

Communication and Action plan for Enhanced Support Base at Harestanes Primary School

Task Name	Timescale	Description
Consultation report to Council Committee for approval	January / February 2019	Officers to publish and submit report on proposal for approval.
Design Development	February / March 2019	Officers will work with internal teams to develop plans for the Enhanced Learning Resource Base within Harestanes Primary School.
Pupil Questions about the new provision	Before Easter Holidays	Officers and school staff will review questions raised by pupils and school staff will feedback to pupils during a school assembly.
Design Feedback	After the Easter Holidays	Officers will meet with school staff and the Parent Council to review the plans for the base and also provide opportunity for comment. This will also include feedback on security arrangements for the school and base and travel and transport arrangements for pupils attending the base.
Parent Council and staff visit to ELR	After the Easter Holidays	Officers will arrange a suitable time for staff and members of the parent council to visit an ELR base within the authority.
Confirmation of programme and management of work	Before Summer Holidays	Officers will meet with school staff and the parent council to discuss the programme of works and any management requirements on site which may be required during the construction of the new base.