

Annex C

OCC Primary School Model Schedules of Accommodation 2016 space standards with 2 year olds and SEN reserved places

This area schedule and notes are to take precedence over the Area Data Sheets
Any area variations to be agreed with Strategy Officers

KEY	
SEN	Special Education Needs
SRP	Specially Resourced Provision for SEN - reserved places
FS	Foundation Stage
FS1	FS reception pupils aged 4 years plus
FS2	FS nursery pupils aged 3 years plus
FS3	FS nursery pupils aged 2 years plus
	Denotes nursery accommodation
	Denotes remaining foundation stage (FS) accommodation
	Denotes additional Specially Resourced Provision (SRP) accommodation

ADS Code	Max Group size	TEACHING ACCOMMODATION	Number of forms of entry (FE)	Number of pupils	1FE New revised (m2)	1.5FE New revised (m2)	2FE New revised (m2)	2.5FE New revised (m2)	3FE New revised (m2)
					270 pupils incl. 6 SEN 210+ 52 FS2 + 8FS3	390 pupils incl. 6 SEN 315+ 65 FS2 + 10FS3	510 pupils incl. 8 SEN 420+ 78 FS2 + 12 FS3	630 pupils incl. 10 SEN 525+ 91 FS2 + 14 FS3	750 pupils incl. 12 SEN 630+ 104 FS2 + 16 FS3
			Notes						
PRI03/ PRI04	30	Foundation Stage(FS) – @70m ² Nursery (typically class of 26N° 3 year olds & 4N° 2 year olds)	(A)(E)(L)(M) (P)(R)(e)		140	175	210	245	280
PRI13		Foundation Stage (FS) – @70m ² Reception (30N° 4 year olds)	(A)(E)(L)(M) (P)(R)(e)		70	105	140	175	210
PRI23	30	General Teaching – @ 62m ² Key Stage 1 (FS1) including Resource Area and Cloaks	(B)(K)(Q)(a) (e)(f)(K)		124	186	248	310	372
PRI33	30	General Teaching – @ 62m ² Key Stage 2 (FS2) including Resource Area and Cloaks	(B)(K)(Q)(a) (e)(f)(K)		248	372	496	620	744
PRA11	6	Food Technology Room/Specialist Practical	(C)(F)(g)(d)		15	15	15	15	15
PR123/ SEN01 Discuss	13	SEN Classroom situated within Specially Resourced Provision (SRP)	(T)(e)(U)		27	27	32	37	42
PRI36/ PR126		Flexible Teaching Space / Usable Circulation Space	(f)		0	0	0	0	0
		Basic Teaching Sub-Total			624	880	1141	1402	1663
HAL13	350	School Hall	(D)(F)(G)(N) (S)(b)		180	180	180	180	180
HAL11	30	Studio	(C)(F)(S)(b) (e)		0	55	55	55	55
HAL12	30	Small Hall			0	0	0	55	80
		Large Spaces Sub-Total			180	235	235	290	315
LIB01	20	Library Resource Learning Area	(O)(b)(f)		27	27	33	41	41
RES00	4	Small Group Rooms	(M)(T)(b)(d)		8	16	24	32	40
RES00	4	Small Group Room FS	(M)(b)(d)		9	12	15	18	21
RES00	5	SEN Resource Room	(T)(b)(d)		0	8	12	12	12
SEN01	4	SEN Resource / Group (9m ² Rooms for SRP)	(T)(d)		9	9	11	13	15
SEN01	5	Multi agency meeting/Large group room (SRP)	(T)(d)		12	12	12	12	12
SEN11	4	Medical Inspection Room (MIR) / SEN & SRP	(T)(b)(d)		12	12	12	12	12
		Learning Resource Areas including SRP Sub-Total			77	96	119	140	153
		TEACHING SUB-TOTAL incl MIR Room			881	1211	1495	1832	2131

ADM01	-	Main Entrance / Reception	(n)	5	5	5	5	5
ADM05/ ADM04	3	School Admin Office + Sick Bay	(b)(d)(m)	17	24	24	24	24
ADM08	-	Reprographics	(b)(d)	6	8	10	12	14
ADM02	4	Interview / Social Services / Meeting	(b)(d)	6	6	6	6	6
OFF10	3	Office / Meeting / Work Room	(b)(d)	9	9	9	12	12
ADM11	6	Head's Office / Meeting Room	(b)(d)	16	16	16	16	16
OFF33	4	Staff Work Room / Social	(b)(d)(o)	6	6	12	12	12
OFF31	22	Staff Room / Workroom	(b)(d)	34	39	41	55	62
OFF33	2	Staff Work Room (SRP) to be added to Main Staff Work Room	(b)(d)(o)	3	3	6	6	9
OFF35	2	FS Staff / Workroom / Kitchen	(b)(c)(d)	10	12	14	16	18
OFF42	-	FS Utility / Laundry Room	(b)(c)(d)	4	4	4	4	4
		Staff and Admin Sub-Total		116	132	147	168	182
STT10	-	Central Store / Stockroom	(i)	8	8	8	10	10
STT10	-	General Teaching Stores (1.5m ²)	(a)(i)	9	13.5	18	22.5	27
STH 00	-	Physical Education Stores incl. 8m ² external Store	(D)(i)	18	18	18	18	18
STH10	-	Dining Furniture Store	(i)	16	16	16	16	16
STT10	-	School / Community store	(i)(l)	4	4	4	4	4
STT10	-	Caretakers Room / Utilities, Material & Equipment Store	(i)	7	7	8	9	10
STN31	-	Cleaner's cupboards @ 1.5m ²	(J)(i)	3	3	3	4	5
STT10	-	FS Nursery Stores	(E)(i)	12	15	18	21	24
STT10	-	FS Reception Stores	(E)(i)	5	7.5	10	12.5	15
STT05	-	Multi-Purpose / Specialist Stores	(i)	2.5	4	5	6	7
STT05	-	Multi-Purpose / Specialist Stores (1 for SRP)	(T)(i)	2.5	2.5	5	5	7.5
(CIR01)	-	Wheelchair and Appliance Bay	(T)(i)	3	3	4.5	4.5	4.5
STN01	-	FS Nursery Cloak Provision	(L)	12	15	18	21	24
STN01	-	FS Cloak Provision	(L)	6	9	12	15	18
See relevant ADS	-	SEN Cloaks located within SRP Classroom	(T)	0	0	0	0	0
See relevant ADS	-	Pupils' Cloak Area Provision - 2.5m ² located within Classroom.	(K)	0	0	0	0	0
		Storage Sub Total		108	125.5	147.5	168.5	190
		TOTAL NET AREA		1105	1468.5	1789.5	2168.5	2503
		Circulation / Partition / Coms / Plant %		(32%)	(32%)	(32%)	(32%)	(32%)
		Circulation / Partition / Coms / Plant Area	(Q)(f)	354	470	573	694	801
PLA02		Server	(h)(i)	6	6	6	0	0
TOC21		Additional Toilet Provision for SRP	(T)	2	2	3.5	3.5	3.5
TOC21/ TOC22		Adult Toilet Provision incl. Accessible Toilet Provision	(G)(m)	16	16	16	20	24
TOC11		FS Nursery Toilet Provision	(L)	18	22.5	27	31.5	36
TOC11		FS Reception Toilet Provision	(L)	9	13.5	18	22.5	27
		FS Adult Toilet Provision		0	0	0	0	3.5
TOC13/ TOC 15		Pupils Toilet Provision	(H)	29	42	54	68	81
TOC04		Hygiene Room (two doors <u>with</u> WC)	(j)(k)	9	9	9	9	9
KIT01 to KIT09		Production Kitchen *NB area may need to increase to cope with number of meals required	(N)	60	60	60	75	75
		Boiler Room (incl. in circulation etc)		0	0	0	0	0
		Float		0	0	9	0	0
				503	641			
		TOTAL NON NET AREA		503	641	775.5	923.5	1060
		TOTAL GROSS AREA		1608	2109.5	2565	3092	3563
		Total Nursery Building Area (incl. Circulation)		253	314.5	375	436.5	498
		Nursery Covered Areas	(P)(R)	60	75	90	105	120
		Remaining FS covered area		30	45	60	75	90
		FS Secure Garden		810	1080	1350	1620	1890
		Total SRP Building Area (incl. Circulation)		77	77	107	106	122.5

	SRP Covered Area (within Secure Play Area)	(T)	30	30	30	30	30
	SRP Secure Play Area	(U)	175	175	200	225	250
	General Teaching Covered Areas	(Q)	90	135	180	225	270
	Total Covered Area		210	285	360	435	510
	The site area requirement allows for 2FE/3FE. Layout shall demonstrate how future expansion / temporary classrooms can be accommodated.		2.22ha	2.22ha	2.22ha	3.01ha	3.01ha

Specifications / Notes

- A -** The Foundation Stage (FS) classrooms are to act as one unit with interlinked spaces, which must be capable of being acoustically separated. The FS accommodation should be located without the need to enter the main school.
All spaces prefixed with FS should be located together and associated with a secure external play area. Safeguarding needs to be fully considered and the FS unit and garden should be located at the front of the site to enable Nursery pupils to be picked up at lunch time without the need to enter the main school building or grounds. Where only Reception classes are provided, they should be located at the front of the site with space for future Nursery provision fully considered.
Direct and secure access to each FS classroom is required from the main body of the school.
Toilets and cloaks shall be accessible directly from the FS classrooms and should also have easy access from the external play area. Classrooms should have direct access to the external play area.
Space must be identified within each Nursery classroom for children who wish to relax, play quietly or sleep, and be equipped with appropriate furniture.
The age range will be between 2 years and 5 years and the exact age breakdown should be checked at the commencement of the project; but a likely split for a 2FE school would be 60N° 4 year olds, 78N° Full Time Equivalent (FTE) 3 year olds and 12N° FTE 2 year olds.
- B -** Key Stage 1 (KS1) classrooms will ideally be situated adjacent to the Foundation Stage Unit with a clear progression through the school to the Key Stage 2 (KS2) accommodation.
All KS1 and KS2 classrooms are to be situated together and grouped in years. Grouped teaching is a requirement for each year group and this should be reflected in the adjacencies of the classrooms and access to those classrooms.
NB. An adult height sink will be required for each Key Stage to ensure staff do not need to use low, child height sinks.
Supervision of circulation space / flexible teaching space from within the classroom should be via a glazed screen that would be in addition to the door vision panels.
Maximisation of wall display areas to all classrooms should be carefully considered.
All ground floor classrooms should have direct access to the outside. All KS1 classrooms should have direct access to the outside.
Ideally all classrooms should face either north or south to enable satisfactory control of sunlight and glare.
Within classrooms any junctions between vinyl and carpet should be smooth to allow chairs to slide easily across and to avoid the vinyl areas effectively reducing the teaching area.
- C -** The Food Technology Room: should serve both KS1 and KS2. Ideally this space should open into a larger space such as the studio, to allow for groups of 15 pupils. It would also enable the Studio to use it for After School and Breakfast Clubs and other extended schools and community activities.
- D -** Physical Education Stores: Internal = 10m² to be accessible from the hall. External = 8m² to be accessible from the outside hard play area.
- E -** FS Stores: 4m² for each nursery and reception classroom to be accessible from the classrooms, with a shared external store @ 2m² per nursery class and 1m² per reception class to be accessible from the secure play area. Consider providing shallow storage with a depth of 750mm for the internal stores.
- F -** The Studio: should be situated adjacent to or in the vicinity of the hall for potential community use. In the long term the Studio could be used as overflow classroom accommodation to allow for flexibility to cope with variations in pupil intake whilst additional accommodation is being constructed.
- G -** Adult Toilet Provision: to be located appropriate for evening use (adjacent to the hall) as well as for staff. The area allocation should be adequate for a suite of 3 female WC's and 2 unisex accessible WC's for a 2FE Primary. NB an accessible toilet will be required close to the main entrance for both visitors and proximity to the sick bay.
- H -** Pupils Toilet Provision: For a 2FE school, KS1 = 2 areas of 9m² maximum, KS2 = 4 areas of 9m² maximum or 2 areas of 18m² maximum. For all primary schools the overall number of toilets for KS1 and KS2 should be provided at a ratio of 1 to 20 pupils. Provision shall include direct access to some toilet provision during outside play.
KS2 pupils require separate male and female toilet provision.
KS1 toilets should be directly adjacent to KS1 classrooms or accessed from those classrooms
- I -** Not used see (I) in notes below.
- J -** Cleaners store of 1.5m² to be provided on each floor or either end of the building to allow shortest distances for cleaners to travel.
- K -** Cloaks areas: Cloaks are located within the classroom space to facilitate effective management, supervision and security along with increasing the size of the classrooms. The design and location of the cloakroom areas within the classrooms should be carefully considered.
For 30 pupils it is assumed that a 4.5m length of wall space will be required – calculated at 150mm between each peg all with associated benching / shelving.
- L -** FS Pupils Toilet / Cloak Provision: areas of 9m² (toilets) + 6m² (cloaks) required for each classroom. These should ideally be located, to enable direct access to external play.
The cloaks area could be included within the classroom area but this would require the classroom area to increase to accommodate the additional area.

For FS toilets, the Statutory Framework for the Early Years Foundation Stage guidance, states that there should be adequate provision. For the purposes of this document this is considered to usually be one toilet and one washbasin for every ten children within the FS.

- M** - Small Group Rooms: Approx. 8m² each. One to be located within the FS accommodation.
- N** - The Kitchen: should be directly accessible from a service area adjacent to the parking area at the front side of the school. The kitchen accommodation shall include a store for cleaning materials at 1m² and a cloakroom at 2m². The kitchen servery should be located following consideration of how pupils will queue in the hall for meals and to ensure free flow of pupils
Access to nearby toilet provision should be considered for kitchen staff or included within the kitchen accommodation if it is a requirements to do so.
For a 2FE school, a maximum of 2 sittings are required and the size of the kitchen and quantity of equipment should be increased, as necessary, to accommodate this requirement assuming 350 meals per day.
- O** - It is assumed that the Library area will form part of the main circulation route to ensure easy everyday access and overflow capacity.
- P** - Covered Areas: of 30m² (per FS class) should be linked to each FS classroom with access to an outside tap. They should open out into the FS garden (which should have an area of 270m² per FS classroom).
- Q** - A total covered area of 180m² has been assumed based on 15m² for each class (based on 12 KS1 / KS2 classrooms). One of the main purposes of this provision is to provide an alternative circulation route to minimise congestion. The area can also be used for storage of outside equipment such as boots for wet weather and extend the possibility of outdoors play on wet days. They should provide wind and rain shelter. Avoid designing covered areas that are shielded from view and are recessed.
- R** - Safeguarding needs to be carefully considered to ensure that the FS accommodation can be accessed within school hours without entering the main school buildings or main school grounds.
- S** - The Hall: should be located to enable a variety of routes for pupils so that they don't all converge on one entrance. The Studio and Hall may require access to a nearby accessible toilet and adjacent food room to allow them to be used for extended schools provision. Consideration should also be given to how these areas can be utilised for Breakfast and After School Clubs. NB Access will also be required via the main entrance. Details are to be discussed once the design commences as the Studio and Hall could potentially be used for community use.
- T** - The needs of SEN/higher needs pupils shall be fully explored. In particular the needs of the reserved pupil places within the SRP should be fully explored. Full consultation with the OCC SEN Manager for the Children, Education and Families Directorate, shall take place at the earliest stage to ensure that the location/design of the SRP teaching and group rooms etc. takes full account of SEN/higher needs pupil. NB Good natural daylight and good sound absorption to reduce noise levels are required. A secure outside space accessed directly from the main SRP room is also required. Cloaks will be located within the SRP classroom with pegs (150mm centres) and benching for 10 pupils or more required. Other main stream SEN may be located with the SRP accommodation following consultation with the school to establish the best scenario.
- U** - SRP: classroom to have direct access to a secure play area with covered area. The requirement is for one third of this area to be hard play. This area must be separated from other areas by a secure boundary incorporating a gate for pedestrians and double gates for maintenance equipment.
- a** - A classroom store of 1.5m² for each of the general teaching spaces. Ideally shallow storage should be provided with a max depth of 750mm.
- b** - Exclusive of circulation areas.
- c** - The Laundry and Work Room / Kitchen should each be connected to the Nursery. The Work Room / Kitchen shall provide facilities for cooking, meeting parents, work space and administration. The Laundry should provide an adult height sink along with washing machine and tumble drier.
- d** - Inclusive of storage space.
- e** - All classrooms are to be orthogonal. 6.5m should be considered as the minimum width for a 54m² classroom with 6.8m being the minimum width for a 62m² classrooms. NB head heights of windows to be positioned, ideally, at ceiling level to ensure sufficient daylight penetration to the rear of the room.
- f** - Circulation, library area and any flexible teaching areas produced by creative planning should be considered together to maximise the amount of usable space that can be achieved. This joint area should be used to create flexible areas to include group work or one to one. No level change will be acceptable within circulation areas or any area of the school building.
- g** - Where the Food Technology room is not included as part of the scheme the provision is to be allowed for within a flexible teaching area adjacent to the Studio following consultation with fire officer/building control.
- h** - Room to be located appropriate to incoming cables.
- i** - Storage dimensions should take account of the items to be stored i.e. 2.5m high doors or higher to allow for stacked tables and chairs. All storage areas are to be fully thought through to ensure that they are maximised to make full use of the available spaces. Where possible the stacking of stored materials or equipment in front of each other is to be avoided. Circulation to access stored materials within the storage to be minimised. Access to all storage (eg from another room or from the corridor) is to be carefully considered.
- j** - Accessible toilet/hygiene of approximately 9m² to be located within FS but to be situated so it is available for use by the remainder of the school without circulating through the FS accommodation.

- k** - The FS accessible / hygiene area can double up as a staff toilet.
- l** - Community store provided adjacent to extended school area or Hall.
- m** - An accessible WC should be close to the sick bay and main entrance.
- n** - The main entrance lobby should be secured from the main school. There should be a secure access hatch (suitable for ambulant and non-ambulant visitors) to the main admin office to enable staff to establish contact along with space for visitors to wait. The main entrance should be clearly visible for visitors approaching the school site from all directions.
- o** - These two room areas should be amalgamated.

External areas

Pupil drop-off

A variety of access routes into the school site should be provided to help spread congestion both within the school and on the pavement/road outside the school site.

An offsite layby for 2 coaches for drop off/pick up should be provided by the developer and access to the school site should be provided adjacent to this area.

Early discussion should take place with OCC Highways to establish any requirements for safety barriers, yellow zigzag lines etc. Consideration should be given to the drop off of pupils within the SRP.

Pupil Access

Pupils will enter their classrooms from the outside having arrived via the various entry points into the school grounds. The surfaces both externally and internally should be designed to accommodate this and limit the potential for the transfer of mud in and around the school.

Car Park

The car park shall be fully secured from the main school site play area. It shall have a pedestrian gate with a pathway to the main entrance that is separated from the schools secure areas. The position of the car park shall be such that it can link via double gates directly to the hard play area for possible use as an overflow parking facility, when required, for evening events etc.

Generic parking provision for Primary Schools is 1.5 spaces per classroom (4-11 year olds), 3 spaces per nursery classroom, 0.5 spaces per number of SRP SEN pupils; plus 2 disabled and 2 visitors over 0.5FE and 3 disabled and 2 visitors over 2FE..

Service Area

A service area should be provided adjacent to the kitchen and parking area. It should allow for an adequate turning area for delivery vehicles and refuse collection. The refuse storage area, should be located at least 6m from buildings, should be hygienic, enclosed, secure and landscaped to ensure there is no unsightly outlook.

Vehicular Access

A minimum of two 6m wide vehicular access routes should be designed to ensure access on either side of the school building and to the rear of the site. All 6m wide vehicular access routes should have 2m wide pavements on both sides of the access road and be accessed via the same width of adopted highway. Provide tarmac footpaths from all entrances to hard play areas minimising intrusion on playing field.

Temporary Accommodation (Future Proofing)

Consideration should be demonstrated for the future position of 3N° temporary classrooms that wouldn't impinge on future permanent expansion of the school (by an additional 1FE) and that would be accessible from a main circulation route.

Gradients/Circulation Routes

External circulation routes throughout the school site shall be level. Where changes in levels are unavoidable, the gradients of approaches to doorways, ramps, paths and grassed areas across the whole site should be designed to be as gentle as possible with landing/resting places where pupils with limited strength can pause when having to ascend/ descend a ramped approach. The width of all footpaths should not be less than 2m wide. Across the site the external circulation shall be in accordance with Part M Section1: Access to buildings other than dwellings.

Security

The site is to be fully secured with fencing and lockable gates to match the fencing type. The position of gates and fencing shall be fully considered within the site to ensure that safeguarding is taken fully into account.

Play Area Requirements for a 2FE School

- Pitches – 8400m²
- Hard outdoor PE - 1030m²
- Hard informal and social area – 620m²

The above hard play areas do not include the additional area requirements for paths, parking etc.

- Foundation Stage(FS) play area – 1350m²

For the FS garden the requirement is for a learning and play area of which not less than half and not more than two thirds must be hard paved. This area must be separated from other areas by a secure boundary incorporating a gate for pedestrians and double gates for maintenance equipment. An area for future climbing play equipment must be identified.

For the habitat and the informal and social area remaining, an imaginative and creative design of the informal area shall include attractive features such as grassed play mounds, amphitheatres, earth shaping to create different contours, paths leading to 'secret places' for quiet reflection and reading, geometric designs and markings for street games. The location of these areas should be carefully considered to ensure that future expansion is not compromised.

Playing Field

Where predicted outdoor ambient noise levels on the boundary of the school playing field exceed 50 dB LAeq, 30min, the design and construction of an acoustic screening such as bunding, fencing or wall may be required.

Noise barriers are to be warranted to remain serviceable for 40 years and not require maintenance for 20 years. Where acoustic bunds are proposed along the boundary of the site, consideration of the location will need to take place. Ideally the boundary of the site is to be central to that mound and a fence installed along the top.

Other fencing to be designed and installed to fully conform to play fence standards in BS EN 1176

Playing Field boundary

2.1m high proprietary welded mesh systems (200 x 50mm) constructed from min 5mm steel wire zinc alloy and powder coated to BS EN 13438 with min 80- mm x 40mm steel posts galvanized and powder coated to BS EN13438 and set in concrete a minimum of 300 x 300 x 800mm deep or more (to meet ground conditions) at maximum 3 metre centres. NB Tops to all fencing shall be smooth and have no protruding wire. All with lockable gates as required to match and to suit the width of incoming vehicular and pedestrian access route.

Main school frontage

1.8m high steel Anti Trap Bow Top fencing constructed from min 19mm diameter tubes with min 60mm diameter posts galvanized to BS EN 1561 and powder coated to BS EN 13438 and set in concrete min 600mm deep at maximum 2.775 metre centres with matching gates

Playing field construction

The playing field shall be fully drained, club standard in accordance with Sport England and SAPCA (sports and Play Construction association) guidelines. At this stage Type 4: Pipe drained with sand grooves as described in Sport England Guidance Note Natural Turf for sports shall be the minimum requirement. Layout to be agreed to enable movement of various pitch/pitches with a uniform fall of about 1:100 across the full playing field area to enable them to be moved to avoid wear and tear.

The playing field shall be constructed to ensure year round play. It is to be completed, mown and maintained for a full year prior to the handover of the school site.

Foundation Stage Play

The Foundation Stage garden shall be fully secured from the street by a 1.8m high bow top fence and from the main school by a 1.5m high bow top fence all to conform to play fence standards in BS EN 1176. An area of 9m² is required per pupil with the number of pupils per classroom space being 30. For a 2 FE school the area will be 1350m² and should be capable of being extended by 270m². Access to an external tap is required.

SRP Play

An assumed minimum area of 150m² is required or as shown on schedule above. Fencing to match Foundation Stage play area above

Site areas not specifically identified within the briefs

For the avoidance of doubt all remaining site areas are to be fully cultivated and laid to grass.

- Strip topsoil and remove to temporary stockpile for re-use where appropriate.
- Rip / loosen the formation surface to alleviate excessive compaction and smear.
- Replace topsoil / import additional topsoil as required.
- All areas are to have a minimum of 150 mm firmed free draining topsoil. Top soil to be de-stoned such that no stone >20 mm remains
- All perennial weeds are to be removed.
- To ensure a free draining topsoil, depending on the quality of the topsoil (CLAY content), it is assumed that an application of a medium/fine sand at a depth of between 25 and 50 mm will be required.
- Following the sand amelioration undertake the final cultivations, fertilisation and seeding.

NB Where any grassed areas have not been fully established for 12 months they are to be temporarily fenced (chestnut pale fencing or similar) at handover with an access gate for maintenance. All temporary fencing is to be removed at the end of the defects period.

Existing Primary Schools

The above schedule and notes 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 principals will be applied

- Existing spaces: where rooms of 48m² 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 62m²
- Reception and nursery accommodation: 2.3m² per pupil. 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 education authority. 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 the education authority 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.
- External Areas: 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. Any expansion must ensure that the site areas requirements of the school premises regulations are met.
- 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 accommodation but not for general teaching classrooms.