

Economy and Skills

Depute Chief Executive and Chief Financial Officer
Alexander McPhee ACMA



East Ayrshire
COUNCIL

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Our Ref: AW/HD

20 January 2016

Dear Parent/Carer

Arrangements for the decant of Muirkirk ECC and PS - February 2016

Further to my letter of 9 November 2015, I am writing to you to provide more specific details relating to the decant of children from the ECC to the Day Centre, Muirkirk and the decant of children from the school to Greenmill Primary School in Cumnock during the build period of the new school, early childhood centre and community facilities.

Early Childhood Centre:

- Approval has been agreed for two days of exceptional closure on **Friday 5 February 2016** and **Monday 8 February 2016**.
- Work is progressing well to ensure the Day Centre has all work completed in time for the Care Commission to sign off on the provision.
- At present, the anticipated date for children starting is **Tuesday 9 February 2016**. If there is any change to this date, I will let you know as soon as possible.

Primary School:

- Approval has been granted, by the Scottish Government, for exceptional closure on **Friday 12 February 2016**.
- All work has been completed on Greenmill PS building in order to welcome Muirkirk PS pupils on **Monday 22 February 2016**.
- Arrangements for interval and lunch breaks have been agreed by the Head Teachers.

Pick-up and drop-off points

- Pick-up and drop-off will be at the **Day Centre** or **Games Hall**.
- Buses will **arrive** at the pick-up points at **8.30am**.
- Buses will **leave** the **Day Centre** and **Games Hall** at **8.45am**.
- Buses will **arrive back** at the **Day Centre** and **Games Hall** at **3.15pm approximately**.
- To ensure the safe management of the children, they will be picked up and dropped off at the same place every day for the sixteen months of the decant to Greenmill PS.

- A tear-off slip is attached for you to indicate where you want your child(ren)'s pick-up/drop-off point to be. It would be helpful for this to be returned **as soon as possible** to plan the size of buses required at each pick-up point. Any future change to this arrangement will only be possible following discussions with the Head Teacher.
- Children will be accompanied on the journey by two or three staff who are well known to them.

As you know, the children and staff had a very successful visit to Greenmill PS in December 2015. The children are very excited and enthusiastic about the move.

As previously indicated, plans are currently underway to organise a visit for parents and carers to Greenmill PS. Although a final date has still to be agreed it is likely that this will be arranged for early February. As children have already had the opportunity to visit the school, transport will be provided for parents and carers only. A separate note outlining arrangements will be sent out as soon as a date has been confirmed.

Yours sincerely

ALAN WARD
Head of Education

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Please indicate the pick-up and drop-off points for every child and return to the school **as soon as possible** or by Friday 29 January 2016 at the very latest.

Name of child	Class	Pick up/drop off point

Current telephone contact: _____

Signature: _____