



Capital Assistance
– Special
Assistance School
Guidelines

2023

Endorsed by the Commission: 18 October 2022

These guidelines should be read in conjunction with:

2023 Capital Round – Important Dates

2023 Capital Assistance Guidelines

1 Introduction

1. 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).
2. 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.
3. The guidelines should be read in conjunction with *2023 Capital Round – Important Dates* and *2023 Capital Assistance Guidelines* 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

4. 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 (SAS) based on enrolments of 80 to 100 students which can be requested as a stage 1 development of a new SAS. In the event a greater number of students are proposed, the GLA provisions can be adjusted proportionally as a future stage 2 request.

Facility type	Use of space	Comments	Stage 1 number of spaces / area of space	Stage 2 number of spaces / area of space
Administration	See the following table for specific spaces for administration	Average area allowance based on a small Primary and secondary school provision	270m ² , plus 10m ² covered entry	
Covered lunch area/gathering space	To convene 'gatherings' and used as a teaching space	Area allowance based on a Secondary covered lunch area (based on 1 to 184 students)	150m 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/ outdoor education	A space to provide storage	For the storage of PE equipment	60m ² in total; the split can be determined by the school	
Gym	A space to provide physical education			

Facility type	Use of space	Comments	Stage 1 number of spaces / area of space	Stage 2 number of spaces / area of space
Student toilets	Design to consider potential conflicts around toilet areas	Veranda at unenclosed rate.	To code, plus 30% for veranda	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	This is a teaching space and general food preparation area for students. Allowance for food service standard inclusive of equipment of \$46,350.	100m ² kitchen/learning space 25m ² for storage, cold room/freezer, plus 20m ² veranda	
GLAs		4 GLAs	40m ² each GLA, plus 20m ² veranda	2 GLA' at 40m ² plus 20m 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 childcare 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 20m 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.	