

## Annex A

### OCC Building and Site Area Guidelines for Primary Schools

December 2016

<b>OCC Primary School Area Guidelines</b>					
<b>FS</b>	Denotes Foundation Stage				
<b>FS1</b>	Denotes Foundation Stage aged 4 years plus				
<b>FS2</b>	Denotes Foundation Stage nursery pupils aged 3 years plus				
<b>FS3</b>	Denotes Foundation Stage nursery pupils aged 2 years plus				
<b>SEN</b>	Denotes Special Education Needs - reserved places within Specially Resourced Provision				
<b>Forms of Entry (FE)</b>	<b>1FE (m2)</b>	<b>1.5FE (m2)</b>	<b>2FE (m2)</b>	<b>2.5FE (m2)</b>	<b>3FE (m2)</b>
<b>Number of Pupils</b>	270 pupils incl. 6 SEN	390 pupils incl. 6 SEN	510 pupils incl. 8 SEN	630 pupils incl. 10 SEN	750 pupils incl. 12 SEN
<b>Areas (m<sup>2</sup>)</b>	210 +52 FS2 +8FS3	315 +65 FS2 + 10FS3	420 +78 FS2 + 12 FS3	525 +91 FS2 + 14 FS3	630 +104 FS2 + 16 FS3
<b>Building</b>	1608m <sup>2</sup>	2109.5m <sup>2</sup>	2565m <sup>2</sup>	3092m <sup>2</sup>	3563m <sup>2</sup>
<b>Site</b>	2.22ha	2.22ha	2.22ha	3.01ha	3.01ha

### Existing Primary Schools

The above schedules define space standards for new school accommodation. Where the capacity of an existing school is being increased the new accommodation will be based on the need for additional pupil places and supporting infrastructure (where identified) but not to rectify existing shortcomings within the school. Should reorganisation of ancillary accommodation within the existing buildings be considered necessary by the school, this will need to be carried out by the school and not form part of the expansion project.

The following principles will be applied

- Existing Spaces: Where rooms of 48m<sup>2</sup> and above are already satisfactorily used as teaching spaces within the existing school, use of other existing rooms of

equivalent size should be considered as classroom accommodation unless other factors specifically arise.

- New Build Classrooms: To match those of the existing school in general size and arrangement up to a maximum area of 62m<sup>2</sup>
- Reception and Nursery Accommodation: 2.3m<sup>2</sup> per pupil of clear floor space for 3 year olds and 2.5m<sup>2</sup> for 2 year olds. Where a 'half class' is required the area is to be based upon 15 pupils and adjoin the Early Years classroom.
- Basic Needs: Existing shortcomings/shortfall in school accommodation will not be addressed unless specifically briefed by the OCC Education. The only additional space required over and above classroom space will be
  - Circulation
  - Toilets
  - Staff room
  - Storage
- Ancillary Accommodation: Where a substantial short fall is identified by OCC Education some additional accommodation maybe considered but where the overall space within the school is considered sufficient the school will be expected to carry out internal adjustments to provide such accommodation.
- Access: Access to the rear of a school site should be maintained to both sides of an existing school site where practicable. Where a new building is proposed it must not compromise the existing access routes and should never reduce any existing access to less than 6m clear width.
- Future Expansion: Consideration should be given to ensuring that any new build or re-locatable building doesn't impinge on the future expansion/ flexibility of the school site
- Covered Areas: Will only be provided for new Early Years Foundation Stage accommodation but not for general teaching classrooms.