2026

Operational Management Plan

Change of Use from Dwellinghouse (Use Class C3) to Independent School (Use Class F1(a))

Cumbers House, Gredington, Hanmer, SY13 3DH

Cockwill
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7/3/2026

OPERATIONAL MANAGEMENT PLAN

Application: Change of Use from Dwellinghouse (Use Class C3) to Independent School (Use Class F1(a))

Site Address:
Cumbers House
Gredington
Hanmer
SY13 3DH

Applicant: The Greenhouse Learning & Development LTD

1. Purpose

This Operational Management Plan has been prepared to demonstrate how the proposed independent school will operate safely, efficiently and with minimal impact on neighbouring occupiers and the surrounding rural environment.

The school has been designed as a small-scale educational establishment for a maximum of 20 pupils aged between 11 and 19 years, supported by eight members of staff.

2. Hours of Operation

- Staff access: 8:00 am to 5:00 pm (Monday to Friday)
- Teaching hours: 9:00 am to 3:30 pm
- No evening classes
- No overnight accommodation
- No weekend operation, except occasional staff training or maintenance

3. Arrival and Departure Arrangements

Pupils will be transported individually by carer, guardians, foster carers or local authority transport providers.

To minimise congestion:

- Arrival times will be managed between 8:45 am and 9:00 am.
- Collection will normally take place between 3:15 pm and 3:45 pm.
- Staff will supervise arrivals and departures.
- Vehicles will enter, drop off or park safely within the site before exiting in a forward gear.

- No waiting or parking on the public highway will be encouraged.

4. Staffing

The school will employ up to eight staff comprising:

- Headteacher
- Teachers
- Teaching assistants
- Administration staff
- Pastoral support staff

Staff numbers may vary slightly over time but will remain appropriate to pupil numbers.

5. Visitor Management

All visitors will attend by appointment wherever possible.

Visitors will:

- Report to reception on arrival.
- Sign in and out.
- Wear visitor identification where appropriate.
- Park within the designated parking area.

6. Outdoor Activities

Outdoor learning and recreation will take place within the existing private grounds.

Activities will normally occur during scheduled break periods and physical education sessions under staff supervision.

No amplified music or public address systems will be used outdoors.

7. Deliveries and Servicing

Deliveries will normally occur outside peak arrival and departure periods.

The number of deliveries is expected to be comparable to that of a large residential dwelling.

Waste collection will continue using existing domestic arrangements unless commercial waste services become necessary.

8. Safeguarding

The school will operate in accordance with all statutory safeguarding requirements.

Measures will include:

- Secure site boundaries.
- Controlled access.
- Visitor management.
- Staff supervision.
- Appropriate safeguarding policies.

9. Emergency Procedures

Emergency evacuation procedures will be prepared before occupation.

Emergency vehicle access will remain available at all times.

Regular fire drills and health and safety inspections will be undertaken.

10. Review

The Operational Management Plan will be reviewed annually to ensure that operational procedures remain effective and proportionate.