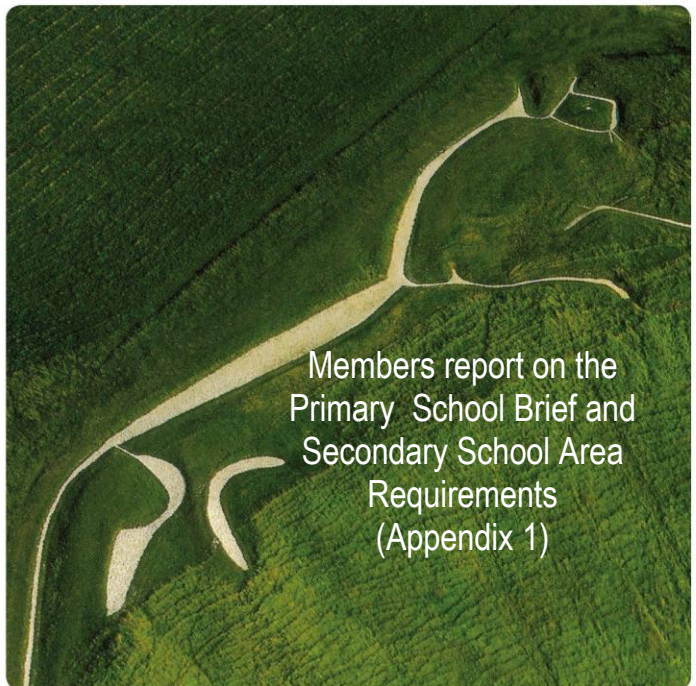
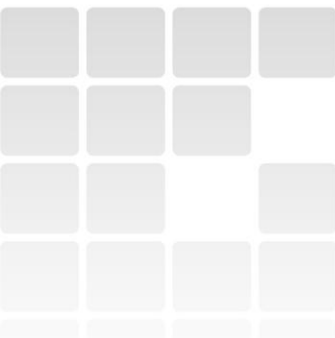
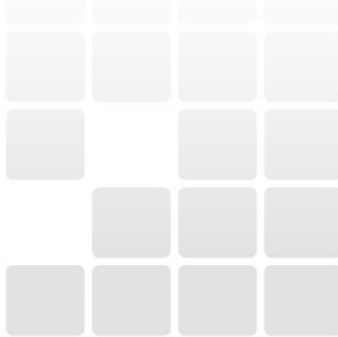


Oxfordshire County Council Property and Facilities



Members report on the
Primary School Brief and
Secondary School Area
Requirements
(Appendix 1)

Members Report on Primary School Accommodation Schedules and Secondary School Area Requirements (Appendix 1)

Document Control Sheet

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Name	Role	Confirmation	Date
Mark Holmes on behalf of Peter Galley	Design and Construct Lead CCS	Via email	24/07/13
Kevin Griffin	School Organisation Officer, CEF, OCC		24/07/13
Nigel Cuning	Property and Facilities	Issued for presentation to members – Councillor Milinda Tilley and Councillor Waine	24/07/13
Nigel Cuning	Property and	Via email 12/08/13	12/08/13

	Facilities		
Mark Holmes on behalf of Peter Galley	Design and Construct Lead CCS		12/08/13
Kevin Griffin	School Organisation Officer, CEF, OCC		12/08/13

Proposed Changes to the Primary School Brief

The current Primary School Brief for OCC has been developed over a number of years responding to and building on:

- National area guidelines for schools (Building Bulletin 82 [BB82] and latterly Building Bulletin 99 [BB99]),
- OCC’s design/area priorities;
- The needs of pupils with Disability and SEN
- Early Years and community provision.

The latest iteration was issued in early 2007, when the national education and economic picture was very different to today.

Following the formation of the Education Funding Agency (EFA) and the James Review in 2011, there was a call for more standardised designs and specifications which could be applied to a range of Schools. This has led to the EFA issuing an indicative baseline design for a 2 form entry primary school which is aimed to illustrate that educational need can be efficiently designed beneath the areas defined within the current standards.

No new Accommodation Schedule or Building Bulletin has been issued but the total area formula for new priorities school building programme is now $4.1m^2 \times \text{Pupil Number} + 350m^2$. This is an approximate reduction of 7% on the areas within the existing Building Bulletin 99 for a 2 FE primary school with Nursery.

Given the projected pressure on school places and the likely reduced levels of capital available to meet that demand it is recognised that there is merit in re-assessing the County Councils space standards for schools.

The following report explains the rationale used to develop a proposed amendment to the accommodation schedule for a 2FE school with nursery provision that has then been extended across standards applicable to 1FE, 1.5FE, and 3FE primary schools with Nursery provision.

The overall proposed space standards below, demonstrate a reduction in area of 11% from the existing OCC Primary School Brief but an enhancement above the Priority Schools area of 3%.

Overall the proposed new schedule represents a reduction of 4.5% on BB99 compared with the Priority Schools area which represents a 7% reduction.

The main reason that the revised schedule doesn't represent an equal reduction is the maintenance of the overall teaching area requirement and less of a reduction in storage space and staff toilet accommodation.

A review of the space standards for a 2 form entry primary school

The following amendments arise from consultants and officer views in light of analysis of the national baseline designs issued by the EFA and in light of feedback from meetings held with head teachers at the following selected schools that have received 'Outstanding' Ofsted inspections.

- Watlington Primary School
- Ladygrove Park Primary School, Didcot
- Chilton Primary School
- St Andrew CE Primary School, Chinnor

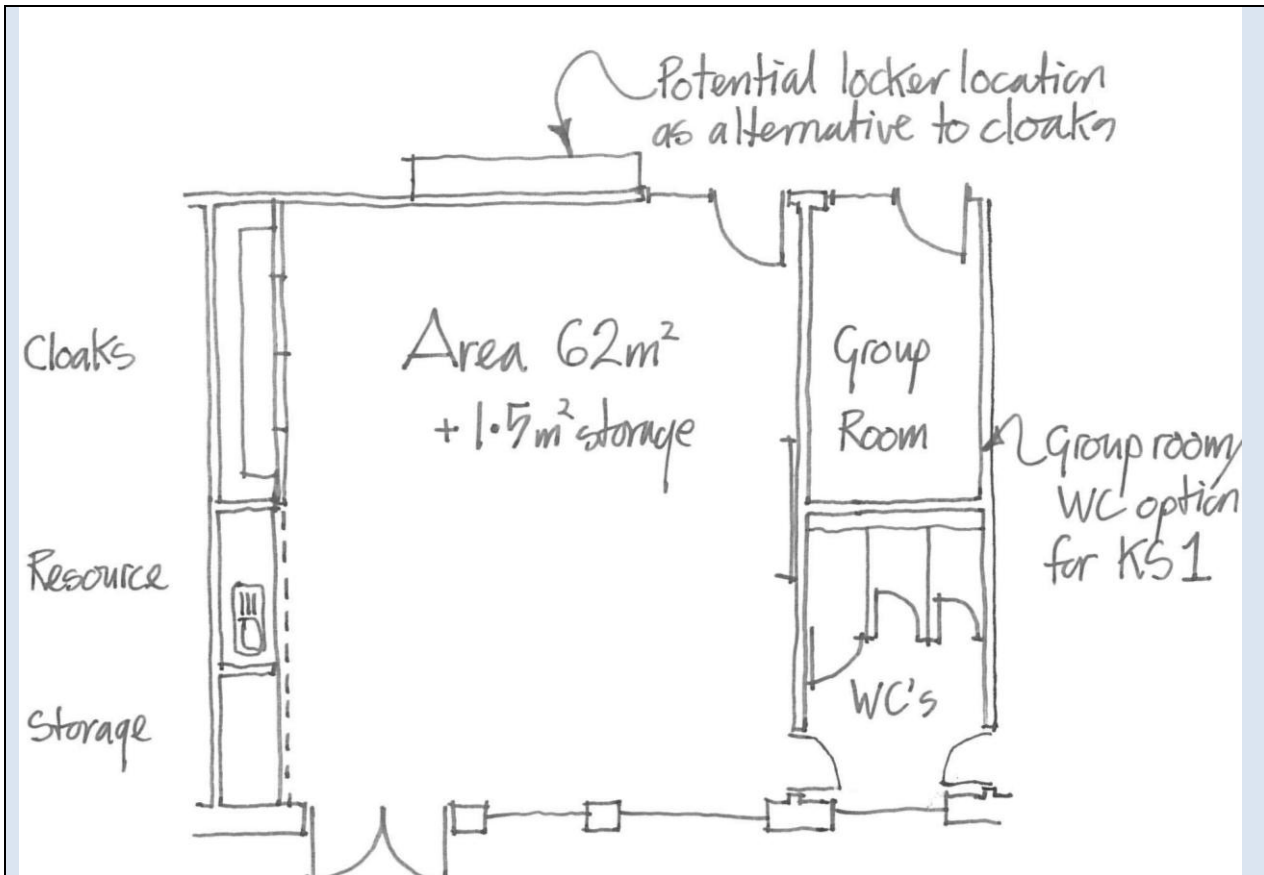
The following schedule sets out the comparison between the proposed revision to the OCC brief against the existing OCC Primary School brief and the baseline design areas.

TEACHING ACCOMMODATION in OCC Primary School Brief	OCC brief Nursery 450 pupils	Priority schools Nursery 450 pupils large classroom	New proposed area	Change to original brief	Local Change to national standard
Teaching spaces					
The review notes that overall teaching spaces should not be compromised but reworking the approach can enhance such spaces whilst enabling space reduction. The issues raised by the schools revolved around problems with restricted cloakroom areas and the benefits of combining resource/flexible areas within circulation spaces.					



Foundation Stage					
Foundation Stage (FS) – 3 x 69m ² (min) = 1 Nursery and 2 Reception classrooms	3x69=207	3x62=186	3x69=207	0	+ 21
Total	207	186	207	0	+21
<p>Foundation areas are unchanged. The area requirement is 2.3 m² for early year's pupils. Coats could be integrated within the classroom space which would reduce congested cloakroom areas, the additional area demanded for circulation and as a consequence removes unnecessary space whilst increasing size/flexibility with the teaching space</p>					

Key Stage 1 and 2					
General Teaching – 4 x 54m ² (min) 4 Key Stage 1 including Resource Area	4x65=260	4x62=248	4x62=248	-12	0
General Teaching – 8 x 54m ² (min) 8 Key Stage 2 including Resource Area	8x65=520	8x62=496	8x62=496	-24	0
ICT Room/other	60	0	0	-60	0
Flexible teaching space/learning street	0	0	62	+62	+62
Total	840	744	806	-34	+62
<p>One of the key issues raised by heads was the security, management and restricted cloakroom spaces. The integration of coats within the classroom space would reduce the demand for additional circulation removing unnecessary space and has the benefit of enabling individual teachers to take responsibility for their classes cloak area.</p> <p>BB99 recommends a minimum of 3m² for pupil's personal belongings. This need could also be met through integration of lockers, potentially within corridor spaces.</p>					



The retention of some resource space within each classroom whilst locating other teaching/resource space together within circulation further increases opportunities for learning whilst also reducing overall area.

The removal of an ICT room simply reflects current technology which no longer demands a dedicated space. ICT trolleys can be located within the flexible learning circulation space which enable pupils and teachers to have constant access to this resource reflecting the life skill that it has now become.

Other Teaching Spaces					
School Hall	180	180	180	0	0
Library Resource Learning Area	33	34	33	0	-1
Small Group Rooms incl FS group	45	37	40	-5	+3
Food Technology Room/Specialist Practical	15	13	15	0	+2
Studio	45	55	55	+10	0
Sen resource room	0	12	12	+12	0
Total	318	331	335	+17	+4

The increase in space standards of the studio bring flexibility of use through it becoming suitable in size as a classroom space and thereby helping to enable better

management of pupil place pressures in the future.

Most of the above spaces could be located within a flexible learning street making them more accessible for everyday leaning.

Teaching spaces overall (including 36m² of cloakroom space)

TEACHING SUB-TOTAL	1365	1261	1348	-17	+87
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The overall teaching area has reduced by 17m² plus the 36m² for cloaks which equates to 53m²

Essentially this reflects a reduction in 60m² through ICT

The sketch below illustrates how the schedule might be interpreted.



Administrative spaces

Modern work styles and information technology bring opportunity to rationalise administrative spaces

School Admin Office + Sick Bay	25	17	17	-8	0
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Reprographics	0	8	8	+8	0
Medical Inspection Room/SEN	10	12	10	0	-2
Interview/social services/meeting/ PPA Room (flexible staff and teaching space)	15	7	8	-7	+1
Headteacher's Office/ Senior management/ meeting	17	16	16	-1	0
Deputy Headteacher's Office/PPA Room	14	9	12	-2	+3
Staff Room / Workroom	45	48	48	+3	0
FS Staff / Admin / Kitchen	20	7	12	-8	+5
FS Utility / Laundry Room	8	0	4	-4	+4
ADMIN SUB-TOTAL	154	124	135	-19	+11

The administrative spaces should be multi-functional ensuring room utilisation is maximised.

Storage Spaces

The storage area within the Priority schools is quite low but to ensure adequate storage these areas will require careful design.

Central Store / Stockroom	12	6	12	0	+6
General Teaching Stores	24	24	18	-6	-6
Physical Education Stores inc. 4 ext.	18	22	18	0	-4
Dining Furniture Store	20	16	16	-4	0
Staging and appliance store	0	3	3	+3	0
School/Community store	0	0	4	+4	+4
Utilities, Material & Equipment Store	10	5	7	-3	+2
Caretakers Room/cleaners cupboard	10	3	3	-7	0
FS Stores	46	11	24	-22	+13
Multi-Purpose/Specialist Store	8	0	8	0	+8
NON TEACHING - STORAGE SUB TOTAL	148	90	113	-35	+23

Storage has been reduced, however careful design ensuring storage areas are shallow to maximise space and minimise wasted circulation within the storage should alleviate much of the overall reduction.



Non-teaching - Cloaks					
This area has been relocated within the classrooms and flexible learning space					
FS Cloak Provision	27	20	18	-9	-2
Pupils Cloak Area/Locker Provision	84	51	0	-84	-51
Changing Areas	30	0	0	-30	0
NON TEACHING - CLOAKS SUB TOTAL	141	71	18	-123	-53
The space requirement for coats and lockers has been removed through integrating lockers and coats within classroom areas and corridors					

TOTAL NET AREA					
TOTAL NET AREA	1808	1546	1614	-194	+68

Service areas (Non Net Area)					
Circulation/Partition/Coms/Plant included as a % of net area	543 (approx. 30%)	480 (approx. 31%)	484 (approx. 30%)	-59	+4
The increase efficiency of space outlined above brings direct savings in circulation and the acceptance that changing areas can be managed through flexible use of classrooms and other teaching accommodation, which is evident in most schools within the county					
Adult Toilet Provision incl. Acc. WC's	35 (max)	10	21	-14	+11
FS Toilet Provision	27	18	24	-3	+6
FS Adult Toilet Provision	3	0	0	-3	0
Pupils Toilet Provision	54 (max)	67	58	+4	-9
The practice of drawing WC provisions directly from circulation space enhances supervision, reduces risk of bullying and is more conventional for children. This enables reduced areas. However for KS1 toilets can still be accessed directly from classrooms where required.					
FS Unisex Accessible Toilet/hygiene	9	9	9	0	0

Production Kitchen	56	65	50	-6	-15
The area shown is appropriate for the current take up of school meals across the County and should allow for a further increase of 100 meals.					
TOTAL NON-NET AREA	727	649	646	-81	-3

Overall space standards					
GROSS TOTAL OF INTERNAL SPACES	2535	2195	2260	-275	+65
<p>The overall proposed space standard demonstrates a reduction in area of 11% from the existing OCC Primary School Brief but an enhancement above the Priority Schools area of 3%.</p> <p>Overall the proposed new schedule represents a reduction of 4.5% on BB99 compared with the Priority Schools area which represents a 7% reduction.</p> <p>The main reason that the revised schedule doesn't represent an equal reduction is the maintenance of the overall teaching area requirement and less of a reduction in storage space and staff toilet accommodation.</p>					

Additional space requirements where the master plan proposals for the community is for the school to act as a community facility					
Extended School Space	90	0	90	0	+90

External covered area					
Entrance canopy	0	22	0	+22	-22
FS external covered areas	90	0	90	0	+90
General teaching covered areas	180	0	180	0	+180
Total covered area	270	0	270	-8	+248
<p>An area of 15m² is proposed for each classroom. One of the main purposes of this area is to provide a cost effective alternative circulation route to enable the flexible learning space/ teaching street to be more fully utilised. The area will also be used to extend the outdoor learning spaces and for storage of outside equipment such as boots for wet weather and so increasing outdoors play on wet days.</p>					

Construction Costs

The effect of this proposed change is an 11% reduction in the County Councils current space standards. Based upon current cost data the total project costs of delivery of a new primary school would reduce by approximately £500,000.

This schedule would set the revised standards and be the basis for reduced funding requirements from developers.

The standards would not be seen as a measure to deter further efficiencies being derived from the skills of the designers in conjunction with the education specialists. Where further reductions are proposed on a scheme by scheme basis they shall only be excepted with the delegated approval of Cabinet by the Director of Environment and Economy in consultation with the Director of Education and Families.

Percentage comparisons for various primary school sizes

The following table extends the principals of the detail review above across the other sizes of schools

Primary School size based on whole classes	BB99 (340+4.5 N)	2007 OCC brief area (m2)	% 2007 OCC brief is above BB99	Priority Schools area (m ²) (350+4.1N)	Proposed area (m2)	Change from BB99 area (m2)	Change from OCC area (m2)	Change from Priority Schools area (m2)
1FE + Nursery = 240 pupils	1420	1648	228 (16%)	1334	1457	+37	-191 (12% reduction)	+106 (9% increase)
1.5FE + Nursery = 360 pupils	1960	2233	273 (14%)	1826	1968.5	+8.5	-264.5 (12% reduction)	+142.5 (8% increase)
2FE + Nursery = 450 pupils	2365	2535	170 (7%)	2195	2260	-106	-275 (10.85% reduction)	+65 (2.96% increase)
3FE + Nursery = 690 pupils	3445	3643	198 (6%)	3179	3304	-141	-339 (9% reduction)	+125 (4% increase)

Existing Primary Schools

- The above schedule is based on 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.

- Where rooms of 48m² and above are already satisfactorily used as teaching spaces within the existing school, equivalent sized rooms should be considered appropriate for the school to utilise as classroom accommodation unless other factors specifically arise.
- Any new build classrooms associated with an existing school should generally match those of the existing school in general size and arrangement up to a maximum area of 62m²
- Existing shortcomings/shortfall of the school will not be addressed unless specifically briefed as a consequence of addressing basic needs. Generally this will be limited to an assessment by OCC of space for
 - Toilets
 - Staff room
 - Storage
- Generally when expanding a school all existing ancillary accommodation will remain the same. If there is any substantial short fall then some additional accommodation maybe considered but in the main the school will be expected to make any internal adjustments themselves if the overall area or spaces available is appropriate for them to do so. For example if additional area is required for the increased staff numbers, this may be found within other existing accommodation and doesn't necessarily have to form part of the existing staff room.
- Access to the rear of a school site should be maintained both sides of any existing school. 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.
- Consideration should be given to ensuring that any new build doesn't impinge on the future expansion/ flexibility of the school site
- Consideration should be given when positioning temporary accommodation on site to ensure that they do not sit on the site of potential future permanent new build expansion.
- Where reception and nursery accommodation is required the area of the teaching accommodation will be calculated per child based on an area of 2.3m². Where a half class is required it is assumed that there would be 15 pupils and the area would be associated with an adjoining Early Years classroom.

- Covered areas will only be provided for new Early Years accommodation but not for general teaching classrooms.
- Any expansion must ensure that the site areas requirements of the school premises regulations are met.

Secondary Schools Space Standards

Building Bulletin 98 (BB98)

The recommended formulae for secondary schools is defined as

- 11–16 secondary schools = $1850 + 6.7 \times$ the number of pupils
- 11–18 secondary schools = $2250 + 7 \times$ the number of pupils

Priority Schools

The target formulae for secondary schools is defined as

- 11- 16 secondary schools $1050 + 6.3 \times$ the number of pupils
- 11- 18 secondary schools $1400 + 6.3 \times$ the number of 11 to 16 year-old pupils + $7 \times$ the number of post 16 pupils

County Council Position

The County Councils position was to adopt the space standards recommended by central government (BB98). Now that these standards have been challenged and target 'baseline' areas issued by central government it is considered necessary to account for this change in the County Councils own standards.

No detailed analysis of the priority schools baseline designs has been undertaken due to the complexity and range of options that could be considered nor have schedules of accommodation haven't been made available by the government at this time.

However the assessment of primary school space standards for a 2FE primary school demonstrates that approximately two thirds of the area reduction proposed is considered to be achievable. This approach can be applied to space standards for secondary schools.

The DfE state that the new formulae represent an area reduction of 15% on the old BB98. If OCC were to apply the same reduction standards for the Secondary Schools as defined above for the Primary School schedule this would suggest a reduction of 9.26% on the Building Bulletin rather than the 15% reflected in the new formula.

It is proposed that OCC should adopt its own revision to the formula that accepts approximately 60% of the space standard reduction of the baseline formula. The standards are proposed as follows

- **11- 16 secondary schools 1370 + 6.4 x the number of pupils**
- **11- 18 secondary schools 1840 + 6.4 x the number of 11 to 16 year-old pupils + 7 x the number of post 16 pupils**

It is also proposed to make an allowance for pupil milling areas during bad weather to offset the loss of larger internal circulation areas which is likely to arise

- **0.1 x the number of 11 to 16 year old pupils for external covered areas**

This provides some allowance.

Various comparisons of both school sizes and area calculations are shown below that demonstrate the proposal to adopt the revised formula below

Sample areas for 11 to 18 Secondary Schools

Secondary School sample sizes		BB98 Area 11 to 18 (2250+7N)	Priority Schools area 11 to 18 (1400 +6.3N for 11 to 16 year olds +7N for post 16s)	Government Proposed decrease to BB98(m2)	Proposed OCC formula revision 1840 + 6.4N for 11 to 16 year olds + 7N for post 16s 0.1 x the number of 11 to 16 year old pupils for external covered areas
11 to 16 places	Post 16				
600	100	2250+4900= 7150	1400+3780+700= 5880	1270 (18%)	1840+3840+700= 6380 (plus 60 external covered area)
900	250	2250+8050= 10300	1400+5670+1750 = 8820	1480 (14%)	1840+5760+1750= 9350 (plus 90 external covered area)
1200	250	2250+10150 = 12400	1400+7560+1750 = 10710	1690 (14%)	1840+7680+1750= 11270 (plus 120 external covered area)
1500	350	2250+12950 = 15200	1400+9450+2450 = 13300	1900 (12.5%)	1840+9600+2450= 13890 (plus 150 external covered area)

Sample areas for 11 to 16 Secondary Schools



Secondary School sample size		BB98 Area 11 to 16 (1850 + 6.7N)	Priority Schools area 11 to 16 (1050 +6.3N for 11 to 16 year olds)	Government Proposed decrease (m2)	Proposed OCC formula revision 1370 + 6.4N for 11 to 16 year olds 0.1 x the number of 11 to 16 year old pupils for external covered areas
11 to 16 places	Post 16				
600	0	1850+4020 =5870	1050+3780= 4830	1040 (18%)	1370+3840= 5210 (plus 60 external covered area)
900	0	1850+6030 =7880	1050+5670= 6720	1160 (15%)	1370+5760= 7130 (plus 90 external covered area)
1200	0	1850+8040 =9890	1050+7560= 8610	1280 (13%)	1370+7680= 9050 (plus 120 external covered area)
1500	0	1850+10050 = 11900	1050+9450= 10500	1400 (12%)	1370+9600= 10970 (plus 150 external covered area)

Secondary School site area

It is proposed that the area formula within the existing Building Bulletin 98 remains as the OCC's site area requirements for all secondary schools, namely: 16000 + 59N where N = number of pupil places

Existing Secondary Schools

The above formula is based on 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 developer funding contributions for extensions will not be modified as this relates to teaching space requirements only (space efficiencies in core areas etc should not have effect).