

# **GOVERNMENT OF SEYCHELLES**



## **Ministry of Education**

### ***Guidelines on Minimum Facilities Standards For Education and Training Institutions***

**1<sup>st</sup> edition: December 2005**

**1<sup>st</sup> Amended Edition: February 2011**

## 1.0 Introduction

The guidelines provide details of minimum requirements set by the Ministry of Education and Youth for the provision of physical facilities for learners by registered and approved education and training institutions.

The minimum facilities standards shall, where necessary, be considered together with other regulations and/or guidelines governing construction, use and maintenance of physical infrastructure.

Central to the minimum facilities standards guideline is the interest of the learner. It seeks to ensure that at the level of facilities- those in place allow individual learners to undertake education and training provided/to be provided in a reasonably conducive and safe environment.

To be considered for registration to provide education and training services, providers shall guarantee that they shall;

- operate institutions of education and training that meet the stated minimum standards for facilities.
- undertake to meet the stated standards for facilities in an agreed period of time where based on available information this is judged not to the case.

The Minimum Facilities Standards shall be reviewed whenever this is considered necessary.

## 2.0 Category, Type and Description of Facilities

CATEGORY	FACILITY	DESCRIPTION/DEFINITION
staff & administration	Staffroom	A communal area for teaching staff to use as a base where they can rest or work during their free period.
	Staff Toilets	Toilet facilities for use by staff members only.
	Tea Room	
	Head teacher	Office for the institution's principal
	Secretary/waiting	Office for the secretary of the principal
	Additional offices	Additional offices are rooms allocated for use by institution's officers with special responsibilities, namely; school administration (inclusive of registration) pastoral care for student, studies/ curriculum coordination or other functions relevant for operation.
	Stores	
	Resource room	Room for storing and managing teaching and teacher reference resources.
	Counselor	Private rooms for individual or group counseling & guidance sessions.
general	Classrooms	Rooms used for group teaching
	Dinning room	Communal facility for students where institution's meal are served or where student can gather to eat snacks at break time or lunch
	Pantry/store	Rooms annex to the dinning room from where meals are dishd out, and where utensils can be collected, clean and stored.
	Canteen/tuck-shop	Rooms or outlets from where snacks or light meals are sold from within the school compounds.
	Library	Library facilities for students.
	Sport room	Library facilities for students
	Multi purpose Hall	
Specialist rooms	Computer room	
	Science lab + prep room	Specialist rooms are rooms with specific furnishing, appliances or equipment, used for teaching and conducting practical sessions required for technical subject areas. <b>The list of specialist subject given in these tables are not exhaustive.</b> Specialist rooms have to be provided where or reasons of safety (due to use of special equipment or chemicals), conduct of practical sessions/ demonstrations or for special care of equipment, specifically designed spaces are required.
	Home Economics Room	
	Textiles/Sewing room	
	Office practice room	
	Metal workshop	
	Carpentry workshop	
	Technical graphics room	
Agriculture & Fish lab		
Sanitary/health	Sickbay	Rooms used for students who are taken ill whilst on the institution's compounds, to rest while waiting parents or further medical assistance.
	Pupils Toilet Block	Toilet facilities for student
	Changing room	Clothes changing facilities
	Shower room	Shower facilities for students

*Note: The category, type and description of facilities shall be reviewed as and when considered necessary.*

**3.0 Stages of Education and Training and Minimum Facilities Standards- General Guidelines**

<b>Stages</b>	<b>General Guidelines</b>
<b>Non-Formal Early Childhood Education</b>	<p>a) The Minimum facilities to be provided shall be based on the content of the document. <b>“Day Care Centres – Policy, Strategy, standards/Guidance, Monitoring and Evaluation Guidelines , October 2005.</b></p> <p>b) Guidance shall also be sought from the appropriate section of <b>Annex 01.</b></p>
<b>Formal Early Childhood, Primary and Secondary Education</b>	<p>a) For institutions operating on a full-time basis (5days a week) the minimum facilities standards shall be in accordance with the content of annexes <b>02 and 03.</b></p> <p>b)For institutions operating on a part-time basis (less than 5 days a week) the minimum facilities standards shall be assessed according to the services being provided and the number of learners being catered for at any point in time.</p>
<b>Post-Secondary and Tertiary Education and Training</b>	<p>a) The minimum facilities required shall be determined for the specific services, educational/training programmes and learners to be catered for</p> <p>b) The minimum standards for the facilities shall <b>not be less than that specified for the secondary stage.</b></p> <p>c) Where necessary additional criteria may be required.</p>

3.0 Stages of Education and Training and Minimum Facilities  
Standards - General Guidelines

General Guidelines	Stages
At the minimum facilities to be provided shall be based on the nature of the housing... The minimum facilities to be provided shall be based on the nature of the housing... The minimum facilities to be provided shall be based on the nature of the housing...	Minimum Facilities General Guidelines
The minimum facilities to be provided shall be based on the nature of the housing... The minimum facilities to be provided shall be based on the nature of the housing... The minimum facilities to be provided shall be based on the nature of the housing...	Minimum Facilities General Guidelines

**ANNEXES**

## Annex 01: Facilities Requirements and Minimum Standards for the Formal Early Childhood Stage

**Note:** Y=Compulsory

YS = Compulsory in special cases only

HWB= Handwash Basin

YL= Compulsory when institution's enrolment exceeds a specified minimum

YP= Compulsory if specialist courses are offered by the institution

WC= Toilet

CATEGORY	FACILITY	REQUIREMENT /NOTES	MINIMUM STANDARDS/NOTES				
			No.of persons of each sex	No.of WC fixtures	No.of WHB	No.of urinals fixtures for males	
<b>STAFF AND ADMINISTRATIVE</b>	Staffroom	Y	2.2m <sup>2</sup> per teacher who will use the room as a base				
	Staff toilets	Y	1-15	1	1	1	i) The requirements given are minimum acceptable to the Ministry.
			16-35	2	2	2	ii) Specific conditions may require more stringent conditions.
			36-55	3	3	3	iii) Male and female toilets shall be provided separately.
			56-80	4	4	4	iv) Students shall not have access to staff toilets.
81-110	5	5	5	v) Sanitary facilities shall comply with Department of Health's prevailing conditions			
	Tea Room						



CATEGORY	FACILITY	REQUIREMENT/NOTES	MINIMUM STANDARDS/NOTES
<b>Staff and Administrative (Cont')</b>	Person -In-Charge	YS- For a crèche catering for in excess of 40 learners, an office for a Teacher-in-Charge is required when this crèche is not within the same compound as the parent institution administering it.	The office of the Teacher-In-Charge shall be of sufficient size and suitable to allow conduct of his/her duties (inclusive of keeping records, holding private meetings with parents and other agencies).
	Secretary/waiting office		
	Additional Offices		
	Stores	Y	Adequate storage space shall be provided to allow separate storage of – administrative stock and teaching/learning resources, cleaning items, etc.
	Resource Room		
	Counselor's Room		
	Classrooms	Y	1.4 m2 per student – This figure shall be used to determine the maximum number of students allowed for a given room size. <ul style="list-style-type: none"> <li>• Rooms to be used as classes are not to have a length to breadth ratio exceeding 2:1.</li> <li>• Other criteria shall be considered with regards to the teacher/student ratio.</li> </ul>
	Dining Room	Y	0.4 m2 per learner <ul style="list-style-type: none"> <li>• A room of sufficient size to cater for 100% of the enrolment in not more than three sittings.</li> </ul>
	Pantry/Store	Y	A room adequate to perform this function.
	Canteen/Tuckshop		
Library			
Sport room			

CATEGORY	FACILITY	REQUIREMENT/NOTES	MINIMUM STANDARDS/NOTES																
<b>General (Cont')</b>	Multi purpose Hall	Ys- for the purpose of an indoor playing area	Multipurpose covered hall space equivalent to 1/3 of the total classroom area to be provided where required.																
	Recreational Areas	Y		Adequate outdoor recreational area shall be provided either within the institutions ground or within working distance from it.															
<b>Specialist Rooms</b>																			
<b>Health and Sanitation</b>	Sick bay	Y																	
	Changing Room																		
	Shower Room	Y	At least one shower unit must be provided.																
	Pupils Toilets	Y																	
			<table border="1"> <thead> <tr> <th rowspan="2">No. of WC fixtures per pupils</th> <th colspan="2">Urinals</th> <th colspan="2">No of WHB fixtures per pupils</th> <th rowspan="2"> <ul style="list-style-type: none"> <li>The requirements given are minimum acceptable to the Ministry.</li> <li>Specific conditions may require more stringent requirements.</li> <li>Male &amp; female toilets do not have to be provided separately.</li> <li>Sanitary facilities shall comply with Department of Health's regulations.</li> </ul> </th> </tr> <tr> <th>Male</th> <th>Female</th> <th>Male</th> <th>Female</th> </tr> </thead> <tbody> <tr> <td>1/90</td> <td>1/35</td> <td>1/30 males but not to replace more than 1/2 required WC.</td> <td>1/75</td> <td>1/75</td> <td></td> </tr> </tbody> </table>	No. of WC fixtures per pupils	Urinals		No of WHB fixtures per pupils		<ul style="list-style-type: none"> <li>The requirements given are minimum acceptable to the Ministry.</li> <li>Specific conditions may require more stringent requirements.</li> <li>Male &amp; female toilets do not have to be provided separately.</li> <li>Sanitary facilities shall comply with Department of Health's regulations.</li> </ul>	Male	Female	Male	Female	1/90	1/35	1/30 males but not to replace more than 1/2 required WC.	1/75	1/75	
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	Male	Female	Male	Female															
1/90	1/35	1/30 males but not to replace more than 1/2 required WC.	1/75	1/75															



### Annex 02: Facilities Requirements and Minimum Standards for the Primary Stage

Note: Y =Compulsory  
 YL= Compulsory when institutions enrolment exceeds a specified minimum  
 YS= Compulsory in Special Cases only    YP= Compulsory if specialist course is offered by the institution  
 HWB= Handwash Basin                            WC= Toilet

CATEGORY	FACILITY	REQUIREMENT/NOTES	MINIMUM STANDARDS/NOTES
<b>Staff &amp; Administrative</b>	Staffroom	Y	2.2 m <sup>2</sup> – This is the minimum space to be provided for each teacher who will use the room as a base. - For staffrooms with more than 10 teachers an additional area of 1 m <sup>2</sup> shall be provided as part of the room for storage and relaxation purposes.
	Staff Toilets	Y	Same as annex 01
	Tea room		
	Headteacher	Y	The Headteacher's office shall be of sufficient size and suitable to allow conduct of his/her duties (inclusive of keeping records, holding private meetings with parents or other agencies)
	Secretary/Waiting Office	YL- For schools catering for in excess of 60 learners.	The Secretary's office shall be of sufficient size and suitable to allow conduct of his/her duties (inclusive of keeping records and administrative responsibilities)
	Additional Offices	YL- For schools catering for in excess of 120 learners.	<ul style="list-style-type: none"> <li>Where due to the size of the school, it is considered necessary for members of management other than the headteacher to be assigned specific responsibilities to ensure adequate functioning of the school, additional offices to be used by these personnel shall be provided whereby the nature of their responsibilities warrants allocation of a separate office.</li> </ul>
	Stores	Y	<ul style="list-style-type: none"> <li>Adequate storage space shall be provided to allow separate storage of administrative stock, teaching/learning resources, cleaning items etc.</li> </ul>
	Resource Room	YL- For schools catering for excess of 120 learners.	<ul style="list-style-type: none"> <li>A minimum of 18m<sup>2</sup> for the whole school</li> </ul>
	Counselor's room		

CATEGORY	FACILITY	REQUIREMENT/NOTES	MINIMUM STANDARDS/NOTES
<b>General</b>	Classrooms	Y	1.65 m2 per learner. This figure shall be used for determining number of learners allowed for a given room size. Rooms to be used as classrooms are not to have a length to breadth ratio exceeding 2:1. The maximum class-size in relation to learner/teacher ratio shall be governed by other criteria.
	Dinning Room	Y	0.54m2 per learner. A room of sufficient size to cater for 60 per cent of the school's total enrolment in not more than three sittings shall be provided.
	Pantry/Store	Y	A room adequate to perform this function.
	Canteen/Tuckshop	YS- For schools where; <ul style="list-style-type: none"> <li>• there are no shops/snack sales point within 50 metres from its compound's entrance/access points.</li> <li>• the main road has to be crossed to get to the shops/ snack sales points.</li> <li>• there are no pedestrian walking/pavements along roads leading to the shops.</li> </ul>	A room adequate to perform this function.
	Library	YL- For schools catering for in excess of 60 students.	The size shall depend on activities to be undertaken (as book loan services only or reference services) The library should be able to cater for 10% of the school's enrolment at any one time.
	Sport Room		
	Multi purpose Hall		
	Recreational Area	Y	Adequate outdoor recreational area shall be provided either within the institution's grounds or within walking distance from it.

CATEGORY	FACILITY	REQUIREMENTS/NOTES	MINIMUM STANDARDS/NOTES
<b>Specialist Rooms</b>	Fine Arts & Craft Room	YL- For Schools catering for in excess of 120 learners.	1.875 m2 per learner.
	Music Room	YP- For schools catering for in excess of 120 learners.	1.875m2 per learner.
	Computer Room	YP	1.875m2 per learner
	Science Laboratory	YP	12.8 m2 per student – A separate room which is also used for storage of equipment & chemicals may be necessary.
	Home Economics	YP	2.8m2 per learner
	Textile/Sewing	YP	2.8 m2 per learner
	Office Practice Room	YP	1.875 m2 per learner
	Metal workshop	YP	1.875 m2 per learner
	Carpentry Workshop	YP	2.8 m2 per learner
	Technical Graphics Room	YP	1.875 m2 per learner
	Agriculture Laboratory	YP	2.8m2 per learner
	Sick bay	Y	
	Pupil's Toilet	Y-Refer to information in annex 01	Male and Female toilets shall be provided separately.
	<b>Sanitary &amp; Health</b>	Changing Room	
	Shower Rooms		

### Annex 03: Facilities Requirements and Minimum Standards for the Secondary Stage

Note: Y = Compulsory

YS= Compulsory in Special Cases only    YL= Compulsory when institution's enrolment exceeds a specified minimum  
 YP= Compulsory if specialist course is offered by the institution

CATEGORY	FACILITY	REQUIREMENTS/NOTES	MINIMUM STANDARDS/NOTES
Staff & Administrative	Staffroom	Y	See primary
	Staff toilets	Y	See primary
	Tea room		
	Headteacher	Y	See primary
	Secretary/waiting office	Y	See for primary
	Additional Offices	YL- For schools catering in excess of 120 learners	See for primary
	Stores	Y	See for primary
	Resource room	YL- For schools catering for in excess of 120 learners	See for primary
	Counselor's room	YL	See for primary
			A room suitable size and nature for conducting private counseling, for individuals or group of five learners.
General	Classrooms	Y	See for primary
	Dining room	YS	A room of not less 1½ times of a standard classroom size shall be provided for this purpose.
	Pantry/store	Y	A room adequate to perform this function.
	Canteen/Tuckshop	YS	See for primary
	Library	YL- For schools catering for in excess of 60 learners	See for primary
	Sportroom		
	Multi purpose Hall		
	Recreational Area	Y	Adequate outdoor recreational area shall be provided either within the institution's grounds or within walking distance from it.
			2.8m <sup>2</sup> per student
			1.875m <sup>2</sup> per student
Specialist Rooms	Fine Arts/Craft Room	YP	1.875m <sup>2</sup> per student
	Music Room	YP	1.875m <sup>2</sup> per student
	Computer Room	YP	2.8 m <sup>2</sup> per student -- a separate preparation room which is also used for storage of equipment and chemicals shall be annexed to the laboratory.
	Science Laboratory + Prep Room	YP	