


To Headteachers of all High Schools

Dear Colleague

### **Accommodation shortfalls**

As part of the suitability work currently being undertaken, an assessment we are required to make is of possible accommodation shortfalls in schools. Such shortfalls are assessed against the requirements of DfES Building Bulletin 82 and the demands of your curriculum. This latter element means that the assessment outcomes will necessarily vary from high school to high school.

I have been exploring ways of carrying out the assessment to ensure a consistent and useful return from all high schools. The DfES model has a number of issues that I believe have been overcome by the model produced and used successfully by colleagues in Suffolk. The most significant advantages of this model are that the demands for data are not great and it may be of some value after this exercise for schools to model the impact of curriculum changes. The model is a spreadsheet available on ESINET. I would be grateful if you would download the spreadsheet and complete it by no later than 17 January 2003. What you need to do is explained on the first sheet of the spreadsheet. I also enclose more detailed information for the person who will be completing the spreadsheet. I recommend accessing this additional information via ESINET and the E-Courier so that the hyperlinks to the spreadsheet will work directly. As this data will be used to help prioritise projects, it is your schools best interests to complete the task by the due date.



What  
you need  
to do

You may be wondering what has happened to your suitability assessment reports. A number of issues have overtaken our plans to issue the reports earlier this term. To provide a coherent approach to their circulation we want to link their distribution with the re-survey of some schools (all schools with at least one room with a suitability grade of 'B') and the development of accessibility plans. Therefore we will be sending your report about 2 weeks prior to your re-survey visit. The visits are taking place throughout the spring term 2003.

Thank you in anticipation of your help.

Yours sincerely

Alan Smith  
Education Officer (School and LEA Effectiveness)

## **Asset Management Plans: Suitability Assessment**

### **Identification of a shortfall in available spaces (High Schools only)**

A feature of the assessment of suitability of a school is the identification of any shortfall in space required by the curriculum. Such a shortfall is clearly driven, in part, by the curriculum model adopted by a school. To facilitate the identification of a shortfall in a consistent manner we have adopted the analytical model developed by colleagues in Suffolk LEA. This was developed in collaboration with their high schools and has since been used successfully by them to identify shortfalls.

The high schools reported that they found the process easy and most importantly, a useful modelling tool. A number of schools have since used it to try different curriculum models to both see what might work and to maximise the use of their resources.

The analytical tool has been built using an Excel spreadsheet workbook. This is available on ESINET<sup>1</sup>.

Please complete each sheet in the workbook; the first page of the workbook explains what is required. You will note that only the white spaces need to be completed, but the figures generated in the other areas may be of interest to you. Your work can be saved and or printed at any point. The last sheet provides a summary of the analyses completed on each page.

At this stage the analysis assumes 90% usage of all rooms. Although high, it provides a consistent, national baseline. If necessary this can be adjusted later without the need to collect further data.

The outcome of this exercise may show you have a shortfall or surplus of certain rooms. The outcome must be interpreted within the context of your school and therefore it may need to be adjusted. Although we may categorise any shortfall as an 'A' under the Asset Management Plan categorisation guidance, this will only be after it has been agreed with you.

Please use the outcomes of this process in your own Premises Development planning.

Because of the significance of this categorisation it is essential that your school is included in this exercise.

Please e-mail the completed file to:

[Chris Harrison](mailto:chris.harrison.edu@norfolk.gov.uk) chris.harrison.edu@norfolk.gov.uk

If you have problems using the spreadsheet or have any queries about it please e-mail Chris or telephone on (01603) 222353

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<sup>1</sup> <http://www.norfolkesinet.org.uk/pages/pagej036.asp?z=z&next=showcat&uniqucat=1071>