

## APPLICATION FOR COMMUNITY INFRASTRUCTURE LEVY (CIL) GRANT FOR A PROJECT IN THE WOLVERCOTE NEIGHBOURHOOD FORUM AREA

### Spring Round 2025

1. Please read the “Guidance Notes for WNF CIL Funding Applications”
2. The sections of this application form may be used flexibly to provide additional information where necessary. Not all sections will be relevant to all projects, and you may leave these blank.
3. Applications will be assessed by the WNF Steering Committee, taking account of the following criteria; applicants may wish to include supporting information regarding their project’s fit to the criteria.
  - Location within or serving the WNF Community
  - The recipient operates as a recognised body with a nominated bank account
  - The project has agreement in principle from the property or asset owner
  - Value for money
  - Consideration has been given to health and safety requirements
  - Environmental sustainability
  - Innovation
4. If your application is successful, please
  - Confirm to the Forum receipt of funding from the City Council
  - Send us photographs of your finished project.

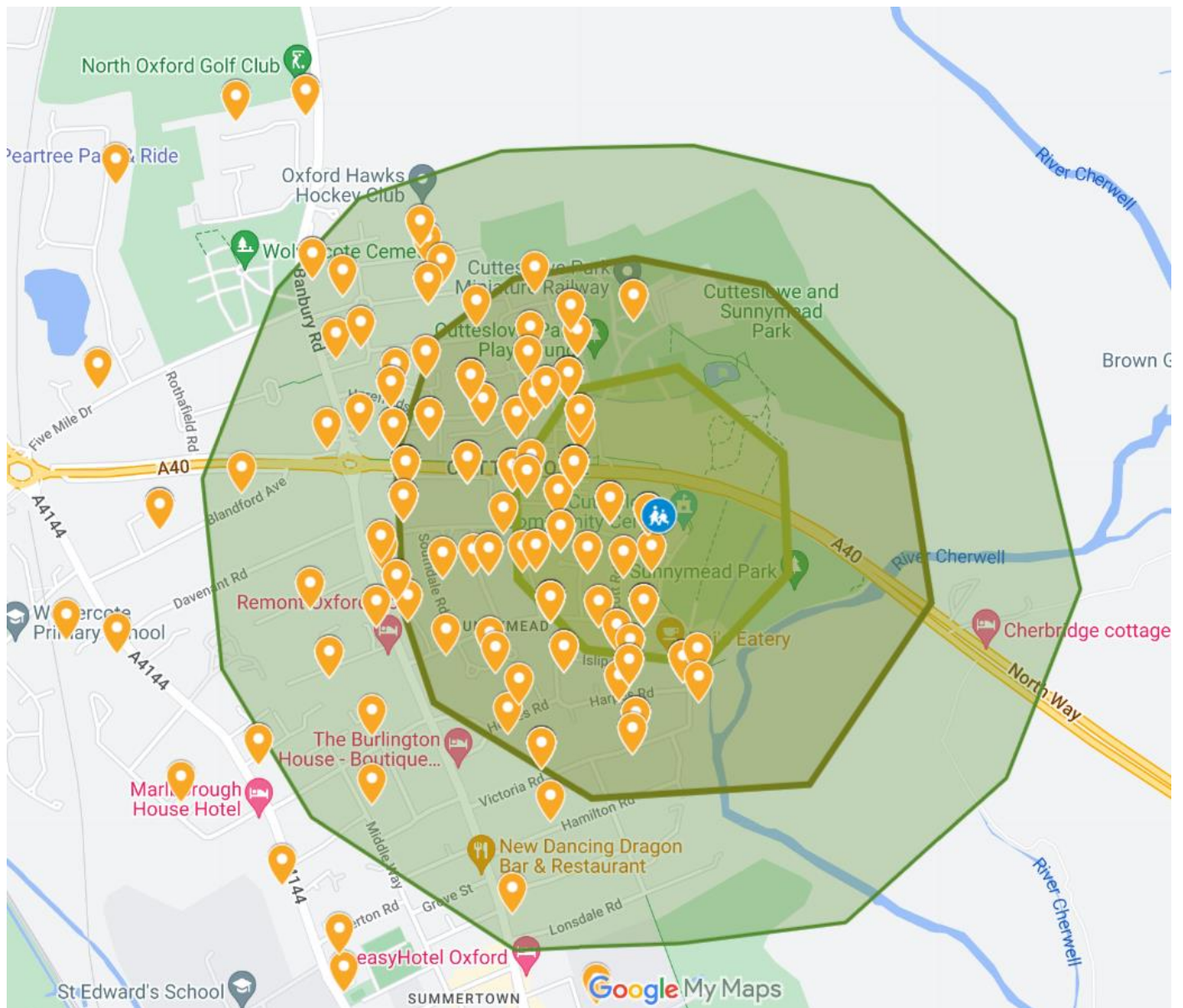
<b>APPLICATION DATE</b>	24th February 2025
<b>REVISION DATE</b> if applicable	
<b>TITLE</b> Short title by which the project will be known	Refurbishment Of The Sensory Room at Cutteslowe Primary School
<b>PROJECT APPLICANT(S) &amp; CONTACT DETAILS</b> Name of person (not organisation) who has initiated the project, with email & phone number	Olivia Irving - Assistant Headteacher for Inclusion Lee Smith - School Business Manager (
<b>APPLICANT ORGANISATION</b> Name and type of organisation, if applicable, charity number.	Cutteslowe Primary School Education Establishment As a state funded academy this establishment is a charity with exempt status and is not registered with the Charities Commission.
<b>OUTLINE PROJECT DESCRIPTION</b> Short description so others not associated with the project can understand its purpose and scope. Include aims & objectives, and expected beneficiaries (max 150 words)	The sensory spaces will create a calming environment that stimulates pupils' senses and helps them regulate their emotions. All pupils in the school will have opportunities to access the sensory spaces. They will particularly benefit pupils with SEND who need additional opportunities to have their sensory needs met.

	<p>Benefits include:</p> <p><b>Reduced sensory overload:</b> With a controlled environment and predictable sensory input, it may help pupils who feel overwhelmed by their physical environment.</p> <p><b>Improved focus and attention:</b> Sensory stimulation enhances focus and concentration.</p> <p><b>Self-regulation:</b> Helps pupils develop strategies to manage their own sensory needs and emotions</p> <p><b>Communication and social interaction:</b> Opportunities to develop communication and social interaction skills.</p> <p><b>Motor development:</b> Many of the resources encourage movement and exploration, which benefits sensory-motor development.</p> <p><b>Relaxation and stress reduction:</b> Sensory rooms provide a calming and soothing environment.</p> <p><b>Improved cognitive development</b> Sensory rooms can help people improve their cognitive development through interactive activities.</p>
<p><b>MAIN TASKS</b></p> <p>A list of the main tasks and if appropriate an initial project plan with timescales.</p>	<ol style="list-style-type: none"> <li>(1) Arrange quotes for the refurbishment of the sensory room in a sustainable way. (December 2024-February 2025)</li> <li>(2) Raise funding for the equipment as per the quotes (From February 2025)</li> <li>(3) Apply for funding to Neighbourhood Forum. (February 2025)</li> <li>(4) Decision made on CIL Funding (May to June 2025)</li> <li>(5) Depending on Funding received determines which room will be used as the Sensory Room. (One or Two Days)</li> <li>(6) Engage with contractor to complete the new Sensory Room refurbishment.</li> <li>(7) Once refurbishment completed, staff to receive training on best ways to use the equipment within the Sensory Room (One Week)</li> </ol>

	(8) Sensory Room in use
<b>STAKEHOLDERS &amp; DETAILS OF CONSULTATION</b>  (e.g. Council, Highways, site owners or asset holders, community organisations, businesses, neighbours)	Site Owner - River Learning Trust % Gosford School Kidlington The School's Senior Leadership Team (Headteacher, Assistant Headteacher for Inclusion, Assistant Headteacher for Teaching and Learning and the School Business Manager) have identified the need to support our pupils with SEN (Special Educational Needs) through a refurbishment of a classroom and intervention space into Sensory Room/spaces.
<b>RELEVANCE TO THE NEIGHBOURHOOD PLAN</b>  How does the project enhance or develop our neighbourhood?	This innovative project would support children and ultimately their families through successfully supporting pupils' sensory needs and all children within the school will have opportunities to access this support. The S&SM Plan shows that there is a key commitment to Education within our Neighbourhood and our community. The map at the end of this application shows where our school children reside in the Neighbourhood forum catchment area. It fully supports the children within our Neighbourhood with their SEN needs. It also supports children who don't have SEN needs but require interventions.
<b>CONSENTS REQUIRED</b>  Are any legal consents required before the project can go ahead (e.g. from a Council department such as Highways, Planning, Building Control, or other statutory organisation)?	No legal consents are required, as the owner of the property gives consent for the refurbishment of the Sensory Room to take place.
<b>FINANCE</b>  How much will this project cost in total? What proportion is being sought from CIL funding? What other sources of finance are being pursued? Are you seeking matched funding? What will the CIL grant be spent on?  PLEASE INCLUDE COPIES OF FIRM QUOTATIONS	The school is seeking your kind assistance to fund £10,000 for this wonderful project.  Maximum Quote £24,811.20 from Southpaw £23,213.93 from Mike Ayres Designs £22,765.60 from SGR Electronics  All three of these quotes can be tailored dependent upon any funding received. All three quotes are from companies who specialise in building Sensory Rooms and offer advice to schools.  £10,000 from the St Margarets and Summertown Neighbourhood CIL Fund £10,000 from the Wolvercote Neighbourhood CIL Fund Up to £5,000 from self financing or through a donation made by the Friends of Cutteslowe Primary School through fundraising activities of their own.
<b>MAINTENANCE</b>	The costs of breakages and replacement items will either be funded directly from the school budget or via

<p>How will the outputs of the project be maintained and by whom? Please note that CIL grants cannot be used to cover ongoing costs.</p>	<p>fundraising with the Friends of Cutteslowe Primary School PTA.</p>
<p><b>RISK ASSESSMENT</b></p> <p>Are there any financial or other risks to the completion of this project?</p> <p>Are there any safety issues associated with the project?</p>	<p>There are currently no risks to this project, other than a financial risk that if the school is unable to raise enough funds for this project, then there will be a delay in executing the Sensory Room project. The feasibility study into this project has been completed and that funding is not required to proceed with a feasibility study. This has been undertaken using the school's own funds.</p> <p>There are also no health and safety risks with the refurbishment.</p>
<p><b>MONITORING AND REPORTING</b></p> <p>How will the success of the project be monitored? Over what timescale?</p>	<p>Olivia Irving, the Assistant Headteacher for Inclusion, has undertaken a review of the schools support for children with SEN to understand what would assist them with their learning and development and their inclusion within their classrooms.</p> <p>Olivia has identified SEN research and through a distinguished career supporting children with SEN, that innovative Sensory rooms are key to supporting their development through school. Through Olivia's experience, the school has been able to identify a number of children with SEN at an early stage. Olivia will be monitoring the progress of the individuals, and how they react to a purpose built sensory room. Interventions for children will be able to take place within a purpose built area for them.</p> <p>This information will be collated by Olivia to ensure that positive progress is made for our children.</p> <p>The impact of this project will be for giving access to all children at the school from Nursery to Year 6 access to support their learning and development needs.</p>
<p><b>OTHER COMMENTS OR INFORMATION</b></p> <p>Please list anything else of relevance you wish the Committee to be aware of.</p>	<p>The number of children with SEN has been increasing. <a href="#">The latest Government report (January 2024)</a> shows that Special Educational Needs in England has increased. The percentage of children requiring SEN Support or an Education Health &amp; Care Plan has increased from 13.0% in 2023 to 13.6% in 2024. This is an increasing trend, and therefore being able to support our children that require SEN support is fundamental to their success. Either of these rooms also have the capacity to support ALL children within the school for interventions.</p>
<p>Completed applications, WITH COPIES OF FIRM QUOTATIONS WHERE APPLICABLE should be sent with a covering email to <a href="mailto:wolvercotenf@gmail.com">wolvercotenf@gmail.com</a></p>	

**A map showing where Cutteslowe Primary School pupils reside.**



**Photos Of The Sensory Room**



