



St Andrew's CE Primary School

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Head Teacher Mrs Witkowski

1st December 2025

Dear Parents, Carers, Community Members and Colleagues,

I am writing to share news about a potential new development on our school site.

Consultation on the proposal to open a small special educational needs satellite school within the grounds of St Andrew's C of E Primary School.

Enlighten Learning Trust is consulting with our school community on the proposal to open a small satellite SEN (special educational needs) school - operating as an extension of Pond Meadow School, Guildford. The aim is to increase access to high-quality specialist education for children with complex learning needs, particularly in areas of Surrey where demand for specialist places is growing.

We understand that families and staff will want reassurance about how this project will be managed. This letter opens the formal consultation and explains what is proposed, why it is needed, and how you can share your views.

What is being proposed

- Establish a small satellite SEN school within the grounds of St Andrew's but overseen by Pond Meadow Academy Trust, extending their main school site from Guildford to Cobham.
- The Cobham site will initially accommodate **up to 16 pupils** in the **2025/26 academic year**, increasing to **24 pupils** in **2026/27**.
- A phased opening of the satellite school to ensure safety, quality and continuity, with staffing and resources planned to match pupil numbers (subject to statutory approvals and final timelines).
- Day-to-day leadership provided by an on-site leader, with oversight, quality assurance, policies and curriculum led by the central Pond Meadow leadership team.

Why this change is needed

- Demand for specialist places in Surrey has increased significantly, this development would help meet local need, reduce travel times and improve family access to specialist school services.

What will not change

- The day-to-day experience of St Andrew's pupils will not change. All the facilities the children currently use will remain fully available to them.



Life in all its fullness



- All playgrounds will remain untouched as well as almost all the field area.
- The Pond Meadow school will operate separately to St Andrew's school and will not use our main building for classrooms. The dining hall will be the only shared space, used at a separate time for lunch.
- Nothing will change to the internal layout of the school and its classrooms and facilities.

Building works and project management

- The green outdoor classrooms will be the area redeveloped for the project (the huts by the morning drop-off gate).
- A small section of the field area will be used to create an outdoor space for the pupils of Pond Meadow. This area will be attached and lead out from the back of the green outdoor classrooms.
- Some of the car parking space will be redeveloped and rejuvenated. A section will be used by Pond Meadow staff and for their pupil drop off.
- Works will be carefully scheduled to minimise disruption, with robust health and safety controls.

Staffing and recruitment

- Pond Meadow aims to recruit locally from Cobham to protect staffing levels at Guildford.
- New colleagues will receive full induction and training at Pond Meadow prior to opening to ensure consistency of practice.

Anticipated benefits for learners and families

1. The project creates an additional yearly income for St Andrew's school. This will ultimately support the pupils of St Andrew's.
2. Provide much-needed specialist provision for children with additional needs.
3. Opportunities for partnership working with local schools and services.

An accompanying document, "Consultation Questions and Answers", provides further detail and reassurance.

How to take part in the consultation

We are keen to learn your views. To record your engagement in the statutory consultation, please respond in one of the following ways:

- **By email:** write to consultation@standrews.surrey.sch.uk with the subject line "*Making representations, support, objections and comments*".
- **Public Engagement events:** dates and times are listed in the Consultation Proposal and below:
- **Thursday 4 December at 2.15pm** – *St Andrew's school, Cobham. Please come to the main office at 2.10pm if you wish to attend*
- **Monday 8 December at 9.15am** – *Pond Meadow, Guildford*

- If you cannot attend one of the above sessions, you may request an individual meeting (in person or virtual) by emailing the Headteacher at s.witkowski@standrews-primary.surrey.sch.uk, and we will arrange a mutually convenient time during term time.

Thank you for taking the time to read this proposal and for your continued support of St Andrew's. Our Trustees and School Leaders remain fully committed to growing provision safely, sustainably and without disruption to our existing school community.

With best wishes,

Yours faithfully,



Stina Witkowski

Headteacher
St Andrew's Primary School



Mike Boddington

Chief Executive
Enlighten Learning Trust

Consultation on the proposal to expand Pond Meadow School onto an additional site at St Andrew's Church of England Primary School, Cobham

St Andrew's C of E Primary School: Community Consultation Questions and Answers

Introduction

Enlighten Learning Trust is consulting with our school community on the proposal to open a new satellite special educational needs school, within the grounds of St Andrew's C of E Primary School.

This expansion aims to increase access to high-quality specialist education for children with complex learning needs, particularly in areas of Surrey where demand for specialist places is growing. The new provision will reflect the same ethos, curriculum, and high standards that define Pond Meadow in Guildford.

The satellite school will run independently to St Andrew's Primary on a day-to-day basis. Pond Meadow would use the green outdoor classrooms (by morning drop-off gate area). This area would be fully redeveloped to cater to the needs of the pupils attending, with specialist facilities installed and fencing around its perimeter.

We understand that families will want reassurance about how this project will be managed. Below are answers to some frequently asked questions to help explain our plans and ensure transparency throughout the process.

Below are key questions that we feel you may want to know answers to. At the end of the consultation, we will publish all questions received from stakeholders with answers.



Life in all its fullness



Why is the new site being developed?	Demand for specialist school places in Surrey continues to grow, and we are pleased to be able to support such a project. This will help children with complex needs find much needed school places.
Which area of the school site is being redeveloped?	An area external to the main building. The green outdoor classrooms, by the morning drop-off gate area.
Will Pond Meadow be part of St Andrew's?	No. They will exist as a separate school. We do hope that over time we will find common ground and opportunities to come together as a community though. We would want Pond Meadow pupils, parents and staff to feel very welcome on site.
What age will the children be?	They will be primary age children.
Will St Andrew's pupils and Pond Meadow pupils be mixed together?	No. The schools will run their own separate day-to-day curriculums. The only shared area of the main building will be the dining hall. Pond Meadow pupils will have their own separate time slot to use this space.
Will the St Andrew's children lose out from no longer having the green outdoor classrooms available?	No. The hut classrooms have not been used by teachers and pupils for over two years. We have other spare classrooms and rooms within the main building to move any pre-existing facilities and resources into.
My child currently attends St Andrew's C of Primary school. Will there be any change to their school experience?	No. There will be no change to where and how we use our classrooms, libraries, subject rooms (such as our Art room and Food tech room) within the school. The new school will utilise the existing green outdoor classrooms and some field space just outside of them.
How much field space will be taken in the redevelopment of the huts?	Very little. The outdoor areas will reach out to approximately to where the bracken area is. See image below
What will happen to the Forest School area?	Very little. Only a small section of that part of the field will be included in the redevelopment. Our Forest School area will remain mostly untouched. We will probably move our fire circle logs, but this would be more to give Pond Meadow pupils privacy and also not interrupt their day with noise from our children.
What building work will be required for the project and how will this be managed?	The site will undergo some adaptations to make it suitable for the needs of the specialist school. Surrey County Council will lead on the building project. We will work closely with them to ensure the least amount of disruption possible.
Will we be able to use the morning drop-off gate once building works commence?	No. We anticipate using our other gate entrance whilst works take place. Planners predict we will be able to use the original drop off gate again once works have been completed. We have a choice of 2 gates so have flexibility and have used both gates in the past. We will update the parent community step by step to any logistical changes. We may eventually choose to have both gates open for drop-off and pick-up.
Will there be enough car parking spaces for staff at the schools and nurseries after the redevelopment?	Yes. Pond Meadow staff and pupils will occupy the blue fenced car-park area. The rest of the car parking spaces will be redeveloped and updated as part of the project, providing adequate space for all nursery, St Andrew's and ELT staff.

<p>Will traffic at drop off and pick-up be affected?</p>	<p>No. Pond Meadow pupils will arrive by taxi or bus. They will drive onto site and park up and wait within the blue fenced car park area, away from all other school traffic. Both schools have different start and end times.</p>
<p>Can I apply for a job at the new school?</p>	<p>Yes. Other similar school developments have reached out to employ staff from their local area communities.</p>
<p>I am not able to attend either of the consultation events. Is there an alternative option for me?</p>	<p>Yes. If you would like to arrange a different time to meet with the Headteacher or a member of the Senior Leadership Team, please email s.witkowski@standrews-primary.surrey.sch.uk. We can arrange either an in-person or virtual meeting at a mutually convenient time during term time.</p>

