

Ardley Hill Academy Trust

Consultation on our Proposal

To provide a new 8 place Primary

Special Educational Needs setting for an

Autistic Spectrum Condition provision at

Ardley Hill Academy

To open in September 2016

CONSULTATION ON PROPOSAL TO PROVIDE A NEW 8 PLACE PRIMARY SPECIAL EDUCATIONAL NEEDS SETTING FOR AN AUTISTIC SPECTRUM CONDITION PROVISION

at Ardley Hill Academy, Lowther Road, Dunstable, Bedfordshire, LU6 3NZ To open in September 2016

The Purpose of the Consultation Document:

The purpose of this document is to provide information on a proposal to provide a new 8 place primary special educational needs (SEN) setting for an autistic spectrum condition provision (ASC) at Ardley Hill academy.

1. Background

With the closure of Streetfield Middle School in August 2016 the Local Council is required to commission and resource the establishment of a new 8 place Primary SEN setting for the Autistic Spectrum Disorder provision that is currently hosted by the school.

On 7 July 2015, Central Bedfordshire Council's Executive gave its support for the commencement of a consultation by Ardley Hill Academy for its proposal to establish the required provision at the school from September 2016.

We have, as an Academy, seen in recent years an increase in the amount of children with ASC choosing to come to us. Although for some children Special School provision is needed, such as The Chiltern School, for others, remaining in mainstream education with specialist support is hugely successful. Certainly those parents of children with ASC already at Ardley Hill have welcomed the choice to stay in mainstream whilst accessing the support and skills of specialist provision.

Our vision is to extend the "Good" performance of Ardley Hill Academy into this new specialist provision, thus enabling us to build further on our identified strengths and caring ethos for the benefit of all our pupils and the wider community. By embracing this opportunity as an Academy we aim to fully integrate this provision within our school community, building on the knowledge of all our staff and extending the benefits of these skills to all our children.

2. Contextual position

Ardley Hill Academy has always strived to be an inclusive school, offering a broad and balanced curriculum, working to meet the needs of all pupils.

The proposed provision would both support and be supported by our Academy ethos of putting the child central to everything we do. We have consistently proved we can narrow the gap for all SEN children to less than the national average and are striving to draw it narrower still.

The positive, collaborative and successful relationships we have built with our parents would support the provision and enable parents to continue to play a large role in the Academies drive to raise standards for all children.

3. Impact on the Academy

The proposed introduction of the specialist provision will have many benefits for the Academy as a whole:

- The diversity of needs both within the current pupils and new admissions will support an
 inclusive atmosphere where every pupil is valued for their strengths and not their
 difficulties.
- Specialist staff recruited to work within the provision will bring a wealth of experience and innovative ways of working with pupils that will benefit all pupils through professional discussion and development.
- The provision will give local parents a real choice about where their child is educated.
- Links with the local Area Special School will be enhanced through closer links including further training opportunities for all staff.
- The building program will develop specialist teaching spaces that can be used flexibly to support all pupils in the Academy.
- The finance for the provision will not have a negative impact on the Academy.

4. Our Objectives for this proposal

- To provide a specialist Autistic Spectrum Condition provision for up to 8 pupils of primary school age from September 2016
- That the opening of the provision benefits the educational opportunities of all pupils who attend the Academy.
- To sustain high standards of education and maintain the nurturing and well-being of pupils at the Academy that offers all pupils an exciting and innovative curriculum provision that meets their needs and supports them to achieve their full potential.
- To improve parental choice with regards to the variety of options and opportunities offered.
- To successfully integrate children attending the unit with the main school community.
- To build on the Academy's expertise of working with children with ASC through ongoing liaison with special schools within the area.

5. Admission Criteria

Placements to this specialist provision would be agreed through the local authority's Children's Services Department which consults the host school prior to admission. This is the case for all pupils with statements of special educational need or Education Health and Care Plan where the authority intends to name the specialist provision at the school on the statement. The Academy's admissions criteria for the school would therefore not apply to the specialist provision.

6. Accommodation

The new provision is planned to be housed in purpose built accommodation situated within the grounds of the academy that can support the integration of children within the main school but also provide support when small group or one to one work is more appropriate. The new accommodation would also provide for meeting room and office accommodation for staff.

We have commissioned a feasibility study and we will continue to work with the local authority and our professional advisors to define the final building works that would be required and the capital funding that will be required from the local authority to enable them to be provided.

7. Proposal

The Academy Trust is respectfully asking for your comments on the following proposal;

That Ardley Hill Academy open a new 8 place primary special educational needs setting for an Autistic Spectrum Condition provision opening in September 2016.

Your comments can be recorded on the form attached and returned to the school by post or by email: ardley.hill@ardleyhill.org.uk

8. Process of Consultation

In order to engage in meaningful and informed consultation, we will be holding a number of consultation events to engage with all stakeholders, as well as providing the opportunity for individuals and institutions to make written submissions about the proposals. All of this evidence will be collated into a consultation report that the Governors will consider prior to deciding whether to make a submission to the Secretary of State.

Date	Action
21 st September 2015	Consultation begins
8 th October 2015 - 5pm	Meeting with Ardley Hill Academy Staff, Governors & Trade Unions
8 th October 2015 - 7pm	Meeting with Ardley Hill Academy Parents, carers and other stakeholders
Monday 19 th October 2015 - 3.30pm	Consultation ends
December 2015	Ardley Hill Academy Governors consider outcome of consultation and decide whether to proceed with the proposal. If approved, send report on Consultation to Education Funding Agency (EFA) and Local Authority
12 January 2016	Local Authority consider approval for the project
No prescribed timescale	Decision by Education Funding Agency
New SEN ASC provision opens at Ardley Hill Academy	September 2016



ARDLEY HILL ACADEMY

Lowther Road Dunstable Bedfordshire LU6 3NZ

Tel: 01582 667955

Website: www.ardleyhill.org.uk Email: ardley.hill@ardleyhill.org.uk

Jonathan Smith, Headteacher

21st September 2015

Re: Proposal to provide a new 8 place primary special educational needs setting for an Autistic Spectrum Condition provision opening in September 2016 at Ardley Hill Academy

Dear Parent/Staff/Member of the local community

The Governing Body of Ardley Hill Academy has decided that it should further investigate and consult on the proposal to provide a new 8 place primary special educational needs setting for an Autistic Spectrum Condition provision opening in September 2016. You are invited to attend a meeting as detailed below.

Meetings for staff, parents, other stakeholders and members of the local community

Date	Time	Attendees
Thursday 8 th October 2015	5pm	School Staff, Governors and
		Trade Unions
Thursday 8 th October 2015	7pm	Parents, other stakeholders and members of the local community

Both meetings will be at the school.

If you have any questions or would like to express your views I would be grateful if you could submit these in writing, by post or via email to the Chair of Governors (ardley.hill@ardleyhill.org.uk), by Wednesday 7th October 2015 so that they can be addressed at the meeting.

The final decision on any proposed changes will be made by the Secretary of State.

We look forward to seeing you.

Yours sincerely

Mrs J Allen Chairperson of the Governing Body Ardley Hill Academy













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Dunstable
Bedfordshire
LU6 3NZ

Tel: 01582 667955

Website: www.ardleyhill.org.uk Email: ardley.hill@ardleyhill.org.uk

Jonathan Smith, Headteacher

Consultation Response Document

Proposal to provide a new 8 place primary special educational needs setting for an Autistic Spectrum Condition provision opening in September 2016 at Ardley Hill Academy

Please take the time to read our Consultation outline and complete this questionnaire. Your feedback is important to us. Please send completed questionnaires by post to:

Mrs J Allen, Chairperson of Ardley Hill Academy, Lowther Road, Dunstable, Bedfordshire, LU6 3NZ

Or enter your feedback on line at: ardley.hill@ardleyhill.org.uk

All responses must be received by 3.30 pm on Monday 19 October 2015

Proposal

It is proposed that, from September 2016, Ardley Hill Academy provides an 8 place primary special educational needs setting for an Autistic Spectrum Condition provision

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Comment			

For the purpose of analysis, please detail which group you represent (e.g. parent, carer, local resident, church official, etc.)











Consultation on the proposed establishment of a new 8 place primary specialist provision for Autistic Spectrum Condition at Ardley Hill Academy

Queries / comments raised at meeting with staff and governors – held at Ardley Hill Academy on Thursday 9 October 2015 at 5.00 pm



Meeting led by -

Helen Redding - AD School Improvement, CBC
David Waller - HR Policy & Implementation Manager, CBC
Jonathan Smith - Principal, Ardley Hill Academy
Dez Tinch - Interim Head Teacher, Streetfield Middle School

Note taker - Sue Barrow - Information Manager

Helen Redding welcomed all to the meeting and introduced colleagues to the group.

Helen Redding gave a presentation regarding the proposal, during which

- Jonathan Smith spoke about the academy's objectives
- David Waller spoke about TUPE and staff transfers
- Dez Tinch spoke about the ASC provision at Streetfield, its inception, its positive effect on the school and the results that it has achieved.

Queries raised / comments

There were no queries but staff did confirm that they were very excited at the prospect of the new provision being established at Ardley Hill.

Staff recognise the opportunities that it would bring both to themselves, with regard to training and the development of new skills, and to the children both within the provision and in mainstream school.

All agreed that it would be challenging but that finding the solution for each child would be fulfilling

All staff and governors were encouraged to raise any concerns that they might have and to respond to the consultation.

The meeting closed at 5.50 pm

The public meeting due to be held that evening at 7.00 pm was cancelled due to the absence of any attendees.



ARDLEY HILL ACADEMY

Lowther Road Dunstable Bedfordshire LU6 3NZ

Tel: 01582 667955

Website: www.ardleyhill.org.uk Email: ardley.hill@ardleyhill.org.uk

Jonathan Smith, Headteacher

23rd November 2015

After the recent consultation for the proposed new SEN ASC Provision at Ardley Hill Academy we received the following number of responses:

Parents Response

Neither agree nor disagree 1 Agree 4 Strongly Agree

Within these responses there were no issues raised and everybody was supportive and therefore the Governing Body still wish to proceed with the proposal.

7

Yours sincerely

Julie Allen Chair of Governors











School information

Academy name	Ardley Hill Academy
Academy address	Lowther Road, Dunstable, Bedfordshire, LU6 3NZ
Establishment number and UPIN	DfE Number: 8232192 UPN: 138209
Local authority	Central Bedfordshire

Proposal summary

The purpose of this document is to provide information on a proposal to provide a new 8 place primary special educational needs (SEN) setting for an autistic spectrum condition provision (ASC) at Ardley Hill academy

Current position

- Ardley Hill Academy's age range is 4 to 11 years with a Pre-School provision that takes children from 2 years.
- We currently have 2 classes in each of the following years: Reception, Yr 1, Yr 2, Yr 3, & Yr 4.
- This is our first year as a primary school and we have 1 year 5 class who will move on to become our Year 6 class in September 2015.
- In September 2015 we will also have 2 Year 5 classes.
- In early years and in KS1 we have a maximum of 30 in each class. At our discretion we can go above this number in KS2.
- We currently have 309 on roll in the Academy and 98 in our Pre School.
- When the Academy is full with 2 classes in each year our maximum capacity will be 420 plus Preschool.

With the closure of a local Middle School in August 2016 the Local Council is required to commission and resource the establishment of a new 8 place Primary SEN setting for the Autistic Spectrum Disorder provision that is currently hosted by the school.

On 7 July 2015, Central Bedfordshire Council's Executive gave its support for the commencement of a consultation by Ardley Hill Academy for its proposal to establish the required provision at the school from September 2016.

We have, as an Academy, seen in recent years an increase in the amount of children with ASC choosing to come to us. Although for some children Special School provision is needed, such as The Chiltern School, for others, remaining in mainstream education with specialist support is hugely successful. Certainly those parents of children with ASC already at Ardley Hill have welcomed the choice to stay in mainstream whilst accessing the support and skills of specialist provision.

Our vision is to extend the "Good" performance of Ardley Hill Academy into this new specialist provision, thus enabling us to build further on our identified strengths and caring ethos for the benefit of all our pupils and the wider community.

Ardley Hill Academy has always strived to be an inclusive school, offering a broad and balanced curriculum, working to meet the needs of all pupils.

The proposed provision would both support and be supported by our Academy ethos of putting the child central to everything we do. We have consistently proved we can narrow the gap for all SEN children to less than the national average and are striving to draw it narrower still.

The positive, collaborative and successful relationships we have built with our parents would support the provision and enable parents to continue to play a large role in the Academies drive to raise standards for all children.

Our Objectives for this proposal:

- To provide a specialist Autistic Spectrum Condition provision for up to 8 pupils of primary school age from September 2016
- That the opening of the provision benefits the educational opportunities of all pupils who attend the Academy.
- To sustain high standards of education and maintain the nurturing and well-being of pupils at the Academy that offers all pupils an exciting and innovative curriculum provision that meets their needs and supports them to achieve their full potential.
- To improve parental choice with regards to the variety of options and opportunities offered.

Admissions:

Admissions to this specialist provision are agreed through Children's Services which consults the host school prior to admission. This is the case for all pupils with statements of special educational need or EHCP where the authority intends to name the specialist provision at the school on the statement. Therefore the Academy's admission policy will not need to change.

Local context

As outlined above, the 6 place specialist provision at a local Middle School currently serves the middle school age range of 9-13 years but will close, along with the main school in August 2016. The adjacent Upper School also has specialist provision for ASC but now serves a Secondary age range of 11-18.

As a result, and also in order to meet a forecast increase in need for specialist provision for autistic spectrum condition as a result of demographic growth in the Dunstable, Caddington, Houghton Regis and Leighton/Linslade area, Central Bedfordshire Council must commission a new 8 place provision to serve the Primary School age range of 4-11 years of age to serve the area.

A desktop exercise was conducted by Central Bedfordshire Council to review all Primary Schools in the Dunstable and Houghton Regis area to identify potential providers from whom to commission the new provision.

The desktop evaluation considered:

 Those schools and Academies currently judged by Ofsted as Good or Outstanding with strength in leadership and governance to provide confidence in the strength and capacity to manage the new provision

- Those with school sites that are capable of expansion in line with DfE Guidance, if additional building is necessary
- Those located in the proximity of the current provision at the local Middle School
- Those that already make good provision for children with special educational needs

Ardley Hill Academy has now completed a self assessment framework for school provision for children with Autistic Spectrum condition and this has been moderated by the local Area Special School. The purpose of the self evaluation is to determine the likely quality of the new provision under the leadership and governance of the Academy.

Ardley Hill Academy has subsequently been interviewed by senior officers in Children's Services and a member of Central Bedfordshire's Parent/Carer Forum (SNAP) Its initial business case has provided sufficient evidence to justify the Council's support for commencement of consultation by the Academy with stakeholders and other interested parties.

Central Bedfordshire Council decided to seek Executive support for the commencement of consultation by Ardley Hill Academy for its proposal to establish a new 8 place Primary specialist provision for Autistic Spectrum Condition at Ardley Hill Academy in Dunstable from September 2016. Papers can be found at:

Council Meeting agenda and papers:

http://centralbeds.moderngov.co.uk/ieListDocuments.aspx?Cld=577&Mld=4989&Ver=4 Proposal:

http://centralbeds.moderngov.co.uk/documents/s56934/Proposal%20to%20Recommission% 20Primary%20Specialist%20Provision%20for%20Autistic%20Spectrum%20Condition%20in %20Dunstable.pdf

Decision:

http://centralbeds.moderngov.co.uk/documents/s58101/Recommendation%20from%20Child rens%20Services%20Overview%20and%20Scrutiny%20Committee.pdf

Ardley Hill Academy has now completed a consultation with stakeholders (Further details below) and the responses have been supportive of the proposal. This outcome will be reported to Central Bedfordshire Council's Executive on 12 January 2016 for final approval of the proposal, subject to approval by the Secretary of State, and for commitment to required capital expenditure.

The new provision is proposed to serve the Wards of Aspley and Woburn, Heath and Reach, Leighton Buzzard North, Leighton Buzzard South, Linslade, Eaton Bray, Dunstable Northfields, Caddington, Parkside, Houghton Hall, Dunstable Central, Dunstable Watling, Dunstable Icknield, Dunstable Manshead and Tithe Farm within Central Bedfordshire.

Consultation and local support

In order to engage in a meaningful and informed consultation, Ardley Hill Academy held a number of consultation events to engage with all stakeholders, as well as providing the opportunity for individuals and institutions to make written submissions about the proposals. All of this evidence has been collated into a consultation report that the Governors considered prior to deciding whether to make a submission to the Education Funding Agency/Secretary of State.

Dates and actions of the Consultation:

Date	Action
21 st September 2015	Consultation begins
8 th October 2015 - 5pm	Meeting with Ardley Hill Academy Staff, Governors & Trade Unions
8 th October 2015 - 7pm	Meeting with Ardley Hill Academy Parents, carers and other stakeholders
Monday 19th October 2015 - 3.30pm	Consultation ends
December 2015	Ardley Hill Academy Governors consider outcome of consultation and decide whether to proceed with the proposal. If approved, send report on Consultation to Education Funding Agency (EFA) and Local Authority
12 January 2016	Local Authority consider approval for the project
No prescribed timescale	Decision sort from the Education Funding Agency
If agreed, new SEN ASC provision opens at Ardley Hill Academy	September 2016

List of who was involved in the consultation and when/how they were informed:

Who – as per DfE list changes	When/how	
Parents of children who	o attend the academy	On launch day – via email, newsletter or paper copy
Parents in the area		Press release
Primary, secondary sp FE colleges in the area	ecial schools and sixth form and a.	Article in Central Essentials on 18/09/15
The Admissions Forum one exists (if admission	n for the academy's area, where ns are to be affected).	Only Luton & Herts have an Admissions Forum
Any NHS Trust or Foundation Trust responsible for the hospital or other provision in the area in which the school is situated.		Email asap following launch FTMembership@ldh.nhs.uk
Any diocesan authority/faith sponsor for religiously designated academies must be consulted		Email asap following launch
Who	Via	When
School staff Paper copy of consultation document and/or link to consultation document on AH website		On day of publication or asap after
School Governing Body Paper copy of consultation document and/or link to consultation document AH website		On day of publication or asap after
Trade unions	Email with link to consultation	During week following date

	document on AH website	of publication
Local MP -	Email with link to consultation document on AH website	During week following date of publication
Dunstable Town Council	Email with link to consultation document on AH website	During week following date of publication
Local CBC Ward members	Email with link to consultation document on AH website	Within one week of publication on the website
Other CBC Ward Members	Article in Members Bulletin 18/09/15 with link to consultation document on AH website	During week following date of publication

There was a positive response to the consultation with 12 parent responses in all:

Neither agree nor disagree - 1 Agree - 4

Strongly Agree - 7

Examples of responses:

- Mr Smith (Headteacher) is a fabulous head of the school and always is hands on.
 Defiantly strongly agree.
- We feel it would be beneficial to the Academy and the pupils.
- It is important that children with ASC are given the opportunity to integrate with children in mainstream if this action is appropriate for their specific needs.
- Having a special needs nephew I understand the disruption that can be caused, however I also understand that children with mild autism should have access to mainstream education. I therefore hope that this will not disrupt my child's education and each case/child will be thoroughly assessed to ensure they are suitable for entry to the school and that the school is suitable for them.
- I think this is a good step, as long as the Academy has the full backing, support of the council and the rest of the analysis group.
- Staff's response has been wholly supportive and none of them have written or emailed any concerns at all.

Following the completion of the consultation, the Academy Governors have decided that as there are no objections, they wish to proceed with the proposal and seek agreement from the Education Funding Agency for a significant change to Ardley Hill Academy and for support from the Executive of Central Bedfordshire Council.

As a result, the Chair of Governors has sent the following email to Central Bedfordshire Council:

23rd November 2015

After the recent consultation for the proposed new SEN ASC Provision at Ardley Hill Academy we received the following number of responses:

Parents Response

Neither agree nor disagree 1

Agree 4
Strongly Agree 7

Within these responses there were no issues raised and everybody was supportive and therefore the Governing Body still wish to proceed with the proposal.

Yours sincerely Julie Allen Chair of Governors

Ardley Hill Academy Governors also considered the impact on the academy's admission's policy and concluded that as admissions to this specialist provision are agreed through Children's Services which consults the host school prior to admission. The academy's admissions criteria will not apply and therefore will not need to change.

School performance

Ardley Hill Lower School converted as an Academy on 1 June 2012 and changed its age range with approval of the Secretary of State to become a Primary School from September 2014. The predecessor school was judged as Good by Ofsted at its last inspection in October 2011.

The proposed provision would both support and be supported by our Academy ethos of putting the child central to everything we do. We have consistently proved we can narrow the gap for all SEN children to less than the national average and are striving to draw it narrower still.

The positive, collaborative and successful relationships we have built with our parents would support the provision and enable parents to continue to play a large role in the Academies drive to raise standards for all children.

Impact on the Academy:

The proposed introduction of the specialist provision will have many benefits for the Academy as a whole:

- The diversity of needs both within the current pupils and new admissions will support an
 inclusive atmosphere where every pupil is valued for their strengths and not their
 difficulties.
- Specialist staff recruited to work within the provision will bring a wealth of experience and innovative ways of working with pupils that will benefit all pupils through professional discussion and development.
- The provision will give local parents a real choice about where their child is educated.
- Links with the local Area Special School will be enhanced through closer links including further training opportunities for all staff.

Finance and accommodation

The new provision is planned to be housed in purpose built accommodation situated within the grounds of the academy that can support the integration of children within the main school but also provide support when small group or one to one work is more appropriate. The new accommodation would also provide for meeting room and office accommodation for staff.

Ardley Hill Academy has commissioned a feasibility study for the new accommodation and will continue to work with Central Bedfordshire Council and our professional advisors to define the final building works that would be required and the capital funding that will be required from Central Bedfordshire Council to enable them to be provided.

The core revenue funding for this specialist provision is provided by the High Needs Block, part of the Dedicated Schools Grant (DSG) to each school's Individual Schools Budget (ISB).

To ensure continuity of specialist staffing this aspect is funded annually by Central Bedfordshire Council based on the number of commissioned places funded at £10k per place plus full top-up weighted to the age of the pupils in the provision, irrespective of the number of children actually present within the provision.

Ardley Hill Academy will also receive a proportional increase in funding of devolved formula capital and where eligible, universal infant free school meals against actual pupils on roll.

Central Bedfordshire Council will undertake a feasibility study to determine the capital implications arising as a result of the proposal. The outcome of this feasibility study and capital implications will be reported to Central Bedfordshire Council's Executive on 12 January 2016.

Detailed projections

As detailed above, to ensure continuity of specialist staffing this aspect is funded annually by Central Bedfordshire Council based on the number of commissioned places funded at £10k per place plus full top-up weighted to the age of the pupils in the provision, irrespective of the number of children actually present within the provision. Ardley Hill Academy will also receive a proportional increase in funding of devolved formula capital and where eligible, universal infant free school meals against actual pupils on roll.

Staffing (including Trades Unions):

In terms of staffing the provision, staff and Trades Unions will be consulted on all school organisation proposals related to changes to schools and Academies as part of the informal and statutory process required by regulations and DfE guidance.

The Academy will continue to have the support of its commissioned H.R. Provider where the proposal requires changes in school staff structures or to terms and conditions of employment. Central Bedfordshire Council's Schools Statutory H.R. Team will lead TUPE consultations with existing specialist staff at the local Middle School currently running the provision and there is an expectation that staff would wish to transfer to the new provision if the proposal is approved.

Using the financial details above, Ardley Hill Academy have produced three possible revenue funding scenarios which includes income from Central Bedfordshire Council and the costs of different staffing structures:

Revenue Funding - 8 place primary special educational needs (SEN) setting for an autistic spectrum condition provision (ASC) at Ardley Hill academy

Scenario 1 - 3 x Higher Level Teaching Assistants				
	£			
£10,000 x 8	80,000.00	Funding		
£9,458	9,458.00	Top up		
£20,849 x3	-62,547.00	Level 4 HLTA		
Balance for consumables and other related costs 26,911.00				

Scenario 2 - 2 x Higher Level Teaching Assistants plus 1 Teaching				
<u>Assistant</u>				
	£			
£10,000 x 8	80,000.00	Funding		
£9,458	9,458.00	Top up		
£20,849 x2	-41,698.00	Level 4 HLTA		
£18,376	-18,376.00	Level 3 TA		
Balance for consumables and				
other related costs	29,384.00			

Scenario 3 - 2 x Higher Level Teaching Assistants plus M3 Teacher			
		£	
£10,000	x 8	80,000.00	Funding
£9,458		9,458.00	Top up
£20,849	x2	-41,698.00	Level 4 HLTA
£25,932		-25,932.00	M3 Teacher
Balance for consumables and			
other related cost	S	21,828.00	

LA contact details

Rob Parsons Head of School Organisation & Capital Planning Central Bedfordshire Council Watling House High Street North Dunstable LU6 1LF

Phone Number: XXXXX

Email: XXXX

Sign-off by the trust's accounting officer

Business case approved by: XXXXXXX (Accounting officer for the trust)

Date: XXXXX