



SCHOOL BUILDING AND FACILITIES POLICY

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Introduction

The physical environment of a school plays a critical role in **promoting** a safe, healthy, inclusive, and sustainable learning experience that aligns with the vision and mission of Sunrise English Private School, Abu Dhabi. This policy outlines the requirements for the design, construction, maintenance, and inspection of school buildings and facilities. All infrastructure **must comply with** the specifications set out by the ADEK Private Schools' Design Guidelines, as well as the regulations of other relevant government authorities. Regular maintenance and inspections are conducted to ensure that all facilities remain safe, functional, and conducive to high-quality educational provision.

Purpose

- To ensure that school buildings and facilities comply with all relevant planning, design, and construction specifications, as well as occupational health, safety, and environmental requirements, and any other regulations defined by ADEK and other relevant government authorities.
- To ensure that the school operates on land designated for educational purposes.
- To set out the requirements for planning and implementing periodic maintenance and repairs, and to facilitate cooperation with inspections of school buildings conducted by ADEK or other relevant government authorities.
- To describe the procedure through which the school may, with ADEK approval, allow external parties to use its buildings and facilities.
- To outline the procedure for the temporary leasing of former government school buildings for short-term school operations until the construction of a new permanent school building is completed.





Definition

Additional Learning Needs	Individual requirements for additional support, modifications, or accommodations within a school setting on a permanent or temporary basis in response to a specific context. This applies to any support required by students of determination and those who have special educational needs and/or additional barriers to learning, access, or interaction in that specific context (e.g., dyslexic, hearing or visually impaired, twice exceptional, or gifted and/or talented). For example, a student with restricted mobility may require lesson accommodations to participate in Physical Education and building accommodations to access facilities but may not require any accommodations in assessments. Equally, a student with hearing impairment may require adaptive and assistive technology to access content in class and may also require physical accommodations (e.g., sit in the front of the class to be able to lip read) to access learning.
Bathroom	A room that contains facilities for bathing and personal hygiene. It typically includes a bathtub or shower, a toilet, and a washbasin.
Buildings and Facilities	All places located within or outside of the school boundaries that are under the school's operational control and that are used for school purposes and contribute to the school's operation.
Dual Flush WC	A type of toilet equipped with a dual flush mechanism, allowing the user to select between two flushing options: a lower volume flush for liquid waste and a higher volume flush for solid waste.
External Parties	Individuals or organizations who do not work in the school system.
Request for Proposal (RfP)	A document through which ADEK attracts bids for the lease of ADEK assets (e.g., ex-government school buildings, educational lands), and which specifies the conditions in relation to the same.
Risk Assessment	A systematic process of evaluating the potential risks that may be involved in an activity or undertaking.
School Premises	The area or property used by a school including the school building, grounds, recreation area, sports field, or any other facilities used for school activity or administration.
Staff housing	Buildings or other premises designated for the residential purposes of school staff.
Toilet	A small, enclosed space within a larger toilet block that contains a single enclosed WC. It may include washbasin or PoD accessories.



Sunrise English Private School

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Toilet Block	A structure or designated area within the school or outdoor setting that contains multiple toilets and washbasins.
UAE National Symbols	National emblems of the UAE, including official photographs of UAE leaders, the UAE flag, and the national anthem.
Washbasin	A basin or sink typically found in toilet blocks, used for washing hands, face, and other usage. It is usually equipped with faucets and may include a countertop or pedestal.
WC (Water Closet)	Specifically refers to the toilet fixture itself, including the bowl, seat, and flushing mechanism. In schools, the size of the WC should be appropriately scaled to match the size of the students, with smaller WCs provided for younger children.





Policy

1. Land Use

1.1 Designated Land for Educational Use: Sunrise English Private School (SEPS) operates exclusively on land officially designated for educational purposes by the Abu Dhabi Department of Municipalities and Transport (DMT). The school does not function from buildings intended for residential or commercial use.

1.1.1.1. The school ensures full compliance with these requirements to avoid any enforcement actions, including closure, by ADEK or any relevant executive authority.

1.2 Expansion of Buildings and Facilities: The school will seek ADEK's approval prior to any expansion of school buildings, land, or facilities. Any proposed expansion or renovation of existing buildings must comply with the latest editions of the Abu Dhabi Capital Development Code (DMT, 2022) and the Abu Dhabi International Building Code.

The expansion application should include, but is not limited to, the following:

- Building floor plans of existing buildings and facilities (as per approved building drawings).
- Proposed expansion designs and confirmation of their compliance with this policy.
- The anticipated impact on student capacity.
- Justification for the expansion.
- Financial viability of the expansion, including associated construction requirements.
- Measures to ensure continuity and quality of educational provision during the expansion period.

2. Design and Construction Standards

2.1 Compliance with Standards

2.1.1 The school ensures that its buildings and facilities are designed, constructed, and maintained in accordance with this policy and the following standards:

- Abu Dhabi Capital Development Code (DMT, 2022)
- ADEK Private Schools' Design Guidelines (latest version)





c. **Estidama Pearl 1 requirements** related to sustainability:

This includes, but is not limited to, the use of systems that minimize energy consumption. The school is encouraged to pursue sustainability ratings beyond Estidama Pearl 1 while maintaining best practices that support suitable acoustics and high indoor air quality, which are essential for students' health and a conducive learning environment.

d. **Standards specified by other relevant government authorities**, such as DMT, Abu Dhabi Department of Health (DoH), Abu Dhabi Civil Defense Authority (CDA), and Abu Dhabi Investment Office (ADIO)

- 2.1.2 SEPS demonstrates compliance with these requirements, or proposes measures to meet them, during the application for a Provisional License Letter (PLL), in accordance with the ADEK School Licensing Policy. The school ensures that the scale of its buildings and facilities is sufficient to accommodate the proposed student capacity and curriculum.
- 2.1.3 Existing school buildings that are unable to meet accessibility requirements may request an exemption from ADEK, providing appropriate justification. However, any existing school buildings undergoing renovation or expansion must comply with the general accessibility requirements.
- 2.1.4 Gender-Separated Buildings and Facilities: The school ensures that its buildings and facilities are gender-separated, in line with the school's license category, as outlined in the ADEK School Licensing Policy and the ADEK School Coeducation Policy. This includes the gender separation of toilets, changing rooms, and prayer rooms, regardless of the license category.

2.2 Compulsory Facilities: SEPS ensures that the following facilities are part of the school premises and are fully operational, in addition to the spaces and facilities listed in the ADEK Private Schools' Design Guidelines:

- 2.2.1 Classrooms, toilets, changing rooms, and prayer rooms with appropriate ablution facilities.
- 2.2.2 Clinics, in accordance with the requirements of the ADEK School Health and Safety Policy and the Department of Health (DoH).
- 2.2.3 Outdoor spaces (refer to Section 2.3.4: Outdoor Spaces).
- 2.2.4 Designated areas for student drop-off, as well as parking spaces for school buses and staff vehicles (refer to Section 2.3.5: Parking and Entrances).





- 2.2.5 Rooms and resources appropriately equipped to accommodate students with additional learning needs (refer to Section 2.3.6: Accessibility and Inclusion).
- 2.2.6 Specialized classrooms such as art studios, music rooms, and laboratories, in line with the requirements of the school curriculum.

2.3 Design Specifications of Facilities:

2.3.1 Classrooms:

- Student Capacity: SEPS follows the maximum class size of 25 students in KG and 30 students in Cycles 1, 2, and 3. Any change to these limits to accommodate teaching programs requiring larger class sizes, requires written approval from ADEK.
- Classroom Area: SEPS ensures that classroom areas meet the minimum requirements specified in the ADEK Private Schools' Design Guidelines for KG and Cycles 1, 2, and 3.
- Classroom Set-Up: Classrooms are equipped with, at a minimum, desks, chairs, a green/white/smart board, a teacher's table with a chair, and a cupboard for essential learning resources.
- Classroom Location: KG classrooms are located on the ground floor or at the level of exit discharge to ensure safety and accessibility.

2.3.2 Sanitary Facilities and Changing Rooms: SEPS ensures the following in relation to sanitary facilities and changing rooms:

- Dual-flush WCs, and low-flow, high-efficiency plumbing fixtures are used.
- Toilets are appropriately distributed throughout instructional, ancillary, and administrative areas.
- All WCs and plumbing fixtures are age-appropriate.
- Plumbing fixtures are provided in accordance with the building code, including at minimum: One toilet per 30 students and one water fountain per 75 students in grades 1 to 12. Two washbasins are provided per three toilets.
- One toilet per 25 kindergarten students is provided.
- At least one accessible toilet for students of determination is available on every floor.
- For students above kindergarten age, all toilets within a toilet block are designated for the same gender, in line with the ADEK School

Coeducation Policy





- h. Drinking fountains are constructed in accordance with the latest Abu Dhabi Capital Development Code and local DMT codes, applying the more stringent requirement.
- i. Toilets and changing rooms provide privacy for all users.
- j. Staff and student toilets are separate, and the number of staff toilets meets the requirements of the Abu Dhabi Capital Development Code.
- k. KG classrooms include at least one internal toilet block with one toilet and one washbasin accessible from the classroom, unless otherwise approved by ADEK.

2.3.3 Science Laboratories: SEPS ensures that science laboratories:

- a. Meet the minimum requirements specified in the ADEK Private Schools' Design Guidelines.
- b. Are equipped for emergencies and include a separate, lockable chemical storage room and a preparation room when hazardous chemicals are used.
- c. Have appropriate ventilation and emergency shut-off controls.

2.3.4 Outdoor Spaces: SEPS ensures the following in relation to outdoor spaces:

- a. SEPS outdoor areas meet the minimum requirements outlined in the ADEK Private Schools' Design Guidelines. In cases where internal requirements cannot be fully met, SEPS may make use of indoor spaces or approved external facilities, subject to prior written approval from ADEK.
- b. Outdoor spaces are designed to minimize injuries, allow for easy supervision of students, and cater to students' recreational needs and interests.
- c. Outdoor areas provide adequate drainage and are free from hazardous objects and harmful plants (e.g., cactus or sharp-edged objects).
- d. Outdoor temperatures are monitored to prevent students from engaging in recreational activities during extreme heat.
- e. Adequate shaded areas are provided to protect students from direct sunlight.
- f. Objects made of thermal conductors (e.g., metal or plastic) are placed in shaded areas to prevent burns from contact with heated surfaces.
- g. Fresh, cool drinking water is available near outdoor play areas and is accessible to students.





- h. To reduce the risk of injuries from collisions, sharp edges and hard equipment (e.g., basketball posts, flagpoles) are padded to a minimum height of 1.2 m.
- i. The external school boundary wall protects the campus and ensures the safety of students, staff, and facilities, in accordance with the ADEK Private Schools' Design Guidelines.
- j. All external doors and gates are equipped with lockdown capabilities using approved control methods, in line with the ADEK Private Schools' Design Guidelines.

2.3.5 Parking and Entrances

- a. Designated Parking: Sunrise English Private School (SEPS) provides designated parking areas for school buses and staff vehicles, in accordance with the ADEK School Transportation Policy.
- b. Design Requirements: SEPS adheres to the design requirements outlined by the Integrated Transport Center (ITC) and the ADEK Private Schools' Design Guidelines for parking, drop-off areas, and school entrances. Bus stops within the school premises are designed so that school buses do not need to reverse.

2.3.6 Accessibility and Inclusion: SEPS follows the accessibility requirements specified in the Abu Dhabi Capital Development Code, the Abu Dhabi International Building Code, and the ADEK School Inclusion Policy in the design and construction of all facilities. The school makes reasonable adjustments to ensure that students with additional learning needs have full access to all facilities, including the provision of ramps, and other necessary accommodations for students with mobility or other special needs.

2.4 UAE National Symbols: SEPS ensures the proper display and respect of UAE national symbols in accordance with ADEK regulations and the Positions of Their Highness Pictures and Placements and Uses of Flags Manual:

- 2.4.1 Display of Official Photographs: SEPS prominently displays all official photographs of UAE leaders, following the guidelines for photograph placement and positioning outlined in the official manual.
- 2.4.2 Hoisting of the UAE Flag: The UAE flag is prominently hoisted both inside the school building (typically where the morning assembly is conducted) and in front of the school building every day, unless directed otherwise by





ADEK or another relevant government authority. The school ensures that the flag:

- Flies freely and remains close to the top of the flagpole.
- Is maintained in good condition, free from fading or damage.
- Does not touch, fall, or lie on the ground.
- Is lowered to half-mast during official periods of mourning announced in the UAE.
- Complies with all other requirements outlined in the Positions of Their Highness Pictures and Placements and Uses of Flags Manual.

2.5 Fire Safety: SEPS is equipped with fully functioning fire prevention and protection systems in accordance with the requirements of the Civil Defense Authority (CDA). SEPS appoints CDA-approved specialized companies to maintain all firefighting and alarm systems. All certifications required by the CDA, including the Hassantuk and Preventive Safety Certificates, are kept valid and up to date.

2.6 Residential Accommodation: SEPS does not provide residential accommodation for staff within the school campus unless prior written approval has been obtained from ADEK.

2.7 Security Guard's Room: The security guard's room at SEPS is located to ensure maximum security oversight of the school premises. The room is equipped with necessary utilities only and does not contain any permanent sleeping facilities.

2.8 CCTV Cameras: SEPS installs and maintains CCTV cameras in compliance with the Manual of Standards for Surveillance Devices (MCC, 2023), the ADEK School Digital Policy, the ADEK School Health and Safety Policy, and the ADEK School Safeguarding Policy, ensuring continuous monitoring of the campus for the safety of students, staff, and school property.

3 Use of School Facilities by External Parties: SEPS may permit external parties to use non-classroom facilities such as the auditorium, playgrounds, outdoor spaces, and changing rooms, subject to compliance with ADEK regulations and school policies. Classrooms are not permitted for external use.

3.1 Approval from ADEK: SEPS obtains prior approval from ADEK before allowing any external party to use school facilities. Applications for approval include details of the external party, the facilities to be used, relevant risk





assessments, and the measures in place to ensure the continued safety and security of the school community.

3.2 Student Health, Safety, and Safeguarding

- Use of facilities by external parties takes place only outside of school hours and at times when the facilities are not being used by students for curricular, extracurricular, or school events.
- SEPS implements appropriate measures to prepare facilities for student use following external use, including the removal of any hazardous or prohibited materials.
- External parties are informed of and required to comply with relevant ADEK policies related to student safeguarding and protection, in accordance with the ADEK School Safeguarding Policy and the ADEK School Student Protection Policy.

3.3 Usage Fees: SEPS may charge external parties for the use of school facilities. All such charges are disclosed to ADEK as part of the school's financial reporting, in line with the ADEK School Reporting Policy and the ADEK School Financial Auditing and Reports Policy.

4. Maintenance, Inspections, and Documentation

4.1 Maintenance: SEPS develops and implements a planned program for the periodic maintenance and repair of all buildings and facilities. Maintenance activities are carried out in accordance with manufacturers' recommendations and recognized industry standards to ensure that facilities remain safe, functional, and in satisfactory condition. This approach also supports a clean and well-maintained environment that contributes positively to the overall school climate.

4.2 Buildings and Facilities Inspections: SEPS undergoes inspections conducted by ADEK, external bodies appointed by ADEK, and other relevant government authorities to ensure compliance with this policy and to maintain the safety, quality, and suitability of school buildings and facilities. The school fully facilitates such inspections in accordance with the ADEK School Compliance Policy.

4.3 Required Documentation:

4.3.1 SEPS maintains appropriate documentation confirming that:

- School buildings and facilities comply with this policy and remain safe and fit for purpose throughout the licensing period.





- b. Buildings and facilities comply with all applicable laws and regulatory requirements throughout the licensing period.
- c. Periodic maintenance inspections have been conducted as required.
- d. All safety assessments mandated by ADEK or other government authorities (e.g., fire safety assessments) have been completed.

4.3.2 Display of Licenses and Certificates: SEPS displays copies of all valid licenses and certificates issued by ADEK or other relevant government authorities related to school buildings and facilities in a visible location near the main entrance of the school.

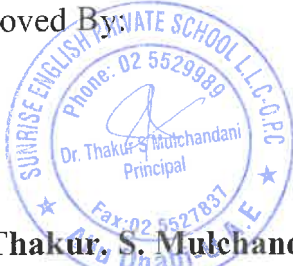
5. Insurance

- 5.1 Insurance of Buildings and Facilities: SEPS maintains insurance coverage for its buildings and facilities through insurance providers licensed in Abu Dhabi. The insurance coverage includes, but is not limited to, the following:
- a. Coverage for damage to school buildings, facilities, and equipment, as well as any liabilities incurred by the school in connection with such damage.
 - b. Coverage for building-related liabilities arising from the use of the school's buildings and facilities, including injuries or casualties resulting from structural or facility-related issues.

6. Compliance

This policy is effective at SEPS from the start of the Academic Year 2024/25 (Fall Term). SEPS ensures full compliance with the requirements of this policy by the beginning of the Academic Year 2025/26 (Fall Term).

Approved By:



Dr. Thakur, S. Mulchandani
School Director/Principal