Change of Use Planning Application for 2 Jersey Street

School Operation Report

Overview

Manchester College of Languages is seeking D1 change of use planning permission for the provision of non-residential education and training. The proposed property is the Coates School building situated at 2 Jersey Street, Manchester. The school will provide language courses for adult students and will initially offer courses in Mandarin Chinese and English.

Opening Hours

The school will be open on weekdays between 9am and 8pm. Lessons will take place in the morning, afternoon and evening. No more than one lesson will be scheduled at the same time and there will be a minimum period of 30 minutes between the end of one lesson and the beginning of the next lesson. Typically, two lessons will be scheduled for each day. This could be extended to three lessons, or limited to one as demand dictates.

Staff

The school will initially employ three people an English teacher, a Chinese teacher and a school manager. All three members of staff will be on-site for the majority of the working day. It is planned that all members of staff will commute to work using public transport and financial incentives will be offered in order to promote the use of public transport or other sustainable methods of transport, such as cycling.

Students

The maximum class size will be set at 15 people. This will ensure that there will never be more than 15 students in the school at any one time and that there will be a maximum number of 45 people visiting the school on any one day. The actual number of daily visitors is more likely to be between 20 and 30, with the total number of students being enrolled at the school set to be around 100. Students will be informed of their responsibility to disperse in a considerate and efficient manner by staff and by polite notices posted inside the building. The school will proved students with travel plans that display the variety of sustainable ways they can travel to the building including local bike parking areas and public transport links. This information will also be posted on the school s website.

In order to give a better indication of the school s operations, I have attached an example timetable. This timetable represents the school working at full capacity and the actual number of classes, and students visiting the school, is likely to be less than stated.

Example Timetable

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
09:00 – 10:00	**English Lesson** Max: 15 students	**English Lesson** Max: 15 students	**English Lesson** Max: 15 students	**English Lesson** Max: 15 students	**English Lesson** Max: 15 students	**Closed**	**Closed**
10:00 – 11:00							
11:00 – 12:00							
12:00 – 13:00							
13:00 – 14:00	**English Lesson** Max: 15 students	**Chinese Lesson** Max: 15 students	**English Lesson** Max: 15 students	**Chinese Lesson** Max: 15 students	**English Lesson** Max: 15 students		
14:00 – 15:00							
15:00 – 16:00							
16:00 – 17:00							
17:00 – 18:00					**Chinese Lesson** Max: 15 students		
18:00 – 19:00	**Chinese Lesson** Max: 15 students	**Chinese Lesson** Max: 15 students	**Chinese Lesson** Max: 15 students	**Chinese Lesson** Max: 15 students			
19:00 – 20:00							