

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

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

			Number of forms of entry (FE)	1FE New revised (m ²)	1.5FE New revised (m ²)	2FE New revised (m ²)	2.5FE New revised (m ²)	3FE New revised (m ²)
ADS Code	Max Group size	TEACHING ACCOMMODATION	Number of pupils	270 pupils incl. 6 SEN 210 + 52 FS2 + 8 FS3	390 pupils incl. 6 SEN 315 + 65 FS2 + 10 FS3	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/ PR104	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	30	Foundation Stage (FS) – @70m ² Reception (30N° 4 year olds)	(A)(E)(L)(M) (P)(R)(e)	70	105	140	175	210
PRI23/ PRI25	30	General Teaching – @ 62m ² Key Stage 1 (KS2) 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 (KS2) including Resource Area and Cloaks	(B)(K)(Q)(a) (e)(f)(K)	248	372	496	620	744
PRA12	6	Food Technology Room/Specialist Practical	(C)(F)(g)(d)	15	15	15	15	15
PR123/ EN01?	13	SEN Classroom situated within Specially Resourced Provision (SRP)	(T)(e)(U)	27	27	32	37	42
		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
		Halls/Learning Resource Areas including SRP Sub-Total		77	96	119	140	153
		TEACHING SUB-TOTAL incl MIR Room		881	1211	1495	1832	2131
CIR03	-	Main Entrance / Reception	(n)	5	5	5	5	5
ADM04/ ADM05	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
CIR00/ CIR01		Circulation / Partition / Coms / Plant Area @ 32%	(Q)(f)	354	470	573	694	801
CIR12		Stairwell - area included in circulation above. Stairwell only required if 2 storeys has been specifically briefed		0	0	0	0	0
CIR/13		Lift - area included in circulation above. Stairwell only required if 2 storeys has been specifically briefed		0	0	0	0	0
PLA01		Plant - area included in circulation above		0	0	0	0	0
PLA05		Distribution boards - area included in circulation above		0	0	0	0	0
PLA06		Risers flues and vericaal ducts - area included in circulation above		0	0	0	0	0
PLA10		Server - any additional area required covered by circulation above	(h)(i)	6	6	6	0	0
TOC15		Additional Toilet Provision for SRP	(T)	2	2	3.5	3.5	3.5
TOC15/ TOC21		Adult Toilet Provision incl. Accessible Toilet Provision	(G)(m)	16	16	16	20	24
TOC30/ TOC31		FS Nursery Toilet Provision (supervisable)	(L)	18	22.5	27	31.5	36
TOC30/ TOC31		FS Reception Toilet Provision (supervisable)	(L)	9	13.5	18	22.5	27
TOC15/ TOC21		FS Adult Toilet Provision		0	0	0	0	3.5
TOC10/ TOC14		Pupils Toilet Provision	(H)	29	42	54	68	81
TOC06		Hygiene Room (with toilet pan in assisted / peninsular layout)	(j)(k)	9	9	9	9	9
KIT00/ KIT02/ KIT11/ KIT20/ KIT25/ KIT40		Production Kitchen *NB area may need to increase to cope with number of meals required	(N)	60	60	60	75	75
		Float		0	0	9	0	0
		TOTAL NON NET AREA		503	641	775	923	1060
		TOTAL GROSS AREA		1608	2109	2565	3092	3563
		Total Nursery Building Area		196	243.5	291	338.5	386
		Total Nursery Building Area (incl. Circulation)	(q)	259	321	384	447	510
		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

<p>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 building or site. FS classroom area requirements are based on:</p> <ul style="list-style-type: none"> • 2.5m² per child for 2 year olds • 2.3m² per child for 3-5 year olds <p>These calculations should be based on the net or useable areas of the rooms used by the children, not including storage areas, thoroughfares, dedicated staff areas, cloakrooms, utility rooms, kitchens and toilets.</p> <p>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.</p> <p>Toilets and cloaks should be located directly off the FS classrooms and should also be easily accessible from the external play area. Classrooms should have direct access to the external play area.</p> <p>Space must be identified within each Nursery classroom for children who wish to relax, play quietly or sleep, and be equipped with appropriate furniture. An adult-height sink will be required for each Nursery classroom to ensure staff do not need to use the child-height sink.</p> <p>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 likely splits for different sized schools are:</p> <ul style="list-style-type: none"> • 3FE – 90N° 4 year olds; 104N° Full Time Equivalent (FTE) 3 year olds and 16N° FTE 2 year olds • 2.5FE – 75N° 4 year olds; 91N° Full Time Equivalent (FTE) 3 year olds and 14N° FTE 2 year olds • 2FE – 60N° 4 year olds; 78N° Full Time Equivalent (FTE) 3 year olds and 12N° FTE 2 year olds • 1.5FE – 45N° 4 year olds; 65N° Full Time Equivalent (FTE) 3 year olds and 10N° FTE 2 year olds • 1FE – 30N° 4 year olds; 52N° Full Time Equivalent (FTE) 3 year olds and 8N° FTE 2 year olds
<p>B - Key Stage 1 (KS1) classrooms should be situated adjacent to the FS accommodation, with a clear progression through the school to the Key Stage 2 (KS2) classrooms. All KS1 and KS2 classrooms should be located together and grouped in year-groups, and this should be reflected in the adjacencies of the classrooms and access to those classrooms.</p> <p>All KS1 classrooms should be located on the ground floor and all ground floor classrooms should have direct access to the outside. Children will enter their (ground floor) classrooms at the beginning and end of the day from the outside door and will also access the playground during the day via the same door. Cloaks should therefore be located adjacent to this door.</p> <p>An adult-height sink will be required for each KS1 classroom to ensure staff do not need to bend to use a child-height sink.</p> <p>Supervision of circulation space / flexible teaching space from within the classroom should be via a glazed screen adjacent to the internal door. Maximisation of wall display areas to all classrooms should be carefully considered.</p> <p>Ideally all classrooms should have windows facing either north or south to enable satisfactory control of sunlight and glare.</p> <p>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.</p>
<p>C - The Food Technology Room should be located to serve both KS1 and KS2. Ideally the room 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 the Food Technology Room for After School and Breakfast Clubs and other extended schools and community activities</p>
<p>D - Physical Education Stores: Internal = 10m² to be accessible directly off the hall. External = 8m² to be accessible from the outside hard play area.</p>
<p>E - FS Stores: 4m² for each Nursery and Reception classroom, to be accessed directly off the classrooms, with a shared external store (calculated on 2m² per Nursery classroom and 1m² per Reception classroom) to be accessed from the secure play area. Consider providing shallow storage with a depth of 750mm for the internal stores.</p>
<p>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.</p>
<p>G - Adult Toilet Provision: to be located appropriate for evening use (adjacent to the hall). The area allocation should be divided up into individual toilets of not less than 2.5m² each (minimum width 1.2m) along with the appropriate number of accessible toilets of the correct size.</p> <p>An accessible toilet will be required close to the main entrance for both visitors and proximity to the sick bay.</p>
<p>H - Pupil Toilet Provision: For pupils aged 5-11yrs, the overall number of toilets for KS1 and KS2 should be provided at a ratio of 1 toilet for every 20 pupils. Provision shall include direct access to some toilet provision from the hard play area, via an entrance lobby. KS2 pupils require separate male and female toilet provision. In KS2 the girls' toilets should provide appropriate privacy with basins areas also screened from any overlooking potential.</p> <p>KS1 toilets should be located adjacent to the KS1 classrooms or accessed directly off of the classrooms</p>
<p>I - Not used see (I) in notes below.</p>
<p>J - Cleaner's Store of 1.5m² to be provided on each floor or either end of the building to allow shortest distances for cleaners to travel.</p>
<p>K - Cloakrooms: Cloaks should ideally be 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.</p>
<p>L - FS Pupil Toilet / Cloakroom Provision: Areas of 9m² (toilets) + 6m² (cloaks) required for each classroom. These should ideally be located to enable direct access to external play.</p> <p>The cloaks area can be included within the classroom area but this would require the classroom area to increase by 6m² 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.</p>
<p>M - Small Group Rooms: Approx. 8m² each. One to be located within the FS accommodation.</p>
<p>N - Kitchen: The 'full service' kitchen should be directly accessible from a service area adjacent to the parking area at the front side of the school. 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.</p> <p>Facilities for catering staff, including a changing area, toilet and a workstation for administration are required. For up to 2FE schools, the design should be for a maximum of 2 sittings and the size of the kitchen and quantity of equipment should be increased, as necessary, to accommodate the requirement assuming a minimum of 375 meals per day. For between 2FE and 3FE schools, the design should be for a maximum of 2 sittings and the size of the kitchen and quantity of equipment should be increased, as necessary, to accommodate the requirement assuming a minimum of 550 meals per day.</p>

<p>O - Library: It is assumed that the library area will form part of the main circulation route to ensure easy everyday access and overflow capacity.</p>
<p>P - Covered Areas (FS): Each FS classroom should have a covered area of 30m² and be connected to the classroom. They should open out into the FS garden (which should have an area of 270m² per FS classroom).</p> <p>There should be an outside tap underneath each classroom covered area.</p>
<p>Q - Covered Areas (KS1/KS2): The total classroom covered area has been assumed, based on 15m² for each KS1 and KS2 class. 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 shelter and take account of the wind and rain directions.</p> <p>Avoid designing covered areas that are shielded from view and are recessed.</p>
<p>R - Safeguarding: Consideration needed to ensure that the FS accommodation can be accessed within school hours without the public entering the main school buildings or main school grounds.</p>
<p>S - The Hall: should be located to enable a variety of routes for pupils so that they don't all converge on one entrance. Emergency exit from the hall shall open into an area that is within the secure perimeter of the school and that the public do not have access to.</p> <p>The Hall should be near to an accessible toilet for community use out-of-hours.</p> <p>The Studio should be adjacent to the Food Technology Room to allow them to be used for extended schools provision.</p> <p>Easy access to the Hall will 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.</p>
<p>T - SEN: The needs of SEN/higher needs pupils shall be fully explored and 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 pupils.</p> <p>Good natural daylight and good sound absorption to reduce noise levels are required.</p> <p>A secure outside play area accessed directly from the main SRP room is required. Cloaks will be located within the SRP classroom with pegs (150mm centres) and benching for 10 pupils (or more as required). Other main stream SEN may be located within the SRP accommodation following consultation with the school to establish the best scenario.</p>
<p>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.</p>
<p>a - Teaching Stores: A classroom store of 1.5m² for each classroom. Ideally shallow storage should be provided with a max depth of 750mm.</p>
<p>b - Exclusive of circulation areas.</p>
<p>c - The Laundry and Work Room / Kitchen should each be connected to the Nursery. The Work Room / Kitchen shall provide facilities for cooking (with an electric cooker), meeting parents, work space and administration and provide a clear view, across its full width of the nursery for passive supervision purposes. The Laundry should provide an adult-height sink, washing machine and tumble drier.</p>
<p>d - Inclusive of storage space.</p>
<p>e - All classrooms are to be orthogonal, with a minimum width of 6.5m for 54m² classrooms and a 6.8m minimum width for 62m² classrooms. NB head-heights of windows to be positioned, ideally at ceiling level to ensure sufficient daylight penetration to the rear of the classrooms.</p>
<p>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 be used for withdrawal purposes.</p> <p>Circulation spaces must be all on the same level; apart from stairwells between full storey levels.</p>
<p>g - Where a Food Technology Room is not included; the provision is to be allowed for within a flexible teaching area adjacent to the Studio, following consultation with fire officer/building control.</p>
<p>h - Server Room - location to be considered appropriate to incoming data lines</p>
<p>i - Storage dimensions should take account of the items to be stored. For dining storage, allow for 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.</p> <p>Circulation within stores (to access materials stored at the rear) should be minimised.</p>
<p>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.</p> <p>The structures of the ceiling and walls must be capable of supporting a track hoist and a wall-mounted changing bed to take adults, regardless of whether they are required at the time of the construction. The design/layout of the room should take into account the future location of a wall-mounted changing bed (1.8m wide x 1m deep) and the location of a track hoist changing point.</p>
<p>k - Accessible toilets / hygiene room area can double up as staff toilets.</p>
<p>l - The Community Store should be located adjacent to the Studio or Hall or an area to be used for extended school use.</p>
<p>m - An accessible toilet should be located close to the sick bay and main entrance.</p>
<p>n - The main entrance lobby should be secured from the rest of the school and include sufficient space for seating for visitors and space for a wheelchair. 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. The main entrance should be clearly visible for visitors approaching the school site from all directions.</p>
<p>o - These two room areas should be amalgamated.</p>
<p>p - The location of the sick bay should be located adjacent to the main office. There is a requirement for short term care of sick and injured pupils, which includes a washing facility and is near to a toilet. It could be considered to utilise the medical room which is required for medical examinations and treatment of pupils.</p>
<p>q - No changes in levels will be acceptable unless between full storeys.</p>