centres such as the UEA Sports Park, Riverside Sports Centre and the Norwich City Football Ground, so that children can be instructed by professional coaches and benefit from the excellent facilities which these venues have to offer. Specialist subject teaching will equate to 20% of the timetable.

4. Assessment of Teaching and Learning.

Regular assessment will take place across KS1 and KS2 to ensure that high standards of teaching and learning are maintained in the school. This will include ongoing teacher assessment of children's learning, twice-yearly assessments of progress in spelling and reading using the Schonell and Youngs assessment systems, as well as assessments each term of children's progress in Maths and Writing.

Children will take the QCA Optional Tests at the end of Years 3, 4 and 5 and the end of KS1 and KS2 SATs. Children's progress will be monitored closely using the Pupil Asset tracking system so that intervention and support can be provided for individual children where needed.

5. Discipline.

High standards of discipline will be maintained in the school largely through the recruitment of well-qualified, experienced teachers. The school will also have a clear, consistent behaviour management system in place which is based on a healthy balance of rewards and sanctions. This will be outlined in the school's Behaviour Policy. A Code of Conduct for the children to follow will ensure that the school's expectations for behaviour are clear and easy to follow. Parents and children will be requested to agree to the school's Code of Conduct on entry to the school.

The Free School Norwich will endeavour to instil a sense of pride, belonging, citizenship and self-discipline in all of its children through implementing a smart, formal uniform. The school will work with a local high street store, for example TESCO or ASDA, to supply the uniform at minimal cost so that it is affordable for all parents.

6. SEN.

Children with SEN will have their needs assessed by a qualified professional at an early stage and will be given full support to help them realise their potential. The Free School Norwich will develop close links with the Indigo Centre for Dyslexia in Norwich to ensure that pupils with SEN are fully supported throughout their time at the school.

Regular 1:1 tuition will be provided by a qualified professional for those children who are identified as having SEN and laptops will be provided as standard for children who are diagnosed with dyslexia and other language based learning difficulties.

7. Community Links.

There will be a strong emphasis in the school on personalised learning for children to enable them to identify and develop their potential strengths, talents and interests within different subject areas. A weekly choice of personal learning activities will be offered which make use of existing facilities and professional expertise within the community. This will equate to 10% of the timetable and will develop and encourage the children's personal aspirations for the future.

For example, children will be able to choose to learn to ski at the Norwich Ski Slopes, sail on Whittlingham Broad at the Outdoor Education Centre, perform a dramatic production at the Theatre Royal Norwich, investigate history through the Norwich Museums Service, learn to cook, learn about local businesses, develop their drawing and painting skills or study environmental issues through the Dereham Eco-Centre.

At present, many of these city amenities and facilities are under-used during the school day. The Free School Norwich will develop strong links with them and take advantage of the excellent learning and enrichment opportunities which they have to offer children.

As The Free School Norwich will be sited in Norwich city centre, existing public transport systems will be used to transport children to and from venues within the community. This will also encourage and promote the use of public transport amongst young people and raise awareness of environmental issues caused by city centre traffic congestion for the future. A long-term agreement with the local bus company will ensure that transport costs are kept to a minimum.

8. Timetable.

The school week will be organised into ten morning and afternoon sessions. Children will be taught the core subjects and some of the foundation subjects during the mornings and three afternoon sessions by class teachers or specialist subject teachers. One afternoon will be devoted to PE and one afternoon will be devoted to personal learning activities. Children will be escorted to venues within the community for PE by qualified teaching assistants and escorted to venues for personal learning activities by class teachers.

9. Term Structure.

The Free School Norwich school year will be structured into six terms, each of six or seven weeks in length, with a two week holiday between each. There will be a four week break in August. This will provide teachers will more time to assess pupil progress and to plan their teaching in a more consistent manner to better meet the children's individual learning needs. Longer breaks between terms will also ensure that teachers are sufficiently refreshed for the term ahead and that they have a better work-life balance and sense of personal well-being.

The school's six term structure was suggested to the group by parents in Norwich who wanted a greater freedom of choice in when to take family holidays, removing the need to take children out of school during term time to

avoid the high cost of holidays during traditional school holiday periods. The group considered this an excellent suggestion and consequently responded by structuring the school year accordingly.

The school will be closed on Bank Holidays and for one week at Christmas.

10. Value for Money.

The Free School Norwich will ensure that the school budget is linked directly to the School Development Plan and that money is targeted at delivering the highest standard of education for all children at the school. Value for money will be assessed according to:

- i) Contextual value-add data provided by the annual Raise Online report.
- ii) SATs results compared to National Averages at KS1 and KS2.
- iii) Annual parent satisfaction surveys.
- iv) Annual pupil satisfaction surveys.
- v) OFSTED inspection reports.
- vi) Reputation within the local community.

What are your organisation's core areas of work / aims? Max 500 words.

Initially, The Free School Norwich aims to open as a school in Norwich which provides:

1. A high quality, broad and balanced, primary school education with strong community links to enrich the educational experience of children.
2. A city centre location close to businesses and public transport services with an affordable, all year round extended school service for working parents.

The school will be sited in Norwich city centre close to public transport facilities and will be open from 8.15 am until 5.45 pm for 51 weeks of the year.

A team of high-quality, experienced child care staff will provide an on-site extended school service at the end of the normal school day and throughout the school holidays. The extended school service will provide a safe, comfortable, child-friendly environment, with healthy meals prepared and cooked on site and a structured programme of interesting and stimulating activities for children. The service will be entirely flexible for parents to use as needed. It will be chargeable, but charges will be kept to an affordable minimum.

In the longer term, The Free School Norwich organisation aims to open more schools in East Anglia based upon the same model. Ultimately, we envisage a chain of schools in towns and cities across the region which all offer the same high quality education and extended school service to working parents and their children.

Ultimately, opening a chain of schools across the region would enable our organisation to achieve its core aim of giving as many children as possible, particularly those from less advantaged backgrounds, the best start in life through:

1. An excellent primary school education with the opportunity for children to explore their future potential as individuals.
2. Increased economic well-being for children by enabling their parents to work.

What capacity and capability do you have (or have access to) in order to deliver the educational vision set out above? Please indicate the resources, experience and expertise (educational and legal) that you have or have access to. Max 500 words.

1. Pre-Opening.

The Free School Norwich organisation has a committee structure. The committee structure allows us to bring together a range of experience and skills in both the fields of business and education prior to opening. The committee currently comprises of:

A qualified headteacher with a broad range of experience and skills in teaching and managing schools across the primary aged range in both independent and LEA schools in [REDACTED] and [REDACTED]. This experience includes writing and executing school development plans, managing the school budget, recruiting, leading and managing staff, writing policies, maintaining systems and procedures, liaising with all school stakeholders, ensuring good relations with the wider community and ensuring that high standards of teaching and learning are maintained across a school.

A Senior Teacher with a broad range of teaching and school management experience across the primary age range. This includes specialist training in English, Special Educational Needs and experience of working as a [REDACTED], which lead to the [REDACTED].

A Senior Teacher with a broad range of teaching and school management experience across KS2. This experience includes that of [REDACTED] and [REDACTED]. This individual is also an [REDACTED] and he therefore has considerable experience of working with [REDACTED].

A [REDACTED] with a lifetime's experience of working with and serving the general public to [REDACTED]. Since [REDACTED], he has worked as a [REDACTED], vetting and recruiting leaders for the [REDACTED], organising county and international [REDACTED], and helping young people to develop both as individuals and as good citizens within the community.

An experienced [REDACTED] who has worked for many years on large scale business change projects for [REDACTED]. This has included experience of working with other organisations on a local, national and international level to bring about change and improvement and ensuring that development plans, procedures and budgets are adhered to. Outside of work, his involvement in the [REDACTED] has included [REDACTED].

A [REDACTED] who has [REDACTED]. She has recently [REDACTED] and has successfully completed her [REDACTED] in a [REDACTED].

A [REDACTED] who is currently working [REDACTED] and training to be a [REDACTED].

A [REDACTED] who is currently [REDACTED] but who would like to work full time in Norwich.

2. Post-Opening.

Post-opening, The Free School Norwich will have the following management structure:

A board of Governors, including parents and individuals from business and educational backgrounds, who have overall responsibility for the school. The Governors will also fulfil the role of Trustees of the charity.

A Headteacher who is responsible for the day-to-day leadership and

management of the school. The Headteacher will operate within the parameters set by the Governors and reports on a regular basis to the board of Governors.

A Curriculum Director (0.2 contract) who will be responsible for developing the curriculum and ensuring that high standards of teaching and learning are maintained across the school. They will also be responsible for pupil assessment and Special Educational Needs. (This role is likely to be held by a Teacher as an additional responsibility).

A Community Links Director (0.2 contract) who will be responsible for maintaining positive relationships with groups, businesses and organisations within the community, and who will also be responsible for organising an annual programme of personal learning activities for the children in KS1 and KS2. (This role is likely to be held by a teacher as an additional responsibility).

A team of 5 Teachers (0.8 contracts) who will be responsible for teaching children in Year Reception to Year 6.

A team of 4 Teaching Assistants (full time) to support learning in KS1 and to carry out administration and support tasks for KS2 teaching staff.

A school Secretary (full time) who will be responsible for all aspects of school administration and book keeping.

A school cleaning staff. (This service is likely to be contracted out by the school).

An Extended School Director who will be responsible for organising a team of staff to manage and care for children attending the extended school service after school and during the school holidays. (This position will be independently funded and will not be paid for by the main school budget).

A team of 4 Extended School Assistants who will be responsible for caring for and organising structured activities for children attending the extended school after school service and during the school holidays. This will include serving meals to children. (These positions will be independently funded and will not be paid for by the main school budget).

Do you have plans to work with a 3rd party organisation? If so, please include their details below and set out the intended nature of that relationship (for example, a contract, co-sponsorship arrangement, informal partnership).

The Free School Norwich will work in partnership with a range of local businesses, organisations and professional groups within the local community to provide children with personalised learning activities to enable them to identify, explore and develop their potential strengths, talents and interests.

Children will be escorted to these venues by teaching staff either by foot if the venue is in central Norwich, or by the local bus service if the venue is further out of the city. The school will be sited close to the local bus station to enable staff and children to travel easily.

The businesses, organisations and professional groups will initially include:

1. First Choice Bus Company - the school will use the bus service to transport children to and from venues further out of the city for PE and personal learning activities. This will be on a contractual basis.
2. University of East Anglia Sports Park - the school will use sports facilities and coaches at the university for PE lessons. This will be on a contractual basis.
3. Riverside Sports Centre - the school will use the swimming pool and coaches at the centre for swimming lessons. This will be on a contractual basis.
4. Norwich Ski Slopes - the school will bring groups of children to the ski slopes for courses of six skiing and snow boarding lessons as one of the personal learning activities. This will be on a contractual basis.
5. Whitlingham Broad Outdoor Education Centre - the school will bring groups of children to the centre for six week courses in sailing, wind surfing, canoeing, wall climbing and orienteering as one of the personal learning activities. This will be on a contractual basis.
6. Norwich Museums Service - the school will bring groups of children to the Castle museum, Strangers Hall and the Colman's Mustard Museum in Norwich to learn about local and world history as one of the personal learning activities. Entrance to all of the museums is free.
7. Theatre Royal, Norwich - the school will bring groups of children to the theatre for six week drama courses and theatre design courses as one of the personal learning activities. This service is free for schools.
8. Maddermarket Theatre, Norwich - the school will bring groups of children to the theatre for six week courses in drama as one of the personal learning activities. This will be on a contractual basis.
9. Indigo Dyslexia Centre - the school will consult the centre for advice and support for pupils with specific learning difficulties. This will be an informal partnership, with the school meeting the cost of pupil assessments as needed.
10. Pizza Express - the school will bring groups of children to Pizza Express to experience cooking in a restaurant as part of one of the personal learning activities. This service is free for schools.
11. The Forum, Norwich - the school will bring groups of children to the Forum to use the central library and information technology centre as part of one of the personal learning activities. This service is free of charge.
12. Norwich City Council Amenities - the school will bring groups of children to the city parks and gardens as part of one of the personal learning activities. This service is free of charge.

Our [REDACTED] has made initial contact with many of these businesses, organisations and professional groups to discuss our proposal. All of those contacted to date are willing to form links should the proposal be accepted by the DfE. Some are willing to offer their services to schools free of charge whilst we would look to enter into a contract to buy services from others.

The school will offer children a choice of personal learning activities on a termly basis. Many of these activities will be organised and run by staff at the school at no cost, whilst others will take place at the venues listed above and involve the services of qualified coaches and instructors. The school is still at the stage of negotiating costs for taking groups of children to the different venues as these will largely be dependent upon numbers. Any surplus funds generated by the school's extended school service will be reinvested in the personal learning activities to help meet costs.

The organisation has also enlisted the interest and support for establishing The Free School Norwich of the [REDACTED], [REDACTED]. The group has discussed their proposal and core aims with [REDACTED] and he has offered to work with The Free School Norwich to help ensure its success within the local community.

Please name the key individuals / trustees involved in setting up the Free School (if available). Please also indicate whether trustees have been chosen and their roles confirmed. Please provide details of employment of these individuals and any conflicts of interest you believe might arise.

To date, the following key individuals have been involved in setting up The Free School Norwich:

[REDACTED] - [REDACTED] has been chosen by the group as [REDACTED]. [REDACTED] is a [REDACTED] and has been a key figure in [REDACTED].

[REDACTED] - [REDACTED] has been chosen as a Governor by the group. [REDACTED] has worked as an [REDACTED] for the past [REDACTED]. He has also been involved in [REDACTED] for the same length of time.

[REDACTED] - [REDACTED] is a [REDACTED] with [REDACTED]. She also has experience of serving as a [REDACTED] in Norfolk. [REDACTED] is [REDACTED] and has recently completed the [REDACTED].

The organisation is currently in the process of identifying five more individuals to serve as Governors of The Free School Norwich. Governors will also fulfil the role of Trustees of the school.

EVIDENCE OF DEMAND

What evidence of local parental demand do you have? For example, a petition or a declaration from interested parents or pupil number projections for the area. Max 200 words.

We collected evidence of demand for places at The Free School Norwich through two routes. These were:

1. A website explaining our vision, aims and ethos with a mail box for visitors to send us their comments and questions.

To date, the website has received over 350 visitors in one month (August 2010) and the mail box currently contains 20+ requests for prospectuses and further information about enrollment at the school from interested parents in Norwich. This number is growing on a daily basis.

2. A survey which explained our vision, aims and ethos and invited parents to give their views and register their interest. The survey was conducted amongst 15 parent groups, businesses and pre-school childcare providers in Norwich.

The results of the survey were very positive:

83 parents surveyed in parent groups from less advantaged areas of the city said that they would be very interested in sending their children to the school. 29 parents surveyed in city centre businesses said that they would be very interested in sending their children to the school.

12 parents who currently send their children to pre-school childcare providers in Norwich said that they would be very interested in sending their children to the school at the age of 5 years old.

To date, we have received definite requests from parents for 74 places at the school for September 2011. These have been largely from parents who live in less advantaged areas of the city and numbers are spread across the primary age range with significantly more requests for places in Year 3. We have also compiled a list of children of pre-school age whose parents have also requested places for older siblings at the school. There are currently 15 children on this list.

We fully expect demand for places to further increase once we begin to formally advertise and promote the school towards the end of 2010, once our proposal is accepted by the DfE. It is very likely that the school will open at full capacity.

What is the proposed capacity (number of pupils)? Max 200 words.

The Free School Norwich will be a primary school for up to 120 children.

The school will be structured in the following way:

KS1 - 24 children (1 x mixed-age learning environment).

KS2 - 96 children (4 x classes of 24).

Evidence of demand indicates that we will need to open with places available for pupils in all year groups. If numbers are not at full capacity at this stage, then the school will open with a temporary mixed-aged class structure as follows:

KS1 - up to 24 pupils (1 x mixed-aged learning environment).

KS2 - up to 48 pupils (1 x Years 3/4, 1 x Years 5/6).

The proposed building for the school has a floor space of 670 square metres over three floors. This will allow 5 square metres of floor space per child. The building will therefore comfortably accommodate the proposed number of children for the school and the proposed class structure.

The building has a large room with a separate teaching space which is suitable for use as a KS1 learning environment. There are also six large rooms which will serve as classrooms, plus additional office spaces. The building also has two very large halls which will each comfortably accommodate 120 children plus additional staff. One room will serve as a space for whole school gatherings and the other as a spacious extended school common room.

In addition to this, the building has a large kitchen and separate dining room which will accommodate 60 children at one sitting. Two sittings will therefore be the normal arrangement at mealtimes at the school. There are two toilet / washrooms on each floor of the building, which will again provide ample facilities for 120 children and staff.

To the front of the building there is an enclosed, attractive courtyard area. This is securely fenced and gated and will provide adequate outdoor play space for EYFS / KS1 and for KS2 break times. The extended school common room will provide a large additional indoor space for children to use at break times.

PREMISES

What steps have you taken to identify a potential site? Please include details of the geographical area the school seeks to serve; a list of any sites you have considered; and any discussions you have had to identify a suitable site. If known, please include the proposed location, premises and postcode of the Free School.

We have identified two suitable premises for the school through discussions with [REDACTED] in Norwich.

Our first choice of property is located [REDACTED] and is also within easy walking distance of the train station in Norwich. It is in the centre of the main business and shopping area of the city. This will enable parents and children who live in both the suburbs of Norwich and further out of the city in more rural areas to access the school easily.

The property is:

[REDACTED]

Norwich

[REDACTED]

The property is a very attractive [REDACTED] with a floor space of 670 square metres spread over three main floors. The rooms are large enough to be easily converted to classroom areas and there are additional large communal areas which will serve very well as a school hall, office / reception area, kitchen and dining room, staffroom, library, SEN room and extended school service room. The building has three main stairwells to access the three floors and corridors which are of sufficient width for classes of children to move safely around the school. There are two toilet / washrooms on each floor and also a pleasant, secure courtyard area to the front of the building which can be used as an outdoor area by EYFS and KS1.

The property is the [REDACTED] and therefore has a [REDACTED] of Norwich. The property requires planning permission for change of use and general redecoration to create a primary school environment. It will also need a platform stairlift installing in the main stairwell to enable disabled persons to access the upper floors. A current shower room on the ground floor will also need to be converted to a disabled toilet.

[REDACTED] have been notified of our intentions to convert the property to a new Free School and they are positive about the idea. The property is currently empty and available for rent for [REDACTED].

Our second choice of property is [REDACTED] and therefore also close to the bus station and main shopping and business area of the city.

The property is:

██████████
Norwich
██████████

This property is a modern, open-plan office with 1300 square metres of floor space covering two floors. Each floor has an attractive reception area, main stairway, lift access, staffroom and kitchen area. The school would need to occupy one floor of the property and would need to partition the interior to create classroom areas, a hall, offices, kitchen and dining areas, a staffroom, library, SEN room and extended school service area. There are two toilet / washrooms on each floor. The property does not have an outdoor play area for EYFS and KS1.

The property is also owned by ██████████, who are again positive towards our idea of using the property as a school. It will need planning permission for change of use. The property is currently empty and available for rent for approx ██████████ per floor.

Further information

Please note, all information provided on this form will be published on the Department for Education website. Information that you supply on this form may be shared with (a) the New Schools Network and (b) the Local Authority in which you wish to set up the Free School. Information about the New Schools Network can be found at [REDACTED].

Submission of this form will be treated as consent, from both you and anyone else whose personal data is contained on this form, to the sharing of this information as set out above.

In addition, information that you provide on this form, including personal information, may be subject to publication or disclosure in accordance with the access to information regimes, primarily the Freedom of Information Act 2000 and the Data Protection Act 1998.

Next Steps

Please email completed Proposal Form to [REDACTED]

You will hear back from a named official at the Department for Education within two weeks, who will offer you advice on how best to progress your application. The Secretary of State will make a judgement on the potential of the project based on criteria relating to educational aims and objectives, evidence of demand, potential premises, suitability of provider and any other relevant considerations to decide whether the proposed Free School project should move into stage 3, namely that of drawing up a business case and plan.