



Education
Funding
Agency

Priority School Building Programme 2

Expression of Interest

Information for applicants

June 2014

Contents

1.0 Introduction	4
Who this guidance is for?	4
Key points	5
2.0 Expression of Interest	6
3.0 Eligibility and general principles	7
3.1 General principles	7
3.2 Projects to address the need on a whole site basis	8
3.3 Projects to address the need in individual buildings	8
3.4 Voluntary-aided schools	8
4.0 Conditions for inclusion in PSBP2	9
5.0 Information in addition to the Property Data Survey	10
5.1 Structural building issues	10
5.2 Asbestos	10
5.3 Changes to building condition need since 2011	10
5.4 Recent capital investment	11
6.0 Timescales	12
7.0 Application process	13
7.1 Registration and signing in	13
7.2 Navigation and tips	15
7.2.1 Red star fields and how to treat not applicable questions	17
7.2.2 Uploading documents and file naming convention	18
7.2.3 Submitting the form	20
8.0 Completing a form	22
8.1 Section A: Contact and school details	22
8.1.1 Co-location of schools	22

8.1.2 Existing PFI contracts	23
8.2 Section B: Support for expression of interest	23
8.2.1 Central procurement	23
8.2.2 Baseline design	23
8.2.3 Seeking to expand provision	23
8.2.4 Expressing interest for expansion if the applicant is not the local authority	24
8.3 Section C: Existing pupil places	24
8.3.1 2013/14 total capacity	24
8.3.2 Two year old provision and nursery places	24
8.3.3 Bulge classes	24
8.3.4 SEN information	24
8.3.5 Accommodation on site that is not part of the school	25
8.4 Section D: Proposed expansion	25
8.5 Section E: Details of school	25
8.5.1 Site plan	26
8.5.2 Whole site gross internal floor area (GIFA)	27
8.5.3 Land ownership	27
8.6 Section F: Building details	27
8.6.1 Structural issues – question 48	28
8.6.2 Asbestos issues – question 50	28
8.6.3 Capital investment since 2011 – questions 53-56	29
8.6.4 Material change to building since 2011 – question 57	29

1.0 Introduction

On 1 May 2014, the Minister of State for Schools, David Laws, announced that the Government would fund a further phase of the Priority School Building Programme (PSBP), with a value of around £2 billion. The new phase, known as PSBP2, will be a five year programme operating between 2015 to 2021 and will undertake major rebuilding and refurbishment projects in schools and sixth form colleges¹ in the very worst condition.

The Department has been provided with a long term capital settlement in order to address the condition of the school estate. The majority of this funding will be allocated directly to those who are responsible for maintaining school buildings, so that they can determine priorities at the local level. PSBP2 is not intended to replace wider efforts to support responsible bodies to address the condition needs of their estates, instead it will run alongside in order to address individual projects that are of such a significant scale that it would be difficult to pay for them through regular formulaic maintenance allocations.

For this reason, the Department will set a high bar for inclusion and will take forward a relatively small number of projects at schools shown to be in the worst condition where that condition necessitates a complete rebuild or major refurbishment. The limited nature of the programme should be taken into account when considering whether to apply.

The first phase of the Priority School Building Programme includes a privately financed element as a pilot. Until the results of the pilot have been fully evaluated, the Department would not wish to commit to a further substantial private finance programme and therefore this new phase will be entirely capital based.

Who this guidance is for?

All bodies responsible for maintaining school buildings

- Local Authorities
- Academy Trusts (including Multi-Academy Trusts)
- Sixth Form Colleges
- Trustees
- Faith Bodies

¹ Where references are made to schools throughout this document, this includes sixth form colleges.

Key points

- This information is an update to the guidance previously published on 29 May 2014 and provides additional information on how to complete the online expression of interest.²
- Expressions of interest must be submitted online between 19 June and 3pm on 21 July 2014.
- No hard copy or email expressions of interest will be accepted.
- One expression of interest is invited for the entire school site or for one or more buildings that are in very poor condition.
- Schools that have recently had significant investment are unlikely to be the prioritised.
- PSBP2 will not address suitability of school buildings.
- We will use the Property Data Survey in order to help prioritise schools and buildings in PSBP2.
- PSBP2 will not use private finance – this new phase will be entirely capital-based.

² Substantive changes since the 29 May guidance are that we have extended the submission deadline to 3pm on 21st July and have removed a question relating to the school admission number.

2.0 Expression of Interest

The Department will set a high bar for inclusion in PSBP2 and will only take forward a relatively small number of projects at schools shown to be in the worst condition where that condition necessitates a complete rebuild or major refurbishment. The limited nature of the programme should be taken into account when considering whether to apply.

Expressions of interest are invited for the entire school site, or for one or more individual buildings where those buildings are in very poor condition.

Expressions of interest can be made for any state-funded school or sixth form college, including:

- community schools
- foundation schools
- voluntary-aided schools
- voluntary-controlled schools
- academies (including studio schools and UTCs)
- free schools
- maintained special schools (including general hospital schools)
- non-maintained special schools
- sixth form colleges
- pupil referral units
- city technology colleges

Local authorities will be able to submit expressions of interest for any maintained schools in their area which they think will meet the bar for inclusion, as well as any academy that wishes to be included in the local authority's submission.

Faith bodies and other partners within the voluntary-aided sector may submit their own expressions of interest for individual voluntary-aided schools and where they do so, no submission should be made for the same school through the local authority.

Individual academies may wish to be included in their local authority's expression of interest, or may alternatively apply on their own behalf. Multi academy trusts may apply on behalf of their schools. Schools which are in the process of converting to academy status may likewise choose either to be included in the local authority's expression of interest, or else may apply on their own behalf.

Sixth form colleges should apply on their own behalf.

Only one expression of interest will be accepted per school.

3.0 Eligibility and general principles

We do not want to discourage expressions of interest where there is significant need. But neither do we want to raise expectations unrealistically and encourage speculative bids which are unlikely to be successful.

To help bodies determine the likelihood of an expression of interest being successful we have provided the following application guidelines. We would strongly encourage all interested parties to consider these guidelines carefully when selecting which of their schools or buildings to include.

We anticipate the bar for inclusion will be high, to ensure that we are targeting our resources most effectively on those schools in the very worst condition. We would expect each body to submit expressions of interest for a small number of high priority projects. Lower priority projects should be funded from the regular local authority maintenance allocations, local authority co-ordinated voluntary-aided programme (LCVAP) allocations, sixth form college maintenance allocations, or from the academies capital maintenance fund (ACMF).

3.1 General principles

- We will prioritise projects where the cost of addressing the need would be hardest for responsible bodies to fund locally through their regular maintenance allocations – in other words, those where the cost of meeting the need is very significant and would necessitate a complete rebuild or major refurbishment of a school building.
- We will prioritise projects where the costs of continuing to maintain the site or the building are so high that it clearly makes better economic sense to address the need wholesale – either by rebuilding or completely refurbishing it.
- We do not anticipate the programme will fund schools which have recently received significant investment.
- We will not include projects that address the suitability of school buildings. Suitability relates to tailoring a building to meet certain education curriculum requirements as opposed to condition need where the building is in a poor state of repair.
- Expressions of interest will be tested against the Department's knowledge of long term pupil demand from the school capacity data collection (SCAP). We would not expect to prioritise projects where there is little evidence of sustained demand for places.

- Where there is a good case for increasing the size of the school at the same time as addressing the condition, we will work closely with the local authority to bring our funding together with local basic need funding so that this can be done.

3.2 Projects to address the need on a whole site basis

Schools may qualify for whole school rebuilds or major refurbishment projects within PSBP2 where they have significant condition needs across all buildings on the school site. This is likely to include a need to replace existing roofs, structural issues (such as cracks and defects in load bearing walls), large scale replacement of windows and doors and mechanical and electrical services replacement.

In assessing these projects we will consider whether it is more economical to rebuild the whole school rather than continuing to patch and mend the existing structure.

3.3 Projects to address the need in individual buildings

Schools may also be selected where significant condition need is isolated to specific buildings rather than the entire school site. Under these circumstances, it may make economic sense to rebuild or refurbish specific buildings and not the entire school.

3.4 Voluntary-aided schools

Governing bodies of voluntary-aided schools are required to make a 10% contribution to the cost of capital works at their schools unless the Secretary of State determines that exceptional circumstances apply. In the case of PSBP2, the Secretary of State has made such a determination. Therefore, this requirement will be waived for PSBP2, and voluntary-aided schools will not be required to make a 10% contribution.

4.0 Conditions for inclusion in PSBP2

As is the case with the current priority school building programme, we expect PSBP2 to be centrally managed by the Education Funding Agency (EFA). However, in some cases, for example where funding is agreed to address smaller individual buildings, the EFA may agree a locally delivered solution may present best value for money.

The EFA developed the baseline designs that have been successfully used as part of the original PSBP and the intention is to continue with these for PSBP2. Guidance on the baseline designs are on the EFA website

<https://www.gov.uk/government/publications/baseline-designs-for-schools-guidance>

Inclusion within the programme will be subject to acceptance by the responsible body that:

- the contract will be procured by a central body (or by a centrally determined alternative value for money route) and that, for procurement purposes, each school will be batched together with a number of other schools not necessarily in the same geographic area;
- the procurement will be based on baseline designs (subject to site constraints, planning requirements and a limited degree of local choice), unless a value for money alternative is identified;
- they will be required to sign up to a Memorandum of Understanding and a Back to Back Agreement³;
- the Department will not be liable for the costs associated with any off-site works as a result of the project; and that
- if an applicant is successful and is accepted into the programme they will be required to register the title of the site. Any legal advice taken to support the provision of property and title information will need to be met by the applicant.

³ These are brief and simple documents which set out the roles and responsibilities of the individual parties involved in the construction works. We do not envisage that applicants will require legal advice prior to entering into them. In any event the standard form documents are not negotiable and so any advice would necessarily be limited to explaining the legal effect of the documents.

5.0 Information in addition to the Property Data Survey

We will use information from the Property Data Survey (PDS) to assess the scale and severity of condition need. However, we also want to identify significant issues that will have had a material impact on the condition of the buildings but which may not be captured in the survey. Section F of the expression of interest form will ask for further information on the following:

5.1 Structural building issues

We are aware that individual buildings may have structural issues which may not have been identified by the PDS. Such issues may warrant inclusion in the programme where they are of such significance that they affect the integrity of the building (for example a structural issue with supporting walls) and would necessitate a full rebuild or major refurbishment of the whole building.

We expect in most circumstances that the school or applying body will have previously commissioned a structural survey to manage these issues and we will be asking for the structural report to be submitted electronically with the expression of interest.

5.2 Asbestos

We understand that many schools have asbestos on site, and all schools with asbestos will have an Asbestos Management Plan. PSBP2 is not an asbestos removal programme as, in most cases, the presence of asbestos can be safely managed with minimal investment. However, we will consider some situations where the presence of asbestos means the annual costs of safely managing it are excessive. Typically we would only expect to include projects where managing asbestos would necessitate a full rebuild or major refurbishment of the whole building.

The school's asbestos register, asbestos management plan and any specific asbestos surveys will need to be submitted to support any expressions of interest for projects to address the presence of asbestos.

5.3 Changes to building condition need since 2011

We need to capture where significant changes (such as fire, flood or major deterioration) have had an impact on the building condition since the PDS Programme started in 2011. Again, the issue would need to be significant and such that it would normally necessitate a full rebuild or major refurbishment of the whole building.

5.4 Recent capital investment

We would not normally expect to prioritise buildings which have recently benefited from significant capital investment. Where an individual building has had cumulative capital investment in excess of £500k which has improved its condition need since 2011 applicants will be asked to provide further details of works undertaken, including dates, value and how the work was funded.

6.0 Timescales

By the end of the summer the Department will have completed the comprehensive Property Data Survey of the school estate. We will use information from that survey, together with information from the expression of interest, to prioritise schools for inclusion in PSBP2.

It is currently anticipated that applicants will be informed by the end of the year whether their application has been successful.

The key milestones for PSBP2 are as follows:

Action	Date
Information available on website	29 May 2014
Online application portal opens	19 June 2014
Recommended target date for submitting expressions of interest	16 July 2014
Deadline for submitting expressions of interest	21 July 2014 at 3pm
Target date for informing successful applicants	December 2014

Applicants are encouraged not to leave submission of applications to the final few days. We recommend that applications are submitted by the target date of Wednesday 16 July to avoid missing the deadline as a result of any possible ICT problems.

Expressions of interest not formally submitted by the deadline will not be assessed. It is the responsibility of the applicant to ensure any draft application saved on the system is submitted by the deadline and that they receive the submission confirmation email.

7.0 Application process

Online application

Applicants can submit expressions of interest online via the secure website from Thursday 19 June: [PSBP2 - Home Page](#)

Hard copies or email versions of the form will not be assessed.

The secure website will enable applicants to register, log on, complete, save, retrieve and submit their application prior to the application deadline.

The expression of interest form includes sections for the applicant to upload qualitative and quantitative information to support the case presented. Wherever possible this information should be uploaded in PDF format.

Only one application form is permitted per school; responsible bodies are responsible for ensuring that no duplicate or multiple applications are made.

Applicants are responsible for ensuring the accuracy of any information provided and bearing any costs involved in expressing an interest.

Applicants may find it useful to prepare any free text sections in a word document first, to ensure that information can be re-entered should there be a need to re-start any expression of interest. Applicants should avoid trying to amend pre-populated fields, as this may create errors in the system.

If you have difficulties accessing or using the site for any reason, please refer to the sections below.

If you have any further difficulties, please email:
PSBP2.EFACAPITAL@education.gsi.gov.uk

7.1 Registration and signing in

All applicants will need to register on the website [Here](#) before they can start an expression of interest form. Alternatively, you can follow the link from the [homepage](#) to complete the registration for a new user:

PSBP2 - New User Registration

User Name:

First Name:

Last Name:

Email:

In order to aid the validation of your new website account the email account used to register must be from an official email address (e.g.: name@school... or name@local authority...)

Applicants will receive an email informing them that their registration is now pending, and will then receive a second email with a temporary password once the request has been approved. This should take no more than 4 hours, or the next working day if the applicant registers outside working hours. If applicants require assistance, they should contact the PSBP2 team at PSBP2.EFACAPITAL@education.gsi.gov.uk.

From: <PSBP2.EFACAPITAL@education.gsi.gov.uk>
Date: 19 Jun 2014 10:57:29 +0100
To: applicantaddress@email.com [your email address]
Subject: Membership Approved: Priority School Building Programme – Phase 2

Your request for an account on PSBP2 has been approved and you have been granted access.

Your user name is: TestEFA

Your temporary password is: [VCEIV_SPMcBD

Your temporary password can be changed immediately by logging onto the [Change Password Page](#) using your user name and temporary password.

The ChangePassword page is located at <https://efadatacollections.education.gov.uk/sites/PSBP/Pages/changepassword.aspx>.

Once you have changed your password, you can browse the PSBP2 site at <https://efadatacollections.education.gov.uk/sites/PSBP>

If you have any additional questions or require assistance, please contact the PSBP2 team at PSBP2.EFACAPITAL@education.gsi.gov.uk.

Thank you.

It is recommended that applicants change their password to something more memorable the first time they access the system. Your temporary password will also contain a number of non-alphanumeric characters, so it may be easier to cut and paste it from the original email.

PSBP2 User: Change Password

- **New Password length minimum: 7**
- **Non-alphanumeric characters required: 1**

Password:

New Password:

Confirm New Password:

Passwords must be at least seven characters long and include at least one non-alphanumeric symbol (£,%,& etc).


To sign in to the website either select the “sign in” icon in the top right of the screen

Sign In

or click the existing users link in the centre of the [homepage](#):

Existing users, click [HERE](#)

You will be prompted for your username and password at this stage:

 Sign In

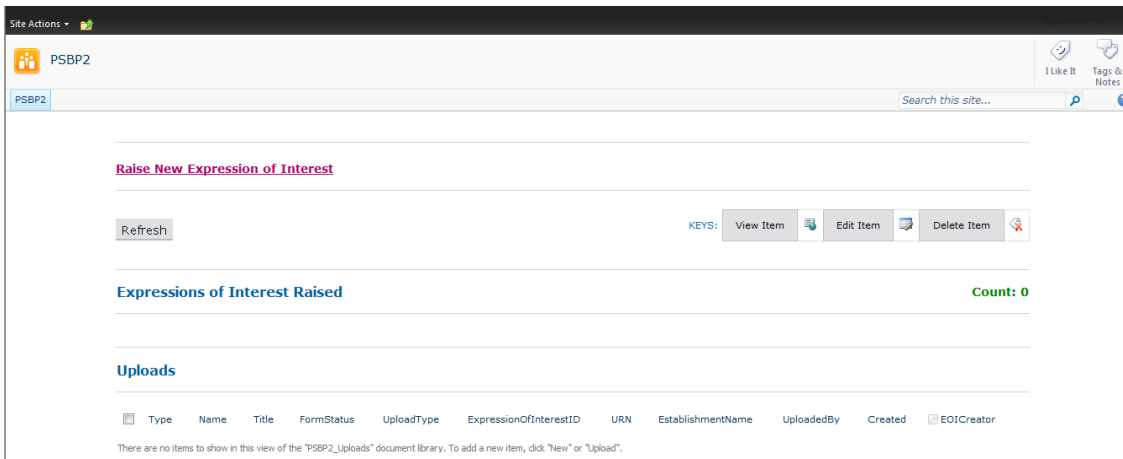
User name:

Password:

Sign me in automatically

7.2 Navigation and tips

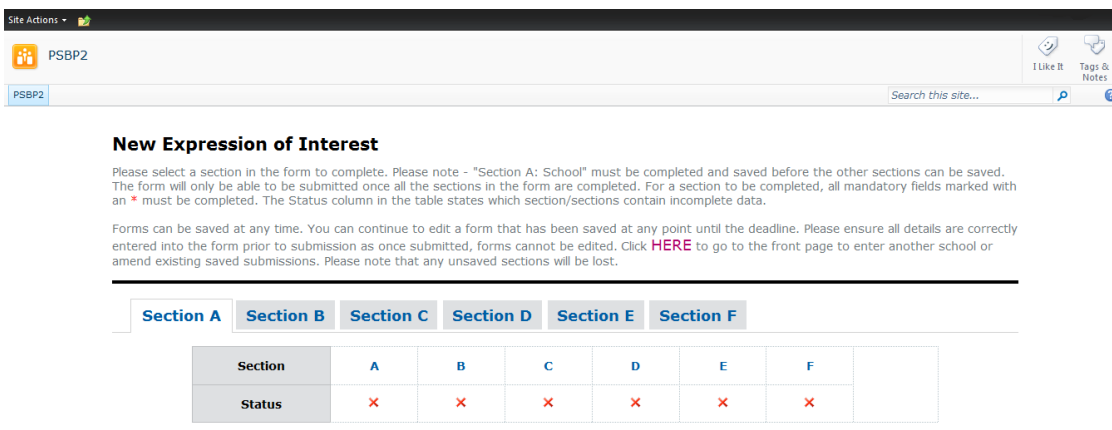
Once you sign in you will arrive on the homepage, which looks like this:



To start a new form click:

[Raise New Expression of Interest](#)

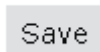
The new form will open like this:





Work through each of the sections in turn by selecting the different tabs and scrolling down the page.

TOP TIP: Please refer to both the help notes in section 8 of this document and those imbedded in the form.

We suggest that you save the form regularly as you fill it in. To save your progress click



at the bottom of each section. Once a section has been saved successfully the status will change from a red cross  to a green tick .

If the section hasn't saved, review the questions to make sure you haven't missed one. Scrolling back to the top of each section will show you any questions that have been missed or incorrectly filled in (highlighted in red).

Section A Section B Section C Section D Section E Section F

Section	A	B	C	D	E	F	
Status	✓	✗	✗	✗	✗	✗	

You can exit your draft form at any time and return to the homepage by clicking here:

New Expression of Interest

Please select a section in the form to complete. Please note - "Section A: School" must be completed and saved before the other sections can be saved. The form will only be able to be submitted once all the sections in the form are completed. For a section to be completed, all mandatory fields marked with an * must be completed. The Status column in the table states which section/sections contain incomplete data.

Forms can be saved at any time. You can continue to edit a form that has been saved at any point until the deadline. Please ensure all details are correctly entered into the form prior to submission as once submitted, forms cannot be edited. Click **HERE** to go to the front page to enter another school or amend existing saved submissions. Please note that any unsaved sections will be lost.

Section A Section B Section C Section D Section E Section F

Section	A	B	C	D	E	F	
Status	✗	✗	✗	✗	✗	✗	

Your homepage will now show your saved draft form:

Expressions of Interest Raised

Count: 1

URN	School / Academy Name	Created By	Status	Last updated	
123456	Hollinswood Primary School	Fedorcio1	Saved	Jun 12 2014 11:43AM	

To continue to edit your saved draft form click here

Expressions of Interest Raised

Count: 1

URN	School / Academy Name	Created By	Status	Last updated	
123456	Hollinswood Primary School	Fedorcio1	Saved	Jun 12 2014 11:43AM	

If you wish to delete your saved draft form click here

Expressions of Interest Raised

Count: 1

URN	School / Academy Name	Created By	Status	Last updated	
123456	Hollinswood Primary School	Fedorcio1	Saved	Jun 12 2014 11:43AM	

7.2.1 Red star fields and how to treat not applicable questions

There are red star fields * in the form which must be completed before that section can be saved. A guide to which fields have not been completed will appear at the top of the

section when you click save; you may need to scroll up the page to view this. Each incomplete red star field will also have a large red star next to it:

Name *

In this section, please provide the name and details of the person who we can contact in case of clarifications on the content of this expression of interest submission.

*

As you work through the form, if the answer to any question with a number or text field is 'not applicable' or 'no', please enter a zero '0'. If these fields are left blank you may not be able to save or submit the form:

21. Local authority funded two year old provision - *FTE as reported in January Census* *

7.2.2 Uploading documents and file naming convention

In sections E and F of the form you will need to upload documents where prompted. Further details on the types of documents are given in sections 8.5 and 8.6 of this document:


38. Please upload a site plan for the school. If the school is located on a number of different sites please upload a separate plan for each site.

[Click here to upload your site plans](#)

All documents file names must start with the six-digit URN number.

For example: 123456_site.plan.PDF

Files that do not start with the URN number will not be accepted.

Follow the instructions in the upload window and click the grey cross in the top left of the window  to return to the form. Uploads should not exceed 5MB per attachment.

Pages - PSBP2 - File Upload

Upload files here (uploads should not exceed 5MB)

Unique Reference Number	Name of School / Academy / Sixth Form College
123456	Hollinswood Primary School

Click Upload to save a file. You can replace or remove a previously uploaded file before saving or submitting. To achieve this please remove it 1st from the list box below by selecting the file and clicking the Remove button.

PLEASE NOTE: If the upload is successful, it will be displayed below. This might take a few seconds

You can view the uploaded document(s) at the bottom of that section:

Uploads: Click the Show Uploads button to display all uploaded files

File Name	URN	Uploaded By	Upload Type
Site Plan.jpg	123456	Fedorcio1	Site Plan

And also on your homepage:

Expressions of Interest Raised

Count: 1

URN	School / Academy Name	Created By	Status	Last updated
123456	Hollinswood Primary School	Fedorcio1	Saved	Jun 12 2014 12:26PM

Uploads

Type	Name	Title	FormStatus	UploadType	ExpressionOfInterestID	URN	EstablishmentName	UploadedBy	Created	EOICreator
Count= 1										
EstablishmentName : Hollinswood Primary School (1)										
Count= 1										
UploadType : Site Plan (1)										
Count= 1										
	Site Plan		Saved	Site Plan	126	123456	Hollinswood Primary School	Fedorcio1	6/12/2014 12:24 PM	Fedorcio1

When uploading documents to the system, it may not always show that the upload is in progress. Applicants should be patient in waiting for the system to operate, and persistent in ensuring documents have been correctly uploaded. Also, if applicants wish to replace an uploaded document with a revised version, the upload screen may not

always show the previous version and allow applicants to remove it. Applicants can however still remove the old document from the homepage.

7.2.3 Submitting the form

Before you submit your form double check:

- That all the red star * fields are complete
- The contact details in Section A are correct
- That each building specified in Section F has the correct attachment(s) and that these are correctly named

Remember, the deadline for submitting expressions of interest is **3pm on Monday 21 July 2014**.

Applicants are encouraged not to leave submission of applications to the final few days. We recommend that applications are submitted by the target date of **Wednesday 16 July** to avoid missing the deadline as a result of any possible ICT problems.

Expressions of interest not formally submitted by the deadline will not be assessed. It is the responsibility of the applicant to ensure any draft application saved on the system is submitted by the deadline and that they receive the email confirming submission.

A submitted form cannot be edited but it can be deleted by a user. If you delete your submitted form you will need to start again. You must submit a replacement by the deadline if you wish it to be considered. When you are ready, click the *Submit* button at the end of section F:

The screenshot shows a web form with tabs for Section A through Section F. Below the tabs is a progress table:

Section	A	B	C	D	E	F	Submit
Status	✓	✓	✓	✓	✓	✓	

Below the progress table, there is a heading: **Details of Buildings with a condition need that you are seeking to be addressed through PSBP2 - Please do not enter building in good condition**

Below the heading, there is a message: *Please ensure the total number of Building Details entered is equal to the total number of Buildings specified in Section E. The total number of Buildings specified for this EOI is : 2*
Details Outstanding : 0

Below the message, there is a link: *Use the fields below to insert a record for each new building detail.*

Below the link, there is a table:

Edit	Ref	Building Description / Use	Gross Internal Floor Area (GIFA) M ²	Does this block require re-build or major refurbishment work to address condition?
	1	Hall	600	Yes
	2

You will be directed to this message:

**Your Expression of Interest has been successfully submitted.
You should shortly receive an email confirming your submission.**

School Name	Hollinswood Primary School
URN	123456
Created On	Jun 12 2014 11:43AM
Submitted On	Jun 12 2014 2:19PM
Created By	Fedorcio1

please click [HERE](#) to go to the front page to enter another school or amend existing saved submissions.

An email confirming receipt of your submitted form will be sent to the email address registered with your user account when you submit a form. If you do not receive the email within a couple of hours then the submission may not have been successful. Remember to check in your junk mail folder as your computer may treat this notification as spam.

You can check if your application form has been submitted by checking if it has changed status on your homepage:

Expressions of Interest Raised

Count: 1

	URN	School / Academy Name	Created By	Status	Last updated	
	123456	Hollinswood Primary School	Fedorcio1	Submitted	Jun 12 2014 2:19PM	

8.0 Completing a form

The expression of interest form is a high-level document, designed to enable applicants to summarise succinctly the information and rationale for a school to be included in PSBP2. The accompanying project documentation also submitted should provide the necessary additional evidence to the property data survey as set out in section 5 of this document.

8.1 Section A: Contact and school details

This section refers to questions 1 to 14.

Applicants should include the key contact details for the person the EFA can contact in the event of any query regarding the application. This may be a different contact to the one used to log into the website.

TOP TIP: Do not include spaces, commas or £ signs in any of the fields

The School details section is pre-populated from Edubase information linked to the school's six-digit Unique Reference Number (URN). www.education.gov.uk/edubase

We advise everyone to find the school on Edubase before they start the form. It is important that you check that the information retrieved on the form matches the school you intend to express interest for.

What if the pre-populated information in the form is incorrect?

If the information is incorrect or has recently changed then the school must update their Edubase record before the application window closes (i.e. by 21 July 2014). Details of how to contact Edubase are available on their website.

The applicant must also select 'No' for question 12 and confirm by email with the PSBP2 team that there is an error in the Edubase data PSBP2.efacapital@education.gsi.gov.uk

As long as the applicant agrees that the URN represents the school they wish to apply for they should continue to complete and submit the form. Updated information from Edubase will then be used once the application window has closed.

If the correct URN generates the data for the wrong school please contact PSBP2.efacapital@education.gsi.gov.uk

8.1.1 Co-location of schools

TOP TIP: If co-location of schools has not been planned please leave this field blank. If you enter anything in this field by mistake it may generate an error which

will mean you are unable to save the section and will need to start a new form.

If a co-location has been planned with another school both schools need to submit an expression of interest form. On each form please provide the URN number for the other school.

In order for the co-location to be funded by the PSBP2, both schools will need to meet the high bar we are setting for inclusion in the programme. Should this not be the case, we will work with the local authority concerned to identify how local funding could be used to support the proposed co-location.

8.1.2 Existing PFI contracts

We need to know if the current school was constructed through a private finance initiative (PFI), including the name of the contract / scheme and the dates of commencement and cessation.

8.2 Section B: Support for expression of interest

This section refers to questions 15 to 18.

8.2.1 Central procurement

As is the case with the current Priority School Building Programme, we expect this second phase to be centrally managed by the EFA. However where funding is agreed to address smaller individual buildings, in some cases the EFA may agree a locally delivered solution may present best value for money.

8.2.2 Baseline design

The EFA developed the baseline designs that have been successfully used as part of the original PSBP and the intention is to continue with these for PSBP2. Guidance on the baseline designs are on the EFA website

<https://www.gov.uk/government/publications/baseline-designs-for-schools-guidance>

8.2.3 Seeking to expand provision

Where there is a good case for increasing the size of the school at the same time as addressing the condition, we will work closely with the local authority to bring our funding together with local basic need funding so that this can be done. You are asked to confirm acceptance of this condition.

If 'No' is selected it will preclude the school from being part of PSBP2.

If you are not seeking to expand provision please still enter 'Yes'.

8.2.4 Expressing interest for expansion if the applicant is not the local authority

Where a school, faith body, or multi-academy trust is applying directly, they must obtain agreement in principle from the local authority that it can supply basic need funding to support any expansion proposals.

8.3 Section C: Existing pupil places

This section refers to questions 19 to 28.

8.3.1 2013/14 total capacity

Please provide the school's total capacity figure. This should be consistent with the figure being reported in the local authority's 2013/14 school capacity data collection (SCAP) return and should not include nursery provision.

NB: Q.20 in section C is not used and is pre-populated with a zero. Please do not change this field:

20. Question not used

TOP TIP: Questions 21 to 26 are pre-populated with a zero (0). If any of these questions are not relevant please leave the zero (0) in the field

8.3.2 Two year old provision and nursery places

Include full time equivalent places that are funded by the local authority. Please be aware that PSBP2 will not fund the replacement of private two year old provision or nursery facilities.

8.3.3 Bulge classes

Provide school year and numbers in each bulge class in the text box in question 24 and when you expect these places to no longer be required (i.e. when the bulge will have moved through the school).

8.3.4 SEN information

Please select the most relevant SEN provision(s) provided by the school.

Note we are only looking for the main specialist provision and only that which is provided in a SEN Unit, or Special School.

8.3.5 Accommodation on site that is not part of the school

Provide details of any other function(s) based on the school site that is not fully part of the statutory education provision. **If there are none please include a nil return otherwise you will not be able to save the form.**

PSBP2 would not fund any of these functions unless, for example, the shared leisure and community facilities are formally part of the school and the space is being used by others out of school hours. Should the school be successful then the applicant could provide funding should they want the accommodation rebuilt as part of the programme.

8.4 Section D: Proposed expansion

This section refers to questions 29 to 36.

Provide details of the number of places (in FTE) you wish to add through this PSBP2 expression of interest. Please note that this will be subject to working with the local authority to bring together basic need funding with PSBP2 funding so that this can be achieved.

If you are providing pupil information for a middle or all-through school, please split primary and secondary age pupils between the relevant boxes.

TOP TIP: The questions in section D are pre-populated with a zero (0) and should be left as such if any part of the section is not relevant

8.5 Section E: Details of school

This section refers to questions 37 to 40.

Please state the number of buildings within the school site that you wish to be considered for PSBP2. Applicants should focus on those buildings which enable the school to function safely and effectively. If you wish to express interest for a whole school rebuild or refurbishment you must enter information for each building separately.

TOP TIP: The number of buildings you state in section E will match the block-level information questions in section F.

Relevant buildings include: teaching spaces, dining and sport facilities, administration offices, mechanical and electrical plant rooms.

Applicants will need to use judgement about what constitutes an individual building. Where buildings are joined by a link corridor, this should count as two buildings. Where an individual building has been extended, giving rise to elements of different age and construction type, applicants will need to make a judgement about whether to break this down into individual blocks for the purposes of this expression of interest.

Buildings should not include: caretakers' houses, or the actual link corridors.

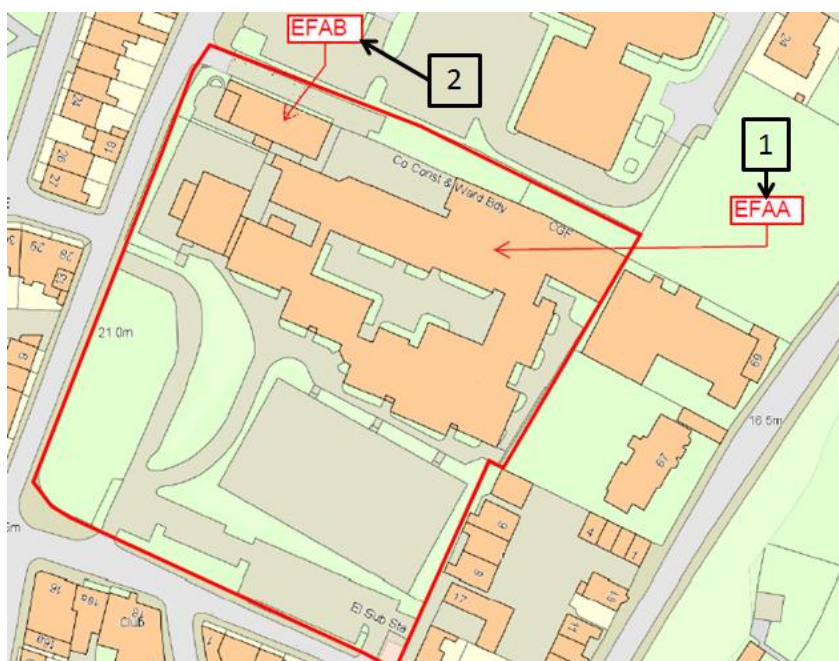
8.5.1 Site plan

Every form must be accompanied by a site plan. The site plan must clearly show the full extent of the boundary for the site and all the buildings on it. It will need to identify each building on the school site, and each building you wish to be included in PSBP2 must be clearly labelled 1,2,3, etc.

TOP TIP: The order you label the buildings on your site plan must be the same order you include information about them in section F on the form.

Schools' Property Data Surveys are now being shared through a staged release programme. Schools that have received their property data survey as part of this exercise should submit a site plan that also includes the PDS references (from the PDS report) to help block matching for PSBP2. Please note that this is to help the EFA in reviewing expressions of interest. Schools that do not yet have their property data survey will not be penalised and should just use numeric labelling.

The site plan example below shows two blocks labelled EFAA and EFAB according to the property data survey method. For the PSBP2 expression of interest we would ask that the applicant also labels these blocks 1 and 2:



8.5.2 Whole site gross internal floor area (GIFA)

Some applicants may not have easy access to the gross internal floor area (GIFA) information for the school. However, please endeavour to provide this information as it will help us identify the specific building against any data we hold.

GIFA information will normally be available within survey reports, Asset Management Plans or previous bids for capital funding.

8.5.3 Land ownership

Applicants must confirm if the freehold of any land comprising the site is site is owned or held on trust by a party other than the party applying for PSBP2, that party has consented to the application and understands this may involve building and other work on their land. Academies occupying local authority land by means of a 125 year lease, and church schools with playing fields still held by the authority will need to ensure they consult the relevant local authority.

8.6 Section F: Building details

This section refers to questions 41 to 57.


In this section please enter details of the buildings with a condition need that you are seeking to be addressed through PSBP2. Please do not enter information for buildings in good condition.

The section automatically starts with building 1 as you identified on your site plan and will be repeated until details have been captured for all the buildings (2,3,4, etc) you wish to be considered.

TOP TIP: Try to be brief and succinct in the free text boxes in this section

A summary of each building in the expression of interest will display at the bottom of this section once you have saved it. You can then go back and edit each one before you submit the form:

Save Building Details

Edit	Ref	Building Description / Use	Gross Internal Floor Area (GIFA) M ²	Does this block require re-build or major refurbishment work to address condition?
	1	Hall	600	Yes

At question 42, briefly provide clear reasons for the existing significant condition need which would necessitate a whole building rebuild or major refurbishment. Please note that question 41 is not used.

At question 47, if applicants do not know the GIFA for the existing building, they should ensure a zero (0) is entered in this box, rather than leaving it blank.

The remaining sections of the online form are intended to complement the information we hold in the Property Data Survey and ask you to highlight any issues that may not have been captured by that survey. Please only tick yes to questions 48,50, 53 and 57 if the issues are of such significance that they would necessitate a complete rebuild or major refurbishment.

8.6.1 Structural issues – question 48

Applicants should focus on significant structural issues that affect the integrity of the building (e.g. structural issues with a supporting wall) and which would necessitate a full rebuild or major refurbishment of the whole building. This should be supported by a structural survey.

We would expect that in most circumstances the school or applying body will have previously commissioned a structural survey to manage the issue. The survey should be a document prepared by a Chartered Building Surveyor, Chartered Engineer, or similar property professional consultant.

We do not anticipate that schools or applying bodies will have to undertake any further surveys as part of this expression of interest process.

8.6.2 Asbestos issues – question 50

We understand that many schools have asbestos on site and all schools will have an Asbestos Management Plan. However, PSBP2 is not an asbestos removal programme and so we will only seek to consider buildings where:

- the presence of asbestos means the annual costs of managing it are excessive;
- there are a significant number of building elements containing asbestos which are at a high risk of damage and therefore potential disturbance of the asbestos; and
- there is widespread contamination which means repair is not a feasible solution, and a whole rebuild or major refurbishment is therefore warranted.

The school's asbestos register, asbestos management plan and specific asbestos surveys will need to be submitted to support the application if you have answered 'Yes'.

Where the school's asbestos register, asbestos management plan and relevant asbestos surveys cover all relevant buildings that you are seeking to be addressed through PSBP2, they only need to be submitted once.

8.6.3 Capital investment since 2011 – questions 53-56

This does not just refer to single projects in excess of £500k, but rather to accumulated capital expenditure at a building level from all available sources since 2011. The amount can be rounded to the nearest thousand.

At question 56 please include details of all works undertaken to make up the total given in question 54.

8.6.4 Material change to building since 2011 – question 57

Please explain the cause of the material change since 2011 (e.g. fire, flood or other significant events) and why its overall impact on the condition need of the building is such that it requires a complete rebuild or major refurbishment.

TOP TIP: Refer to section 5 of this document for more detail on information collected in this section F



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