



Capital Assistance Area
Guidelines – Special
Assistance Schools

2019

Endorsed by the Commission: 16 October 2018

These guidelines should be read in conjunction with:

Capital Assistance – An Overview

Capital Round 2019 – Important Dates

Capital Assistance Guidelines 2019

1 Introduction

These guidelines apply to all Special Assistance Schools accredited by the Queensland Government and operated by a School Authority affiliated with the Queensland Catholic Education Commission (QCEC).

There is no separate capital funding for Special Assistance Schools. However, separate area guidelines apply to Special Assistance Schools as opposed to other schools to reflect the need for smaller class sizes.

The guidelines should be read in conjunction with *Capital Assistance – An Overview, 2019 Capital Round – Important Dates* and *Capital Assistance Guidelines 2019* as all other provision apply equally to all schools.

The QCEC Secretariat is available to assist with matters relating to capital applications and can be contacted on 3316 5818 or capital@qcec.catholic.edu.au

2 Area guidelines

It is recognised that, irrespective of size, all schools require a core or minimum provision of facilities to operate properly. The following functional spaces are considered core requirements to provide sufficient space to offer the curriculum for a Special Assistance School based on an enrolment of 100 students. In the event a lesser number of students are proposed, the facility provisions will be adjusted accordingly.

Facility type	Use of space	Comments	Number of spaces / area of space
Administration	See following table for specific spaces for administration	Area allowance based on Primary school provisions	227m ² , plus 10m ² covered entry
Covered lunch area/gathering space	To convene 'gatherings' and used as a teaching space	Area allowance based on Primary covered lunch area (based on 100 to 400 students)	125m ²
Covered PE area	To provide a space for physical education with protection from the sun	Area allowance is based on a ½ covered area for a Primary school with up to 175 students	392m ² or Alternative Option
PE store	A space to provide storage	For the storage of PE equipment	50m ² in total; the split can be determined by the school
Gym	A space to provide physical education		
Student toilets	Design to consider potential conflicts around toilet area	Veranda at unenclosed rate.	To code, plus 30% for veranda
Kitchen/Food technology/Canteen	Multi-purpose space; could be used to teach Food Technology and to provide meals for students	Area based on 60% of hospitality kitchen. This is a teaching space and general food preparation area for students. Allowance for food service standard inclusive of equipment of \$46,350.	60m ² kitchen/learning space 25m ² for storage, cold room/freezer, plus 20m ² veranda

Facility type	Use of space	Comments	Number of spaces / area of space
GLAs		5 GLAs	35m ² each GLA, plus 10m ² veranda
Flexible Specialist rooms		Three Flexible Learning Areas which could be used for Art, Man Art or Music.	Industrial Technology: 100m ² (inclusive of storage areas), plus 25m ² veranda and 20m ² covered court Music: 80m ² (inclusive of storage areas), plus 25m ² veranda Art: 80m ² (inclusive of storage), plus 25m ² veranda and 20m ² covered court
Maintenance Store			36m ²
Parent room (this space is not a child care facility)	To provide a space for young parents who are seeking an education while still attending to the needs of their children	Area to include change area, toilet and shower areas, plus an area for a washing machine and quiet space. This space will have the ability to be a learning space. Cost allowance is 35m ² @ secondary GLA rate and 5m ² @ Student amenities rate.	40m ² , plus 10m ² of veranda
Administration Space		Comments	
Office for Head of Campus		To provide a space for administrative purposes	
Office for Deputy head of campus		To provide a space for administrative purposes	
Counsellor/interview room		To provide a space for visitors such as counsellors, police officers and welfare workers	
Meeting room		Approx. twice the size of an office space	
Reception/work space		To provide a space for administrative purposes	
Sickbay		Needs to be in close proximity to the Office/Reception area	
Staff rooms		A space for staff to gather and work collaboratively	
Staff toilets		Need to include a PWD toilet and shower	
Server room		To accommodate IT equipment	
Storage facilities for records		For the storage of student work and other records	
External Spaces		Comments	
Passive Areas		Discreet small areas where students and/or staff can reflect and discuss concerns or learnings.	
Minibus storage area		Does not need to be an enclosed garage; a chain mesh enclosure would be suitable.	