

School Management Plan

Fine Arts College

Date: August 2023

Introduction

1. This Management Plan has been prepared to set out the management of 81 Belsize Park Gardens, London, NW3 4NJ (the Site) which the Fine Arts College will operate from. It sets out the strategy to ensure that the College is managed appropriately and to a high standard so that the College does not have a detrimental impact on local residents and contributes positively to the local community.

Fine Arts College and Dukes Education Group

2. Fine Arts College is a leading independent college in Hampstead, London for students aged 13-19 specialising in the Arts and Humanities. The College has been located in Belsize Park since 1982. It has won numerous national awards from the Good Schools Guide and has a unique approach to learning.
3. More information is available on the College's website: <https://www.hampsteadfinearts.com/>
4. Fine Arts College is part of the Dukes Education family who are a leading independent education company who own a portfolio of independent nurseries, schools, and colleges in the UK.
5. The College's main site is at 41-43 England's Lane. The College will continue to occupy this building as well as 81 Belsize Park Gardens.
6. The College also currently occupy accommodation at 24 Lambolle Place, Lancaster Stables and 81B Belsize Park Gardens. These properties will be vacated when the College takes occupation of the Site.

81 Belsize Park Gardens

7. The Site will be used to provide teaching accommodation for students aged 16-19 years. Teaching will be provided for Year 9 students, GCSE students (Year 10 and 11), A- Levels students (Sixth Form) and there will also be a Portfolio Course designed for post-A Level students wishing to apply for an Art Foundation (these students will be 18- 20 years). Adult evening classes, run by the College, will also take place at the Site.
8. The building will be laid out to provide both general classrooms and classrooms for specific subjects including drama/ dance, photography, and music.

9. There will be a multi-use hall and a café/ canteen space at ground floor that will be used by students at the College. This space will also be able to be used for art displays of the students' work. There will also be ancillary office accommodation for staff of the College, WC facilities and shower/ changing facilities.

Student and Staff Numbers

10. The Site will be used to provide teaching for up to 200 students. It is expected that there will be a total of approximately 30 full time equivalent staff (figure includes full time and part time staff) working at the Site.
11. The number of students will grow annually at the Site. Initially when the site opens it is expected that there will be circa 120 students at the Site and that annually over 5 years the College will grow until it reaches 200 students at the Site.
12. At the England's Lane site there will be up to a further 200 students and a further approximately 30 full time equivalent staff. Again, student numbers at this site will also grow annually over a circa 5-year period from circa 120 students to up to 200 students.

College Day and Hours of Use

13. The operational hours of the College will be from 8:00 to 18:00.
14. Students will arrive from 08:30 and 09:00 in the morning, with the first lesson starting at 09:00. The College day finishes at 15:45 for Year 9 and GCSE students and at 16:00 for Sixth Formers but students can depart earlier in the day if they have finished their lessons.
15. Staff are expected to arrive from 08:00 and depart by 18:00.
16. Adult evening classes for the local community will take place on some weekday evenings between 18:00 and 19:30. These classes are run by teaching staff at the College.

Access

17. All staff, visitors and students will access and exit the site via the main entrance that fronts on to Belsize Park Gardens. A pedestrian gate is proposed to be positioned at the Site's boundary. Students will enter through this, then through a further access gate within the Site that leads to a pathway along the side of the building. They will then enter the property from this pathway.
18. The majority of staff, parents, students and visitors are expected to arrive at the site on foot, as there is no on-site parking. There will be cycle stores provided on the Site for students and staff that arrive by bike. Please see the submitted Travel Plan prepared by Robert West for further details of the sustainable travel arrangements proposed.

Break and Lunch Times/ Sports Lessons

19. There is no outside space available at the Site. There is outside space at the England's Lane site, that will continue to be used by students based at that site.
20. Some sports/ PE lessons will be able to take place inside the building, within the multi-purpose hall. Other sports/ PE lessons, as is already the case for existing students at the College, will take place offsite at a number of locations including Royal Free Gym (Fleet Road, Hampstead), Swiss Cottage Football Pitch (Adelaide Road), Primrose Hill and Regent's Park. Students travel to/ from sports lessons by foot or public transport.
21. As a result of the age of the students at the College, during break and lunch time students are permitted offsite. They may use the cafés on England's Lane. They will also be able to use the café onsite. The younger students (13-16 years) will only be permitted to use the café when accompanied by a member of staff.

Noise Management

22. The College will implement best practice measures to ensure that students and staff do not impact upon residents or members of the public when they are arriving and leaving the Site.

Refuse, Servicing and Deliveries

23. A bin store will be located at the front of the Site. Waste will be collected by staff and stored at this location. A staff member at the College will be responsible for transporting the waste from the bin store to kerb side on Belsize Park Gardens. Waste collection will then take place on the street by council services, as per the existing operation at the College's other buildings.
24. Delivery and servicing to the site will be from Belsize Park Gardens. Delivery vehicles will stop briefly on Belsize Park Gardens outside of the site to undertake deliveries.
25. Deliveries are expected to take place approximately once per day. These deliveries will comprise of College supplies and supplies for the café. The deliveries will be undertaken by small box vans or similar. The College will schedule these deliveries, where possible, within College hours.

Travel Plan

26. This Management Plan should be read in conjunction with the Travel Plan that has been prepared by Robert West specifically for the Site. The Plan sets out the means of transport for students, staff, and parents, to seek to reduce the vehicle movements to and from the site and to encourage more sustainable modes of transport. It also seeks to ensure the safety of students.
27. For further information see the Travel Plan prepared by Robert West.

Management Plan Coordinator and Complaints Procedure

28. The Management Plan coordinators are:

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29. Any matters relating to this Management Plan or complaints regarding the day to day running of the College should be directed in the first instance to Rik.

Review

30. This Management Plan will be reviewed and updated whenever a material change is proposed or required at the Site.

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