

## New Primary Free School, Cringleford, Norfolk



Commissioning of a New School under Section 6A of  
Education and Inspections Act 2006

Background information, Specification & Application form

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## **Section A - Introduction**

Under section 6A of the Education and Inspections Act 2006 (the 'free school presumption') where a local authority identifies the need to establish a new school it must, in the first instance, seek proposals to establish an academy. Norfolk County Council has identified the need to establish a new primary school in Cringleford, Norfolk, planned to open in September 2024.

### **Education landscape in Norfolk**

Norfolk is one of the largest counties in the UK and its geography is a varied mix of urban and rural. It is bordered to the east and north by over 90 miles of coastline. There is a two-tier model of local government in Norfolk.

The school landscape reflects the urban/rural mix. There are 3 All Through schools, 347 primary phase schools and 50 secondary schools, including the University Technical College. There are 3 Sixth Form Colleges (East Norfolk, City College Paston and Dereham), 3 Further Education Colleges (City College, College of West Anglia, and East Coast College – Great Yarmouth campus), and 1 Sixth Form Free School (Sir Isaac Newton).

In the higher education sector, Norfolk is home to the renowned universities, the University of East Anglia (which in collaboration with the University of Essex sponsors the University Campus Suffolk and validates its degrees) and Norwich University of the Arts. Local Further Education Providers also provide a significant offer of higher education.

Norfolk has a vibrant developing economy with growth sectors in agri-tech, life sciences, advanced manufacturing, energy and engineering. Financial services, tourism and culture and digital creative sectors also play a key underpinning role in Norfolk's ambitious growth plans.

### **Evidence of need for a new primary school in Cringleford**

The planning area of Cringleford has experienced significant population growth over many years and continues to do so. There is currently one 420 place Primary School in the community, which has been able to manage the continued growth with support of other surrounding schools, but this school is now at capacity.

Through the growth of a further 1300 new homes being built and the popularity of the area, it is expected continued pressure will exist until the opening of the new school within the new housing development. The site for the new school will come to the County Council free of charge from the developers.

The opening of the new school will need to be carefully managed alongside the existing school in the area, and to ensure there is sufficient need if further future development is recognised.

Current 2021/22 pupil forecasts for the Cringleford primary planning area are as follows:

Year	YR	Y1	Y2	Y3	Y4	Y5	Y6	Total	surplus/deficit places
21/22	59	60	85	62	63	61	60	450	-30
22/23	63	63	64	90	62	67	63	472	-52
23/24	62	67	68	69	95	70	75	506	-86
24/25	56	68	73	78	76	102	85	538	-118
25/26	68	62	74	79	85	83	109	560	-140

The table indicates the pressure for places increasing as the development yields additional pupils. The existing pressure has been managed through the school accepting a bulge year and other schools in the vicinity accepting additional pupils. We expect a yield of 365 places from the development of 1300 homes, we would want this new school to serve the development as a centre for the community.

### Current primary provision

There is currently one 420 place Voluntary Aided primary school serving Cringleford village. In the last 3 years, reception admissions round the local primary school have been over-subscribed and several Cringleford families were offered a place elsewhere.

School	Type of School	Ofsted Rating	Published Admission Number (Sept 2021)	Net Capacity	Number of Pupils on Roll (census Sept 2021)
Cringleford CE VA Primary	Voluntary Aided	Outstanding 2017	60	432	446

The developments already established in Cringleford will continue to adapt and change, and under construction is Newfound Farm off Colney Lane, Roudhouse Park and land south of Newmarket Road.

Norfolk County Council's analysis demonstrates the demand for the new school based on the existing and future expected growth.

## Pupil profile of the area

Appendix B sets out the details of local primary and secondary schools within 2 – 3 miles of the this proposed new school. The following pupil profile information reflects the data of the existing pupils in the Cringleford area.

Element	Definition	Number	%
Pupil Population *	The number of pupils in Year R-11 inclusive	726	N/A
Free School Meals *	Proportion of pupils eligible for Free School Meals	65	9.0%
Looked After Children **	Number of current Looked After Children	0	0.0%
Previously Looked After Children **	Number of current and previously Looked After Children	2	0.2%
Black, Asian and Minority Ethnic (BAME) pupils *	In this classification, BAME comprises all Mixed, Asian, Black and Other (non white) ethnicities. White ethnic groups comprise White British; White Irish, Gypsy or Irish Traveller; and Other White	174	24.0%
Special Education Needs and Disability (SEND) *	Pupils with an EHC Plan or receiving SEN Support	EHC Plan: 23 SEN Support: 73	EHC Plan: 3% SEN Support: 10%
Key Stage 2 outcomes ***	Pupils whose end of Key Stage 2 attainment were at the expected level for combined reading, writing and maths	37	71%

Based on pupils with a Main Domicile Address withing Cringleford Parish.

\* School and Pupil Census, Spring 2022 (Year R-11)

\*\* Synergy Core Pupil Database (Year R-11) as at 20/07/2022

\*\*\* Key Stage 2 Attainment Data (2018/19 Academic Year)

## Process and Timetable for application

Process	Timescale
Publication of specification and invitation to sponsor a new primary school	12 September 2022
Closing date for potential sponsors to submit application forms to Norfolk County Council	Monday 7 November 2022 (deadline 12 noon)
Norfolk County Council sends details of all applications to DfE and seeks views on applications	By 14 November 2022
NCC Panel undertake initial assessment of all applications, with RD	Week beginning 10 December 2022
Shortlisted applicants for interview notified	By 17 December 2022
Interviews with Panel constituted by Norfolk County Council	Week beginning 9 Jan or 16 Jan 2023
Recommendation and referral of named preferred bidder to DfE (RD)	By 21 January 2023
Decision by Secretary of State (RD)*	By end March 2023

\*there is no specified timescale for this part of the process, but it is estimated at 6 weeks.

Once advised of the Secretary of State's decision the local authority will publicise this information on its website and via other media/communication channels and begin the process of working with the successful sponsor to establish the new school.

The Regional Department for Education Director (RD) for East England and North East London, on behalf of the Secretary of State, will consider the local authority assessments and recommendations before deciding which proposer is in the best position to take forward the new school. The RD will inform the local authority, the successful proposer and the local MP of its decision and the local authority will inform any unsuccessful proposers.

**NB:** the local authority led free school presumption is a different route to the DfE's free school programme. Further information about how to establish a new school via the DfE's free school programme route can be found at:

<https://www.gov.uk/government/collections/opening-a-free-school>

### Application process

To **register interest** in applying and to be part of a general mailing list for updates about this opportunity, please email: [schoolreview@norfolk.gov.uk](mailto:schoolreview@norfolk.gov.uk).

If you would like further information or wish to discuss your application, please contact Caroline Money via email [caroline.money@norfolk.gov.uk](mailto:caroline.money@norfolk.gov.uk)

Potential sponsors should complete the application form which can be found in Appendix A and once completed should be sent to [schoolreview@norfolk.gov.uk](mailto:schoolreview@norfolk.gov.uk) by 12 noon, 7 November 2022.

**Please note** that meetings, assessments and interviews, may be done remotely using Teams.

## Section B - The School

Type of school	Free School (mainstream)
Opening Date	September 2024 (earliest)
Character/ethos of school	<p>There is an expectation the approved provider will have a clear vision for this new school. This will include a coherent statement of the underlying principles and ethos the school will adhere to and how these will help deliver the aspirations Norfolk County Council have for the school.</p> <p>We are looking for a provider with a record of accomplishment for outstanding or good education and a strong record of school improvement. The curriculum should be broad, balanced and delivered in an inspiring and exciting way. High educational standards with a resolute focus on ensuring children can reach their potential are a key requirement. At the same time, the school must show a strong moral and caring ethos, ensuring children have the care and support they need to thrive. The school must be fully inclusive.</p> <p>The approved provider should be able to demonstrate how they will work in partnership with Norfolk County Council, other local schools and other agencies and organisations, to support individual children and to use their expertise to raise standards in other schools. This includes working with local early years settings and secondary schools to help ensure successful transitions between educational phases. It should also support our <a href="#">Flourish ambition</a>.</p>
Phase of education and age range	Primary, 4 – 11 years
Gender	Co-educational
Pupil capacity	<p>The school has been designed for a two form entry primary phase school.</p> <p>We will work with the approved provider to balance the availability of places against local demand and to minimise the impact on neighbouring primary schools.</p>
Planned initial PAN, number of forms of entry on opening and expected rate of growth	Initially the PAN will be 30 in Reception, growing year on year until the school has reached capacity of 420 pupils; 60 PAN. However, this will be reviewed and depend on demand for primary school places from local housing developments and the age range of children moving into the area. See Appendix C for the proposed growth by cohort.
Proposed admission arrangements and catchment area	Admissions are determined by the admission authority but must prioritise local children and fully comply with the school admissions code. The admission number in the school will be 60 in all age groups i.e. 2 forms of entry. All proposers will be expected to follow the DfE School Admission Code and the School Admissions Appeals Code. Proposers will be required to participate in Norfolk County Council's co-ordinated scheme for admissions and the Council's in-year admissions procedure.



	<p>The catchment area will be defined and will include the housing development adjacent to the new school. Given existing catchments in Cringleford, it would seem appropriate to set a new specific catchment area for this new school. The Diocese may also wish to revise the current area served by the existing school.</p>
<p>Site details and location (incl postcode and details of ownership)</p>	<p>The school is situated at Woolhouse Way, Cringleford, Norwich NR4 7FU. See Appendix D for details of the site and floor plan.</p> <p>The two storey school will be built to current DfE Building Bulletin requirements for primary schools. The new school will be a modern design, offering high quality facilities for the benefit of the new school and the wider community. The school will accommodate 420 children, when up to capacity.</p> <p>The school will be designed and procured by Norfolk County Council and will then be transferred by the County Council on a 125 year lease, to the approved provider.</p>
<p>Nursery provision</p>	<p>There will not be nursery provision on site. The Cringleford ward has 1 x full day care and 1 x preschool. In addition, the Cringleford Primary School catchment area (5 – 10 miles), has 15 x full day care, 5 x preschools, 4 x school run nurseries and 2 x childminders. There are also plans for an additional setting to be included in a new community building in the Cringleford area. Given the provision in the area there is not a need for further nursery provision on the new school site.</p>
<p>Sixth form provision</p>	<p>No</p>
<p>SEN provision</p>	<p>The new school must provide an inclusive learning environment in which all pupils, including those with special or additional educational needs and those with disabilities, are supported and enabled to make appropriate progress. The needs of vulnerable children and young people should be met locally wherever possible. The new school should have a strong focus on equalities, early intervention and supporting the needs of the local community</p>
<p>Transport arrangements</p>	<p>It is expected that the majority of children attending the school will walk and cycle to the school, as the new development has a network of footpaths with links to other nearby housing and is centrally located to serve both the existing community and the future proposed housing development. The school will, however, be expected to develop a School Travel Plan to comply with the likely planning conditions for the development and to encourage safe and sustainable travel to school. There is no expectation that the Council will provide a home to school travel service as a matter of course.</p>
<p>Details of any planned community use of the building</p>	<p>The approved provider will be expected to ensure that the school plays a key role within its immediate community and the wider local economy. The school will be expected to provide access for community groups as appropriate.</p>



## Section C - Vision

Applicants should take account of the relevant criteria in Annex C of the free school presumption guidance.

As a minimum, please ensure you include the following:

- A strong educational vision and a curriculum delivery based on high standards of attainment for each key stage
- Plans for appropriate engagement with the local community and parents during the pre-opening period and any on-going engagement
- Excellent support facilities to meet the needs of all children, including looked after children, those with Special Educational Needs, etc
- A commitment to excellent outcomes and high quality of teaching and learning

## Section D - Education Plan

Applicants should take account of the relevant criteria in Annex C of the free school presumption guidance.

As a minimum please ensure you include the following:

- An ambitious, broad and balanced, deliverable curriculum plan which is consistent with the vision and pupil intake. This could include a curriculum table and pupil build up chart
- Strategies for measuring pupil performance effectively and setting challenging targets
- A staffing structure that will deliver the planned curriculum within the expected income levels; with a focus on outstanding teaching (including strategies for effective performance management). This could also include an organogram and staff build up chart
- The needs of all children are fully provided for and how the school will be fully inclusive
- Details of enrichment and extended services, for example, breakfast clubs, sports clubs, homework clubs and music/art clubs
- The school's approach to: PHSE; the Prevent Duty; safeguarding and welfare; and promoting fundamental British values (democracy, the rule of law, individual liberty, mutual respect and tolerance of those with different faiths and beliefs)

## Section E - Capacity and Capability

Applicants should take account of the relevant criteria in Annex C of the free school presumption guidance.

As a minimum please ensure you include the following:

- The resources you would draw on and/or deploy to support the development of the new free school by the opening date
- Clear evidence that you have the range of skills and abilities necessary to set up and then run a school effectively, including: managing school finances; leadership; project management; marketing; human resources; safeguarding; and health and safety
- How the school would be organised and what the governance arrangements would look like, including a diagram of the proposed structures

## Section F - Funding and Costs

Capital costs will be met by the Local Authority.

The land is in the ownership of Norfolk County Council and will be delivered to an Academy Trust via a standard 125-year lease.

### Furniture, Fittings and Equipment

Furniture, fittings and equipment (FF&E) along with ICT are provided as part of the project.

### Pre-Opening Costs

NCC will seek evidence from the successful applicant regarding projected pre-opening costs. The successful applicant will be expected to sign up to a Memorandum of Understanding to work within an agreed capped Pre-Opening Grant amount of £195,000 (reduced to £125,000 if this school is not the first school to be opened by the Trust via the NCC LA Presumption Route school in the same academic year). The Pre-Opening Grant is expected to cover all revenue costs up until the opening of the school, for example:

- project management (support to coordinate all work leading to the development of the school, excluding site related issues)
- educational services
- staff recruitment (including the principal designate)
- salary costs (which often include the principal designate, finance or business manager and administrative support in advance of opening)
- marketing costs
- consultation costs and open evening costs
- pre-opening office costs
- administration of admissions (including applications and appeals)
- trustee induction and support
- financial and management information system (purchase)
- contingency for unexpected costs

A payment profile for Pre-Opening Grant will, upon successful application, be agreed between the Trust and the LA.

Any unspent grant would be permitted to be rolled into the school's budget, but not held by the Trust.

In addition, the DfE currently provides a one-off Project Development Grant of £25,000 to successful applicants to cover legal expenses in relation to setting up the new free school.

### Financial Plan

The DfE's Mainstream School financial template should be used to generate an indicative core budget and financial plan. After opening, the new school will be funded directly for its core budget by the Education and Skills Funding Agency (ESFA) on the same basis as other academies and free schools. However, any top-up funding that is required for high needs pupils will be allocated by Norfolk County Council.

All costs of running the school should be submitted within the Trust's financial plan as part of the application process to the LA using the DfE's Mainstream School financial template.

### Post-Opening Costs

In addition to the core budget from the ESFA, Norfolk County Council may agree to provide Post-Opening Grant funding. Any Post-Opening Grant funding agreed between the LA and the Trust would be time-limited to cover diseconomies of scale during the opening years of the school. The amount is based on an assessment by Norfolk County Council and is not subject to ESFA policy.

Please ensure that you develop your financial plan for the new school based on the information provided in this document. If you have any queries about funding for the new school, please contact us via [schoolreview@norfolk.gov.uk](mailto:schoolreview@norfolk.gov.uk)

## **Section G - Impact and Equalities Assessments**

As prescribed by section 9 of the Academies Act 2010 and section 149 of the Equality Act 2010, the local authority must assess the potential impact of any new school on existing educational provision in the area. The local authority must also consider whether the new school would impact on any groups with protected characteristics.

Norfolk County Council has carried out an Equalities Impact Assessment. This included an analysis of the people affected by this proposal and the potential impact, incorporating;

- Impact of education in specialist provision
- Impact on other schools
- Capital impact

The Equalities Impact Assessment identified several positive impacts;

- More children and young people can be educated closer to their home as it provides local places for local children.
- The additional school will extend the range of preferences available for parents/carers.

Norfolk County Council confirms that the new school will **not** have a negative impact on public or service users and that no particular groups of people or current local schools will be adversely affected by the new school. However, there are a number of risks identified within the development of a new free school and appointing a sponsor;

- House build rate slows and expected number of children is impacted
- Sponsor has additional accessibility needs
- Delays to new school opening
- Sponsor not identified through presumption process
- Admissions impact if Sponsor appointed by RD with religious focus

Listed below are the recommended actions that will help to mitigate it these risks.

	<b>Action</b>	<b>Lead</b>	<b>Date</b>
1.	Monitor pupil places and house build rate	Place Planning	ongoing
2.	Work with trust sponsor, once appointed on accessibility issues	Capital	by Sept 24
3.	Delivery of new school on time, compliant with DfE Building Bulletin 103 requirement for primary schools	Capital	By Sept 24
4.	Work with RD to identify sponsor for new free school	School org/ Partnership Adviser	By September 2023
4.	If RD sponsors a Trust with a religious focus, to work with the trust, to ensure the school will be inclusive	Partnership Adviser	From Sept 23 – Sept 24

## Assessment of Proposals

Please note that during the current Covid restrictions, all communication will be done remotely using Teams, including all meetings, assessments and interviews.

Only applications received by the published deadline of noon on **7 November 2022** and on the attached form in Appendix A, will be considered for evaluation.

Applicants must ensure that they are on the DfE’s approved academy sponsor list. New proposers will need to be assessed by the DfE through the normal sponsor approval route and will therefore need to make a separate application to the DfE to become a sponsor. Contact with the DfE should be made as soon as possible and before submitting a formal proposal to Norfolk County Council.

All bids received will be evaluated against the criteria set out in the application form and the key criteria set out by the DfE ([Annex C](#)), which are;

- Strategic vision
- Educational capacity and performance
- Financial planning
- Operational capacity
- Governance.

**Scoring criteria:**

Each criterion is scored using a 4-point scale so that:

- 0 = The evidence and argument contained in the application is “inadequate”
- 1 = The evidence and argument contained in the application is “adequate”.
- 2 = The evidence and argument contained in the application is “good”.
- 3 = The evidence and argument contained in the application is “excellent”.

Each section and criterion will be scored equally, no weighting applies.

Shortlisted applicants will be invited to an interview, with a panel constituted by Norfolk County Council.

After the panel interview, Norfolk County Council will send details of its preferred applicant, along with details of all bids, to the DfE for consideration. The Regional Director, on behalf of the Secretary of State will consider the Council’s assessments before deciding on which applicant is in the best position to take forward the new school. The RD will then inform Norfolk County Council of their decision.

## Appendix A – Application Form

**Please note;** this is available as a separate Word document format.

### Section A – Applicant Details

Name of organisation.

Contact details (name, email address, phone number, and postal address).

How would you describe your organisation?

Do you currently run any existing schools, academies or free schools? If so, please give details, including the most recent Ofsted and attainment data for each.

Did you put this application together with support from another company or organisation? And if so, please provide details about this organisation.



**Section B – The School**

Please explain how your organisation’s knowledge and experience of the local area would be used to inform your plans to establish this particular school.

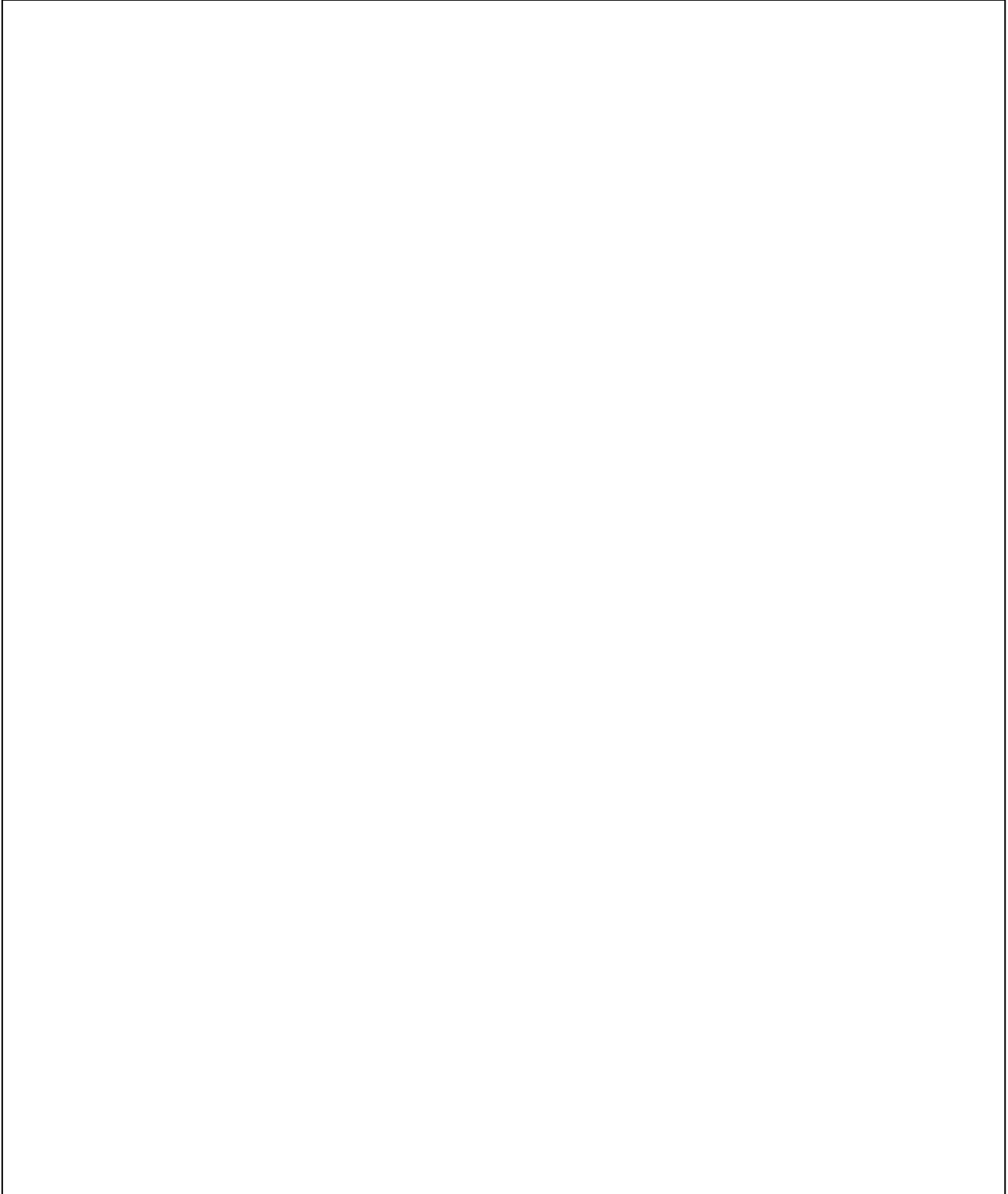
**Section C – Vision**

Please explain your vision and how it meets the requirements in the published specification.



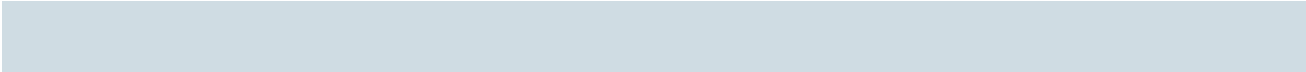
**Section D – Education Plan**

Please explain how your educational offer/curriculum plan meets the requirements in the published specification.

A large, empty rectangular box with a thin black border, intended for the user to provide a detailed explanation of how their educational offer or curriculum plan meets the requirements specified in the published specification.

**Section E – Capacity and Capability**

Please explain and provide evidence of how your organisation would meet the requirements in the published specification.



## Appendix B – Additional information on local schools for potential sponsors

(updated July 2022)

Primary Schools within 2 miles of development			
DfE	School Name	Net Capacity	Distance in Miles
3313	Cringleford CE VA Primary School	432	0.60
3418	Bluebell Primary School (Broad Horizons Education Trust)	210	1.1
2317	West Earlham Infant & Nursery School	187	1.2
2321	West Earlham Junior School	249	1.3
2300	Colman Junior School (Colman Infant and Junior Schools Federation)	270	1.5
2101	Little Melton Primary School	105	1.5
2086	Eaton Primary School (Evolution Academy Trust)	418	1.6
2301	Colman Infant School (Colman Infant and Junior Schools Federation)	180	1.6
2022	St. Francis of Assisi Catholic Primary School (St John the Baptist Catholic MAT)	420	1.6
2047	Norwich Primary Academy (Inspiration Trust)	420	1.6
2050	Clover Hill VA Infant and Nursery School (All Angels Federation)	180	1.7
2122	Henderson Green Primary Academy (The Heart Education Trust)	208	1.7
3405	St Michaels CE VA Junior School (All Angels Federation)	450	1.9
3428	Recreation Road Infant School (Heigham Community Federation)	360	1.9

2416	Chapel Break Infant School	180	1.9
2125	Valley Primary Academy (The Heart Education Trust)	262	1.9
2291	Avenue Junior School (Heigham Community Federation)	480	2.0
<b>Secondary Schools within 3 miles of development</b>			
<b>DfE</b>	<b>School Name</b>	<b>Net Capacity</b>	<b>Distance in Miles</b>
6906	City Academy Norwich (Sapientia Education Trust)	1100	1.2
4065	City of Norwich School (Ormiston Academies Trust)	1730 inc 400 6 <sup>th</sup> Fm	1.9
4009	Hethersett Academy (Inspiration Trust)	1150	2.2
4014	University Technical College Norwich (Community Schools Trust)	600	2.4
6907	Ormiston Victory Academy (Ormiston Academies Trust)	1250*	2.5
4022	The Hewett Academy (Inspiration Trust)	1493 inc 500 6 <sup>th</sup> Fm	2.6
4605	Notre Dame High School, Norwich (St John the Baptist MAT)	1460 inc 410 6 <sup>th</sup> Fm	2.9
4013	Jane Austen College (Inspiration Trust) (NOR 1048 - January 2021)	1100	2.9
*Figure not including project work 2020-2021, increasing to 1800 (including 300 6 <sup>th</sup> Form)			

## Appendix C - Growth by cohort

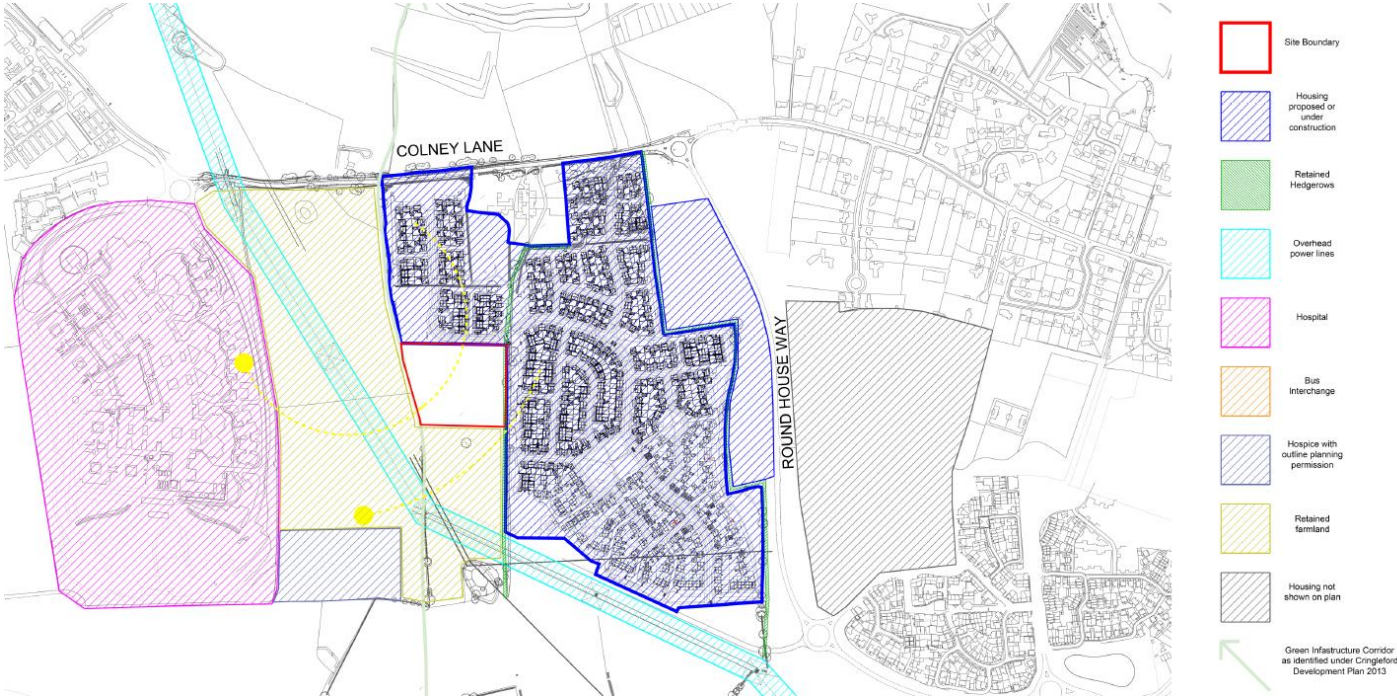
Year	Y R	Y 1	Y 2	Y 3	Y 4	Y 5	Y 6	Y 7	Y 8	Y 9	Y 10	Y 11	Total
24/25	30	0	0	0	0	0	0						30
25/26	30	30	0	0	0	0	0						60
26/27	30	30	30	0	0	0	0						90
27/28	30	30	30	30	0	0	0						120
28/29	60	30	30	30	30	0	0						180
29/30	60	60	30	30	30	30	0						240
30/31	60	60	60	30	30	30	30						300
31/32	60	60	60	60	30	30	30						330

Table of need identified following the managed transition of the area including the new school site.\*

\*This could be subject to change



# Appendix D – site map and floor plan



# Ground Floor Plan



- Colour Key**
- |  |  |   |
|--|--|---|
| <span style="color: #90EE90;">■</span> Basic Teaching (oly) Room       | <span style="color: #FFB6C1;">■</span> Learning & Resource - Library | <span style="color: #ADD8E6;">■</span> Non-Hot Area - Toilet (Public) |
| <span style="color: #90EE90;">■</span> Basic Teaching (GT)             | <span style="color: #FFDAB9;">■</span> Non-Hot Area - Changing       | <span style="color: #ADD8E6;">■</span> Non-Hot Area - Toilet (Staff)  |
| <span style="color: #FFFF00;">■</span> Basic Teaching Large Group Room | <span style="color: #D3D3D3;">■</span> Non-Hot Area - Cloakroom      | <span style="color: #D2B48C;">■</span> Staff & Admin - Office         |
| <span style="color: #FF0000;">■</span> Hall - Men                      | <span style="color: #D2B48C;">■</span> Non-Hot Area - Kitchen        | <span style="color: #808080;">■</span> Storage                        |
| <span style="color: #FF6347;">■</span> Hall - Stairs                   | <span style="color: #A9A9A9;">■</span> Non-Hot Area - Plant/Server   |   |

# First Floor Plan



**Colour Key**

- |  |   |  |
|--|---|--|
| <span style="display:inline-block; width:15px; height:15px; background-color:#4CAF50; border:1px solid black;"></span> Basic Teaching KS2              | <span style="display:inline-block; width:15px; height:15px; background-color:#9C27B0; border:1px solid black;"></span> Learning & Resource - Small Group Room | <span style="display:inline-block; width:15px; height:15px; background-color:#4DD0E1; border:1px solid black;"></span> Non-Net Areas - Toilet (Pupils) |
| <span style="display:inline-block; width:15px; height:15px; background-color:#FFC107; border:1px solid black;"></span> Basic Teaching Large Group Room | <span style="display:inline-block; width:15px; height:15px; background-color:#FF9800; border:1px solid black;"></span> Non-Net Areas - Changing               | <span style="display:inline-block; width:15px; height:15px; background-color:#2196F3; border:1px solid black;"></span> Non-Net Areas - Toilet (Staff)  |
| <span style="display:inline-block; width:15px; height:15px; background-color:#FFEB3B; border:1px solid black;"></span> Basic Teaching Specialist       | <span style="display:inline-block; width:15px; height:15px; background-color:#A9A9A9; border:1px solid black;"></span> Non-Net Areas - Circulation            | <span style="display:inline-block; width:15px; height:15px; background-color:#8D6E63; border:1px solid black;"></span> Staff & Admin - Office          |
| <span style="display:inline-block; width:15px; height:15px; background-color:#E91E63; border:1px solid black;"></span> Hall - Main                     | <span style="display:inline-block; width:15px; height:15px; background-color:#8D6E63; border:1px solid black;"></span> Non-Net Areas - Plant Server           | <span style="display:inline-block; width:15px; height:15px; background-color:#455A54; border:1px solid black;"></span> Storage                         |