



School Buildings and Facilities Policy (AY 2024-26)

Introduction

At Bright Riders School, we believe that in order to fulfil our vision and mission, a physical environment that is safe, inclusive, healthy, and sustainable is crucial. The architecture and construction of our school's buildings and facilities fully comply with ADEK and other laws. To provide a safe and encouraging environment for excellent instruction and our students' well-being, we make sure that all of the facilities are routinely inspected and maintained.

Objective:

This document is drafted to:

Ensures that facilities at Bright Riders School comply with ADEK and government standards, are well-maintained on designated educational land, and remain safe and sustainable. Also, to follow ADEK-approved procedures for inspections, external use, and temporary leasing of facilities.

Definitions

Additional Learning Needs	<p>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).</p> <p>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.</p>
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.
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.
Staff housing	Buildings or other premises designated for the residential purposes of school staff.
UAE National Symbols	National emblems of the UAE, including official photographs of UAE leaders, the UAE flag, and the National Anthem.
Universal Design	A concept that extends beyond the notion of accessibility, to include all people by creating inclusive spaces through the presence of integrated and mainstreamed products, environmental features, and services.

Policy

1. Land Use

- 1.1 Designated Educational Land Use: Bright Riders School operates on land that is designated for school use by the Abu Dhabi Department of Municipalities and Transport (DMT). The school does not operate from buildings intended for residential or commercial usage.

1. Expansion of Building and Facilities: The school applies for ADEK's approval prior to any expansion of its buildings, land, or facilities. Expansion of existing building renovations are subject to the Abu Dhabi Capital Development Code (DMT, 2022) and its amendments.

2. Design and Construction Standards

2.1 Compliance with Standards:

1. BRS ensure that the school building and facilities are designed, constructed, and maintained in line with this policy and the following standards:
 - a. Abu Dhabi Capital Development Code (DMT, 2022).
 - b. ADEK Private School Design Manual.
 - c. Estidama Pearl 1 requirements in relation to sustainability. This includes, but is not limited to, the use of systems that minimize energy consumption.
 - d. Standards specified by any other relevant government entities (e.g., DMT, Abu Dhabi Department of Health (DoH), Abu Dhabi Civil Defence Authority (CDA)).
 2. BRS complies with these requirements and ensures that the scale of the school building and facilities are sufficient to meet the requirements of student capacity and the curriculum.
 3. Gender-Segregated Buildings and Facilities: The school ensures that its building and facilities are gender-segregated, where applicable, in line with their license category, as per the *BRS Licensing Policy* and the *BRS Coeducation Policy*.
 - a. The school ensures that toilets, changing rooms, and prayer rooms are gender-segregated.
- 2.2 Compulsory Facilities: The school ensures that the following facilities are a part of the school premises and in use, in addition to the spaces and facilities listed in the ADEK Private School Design Manual:

1. Classrooms, toilets, changing rooms, and prayer rooms with appropriate ablution facilities.
2. Clinics, in line with the requirements of the *School Health and Safety Policy* and the Department of Health (DoH).
3. Special classrooms such as art studios, music rooms, and laboratories, in line with the requirements of the school's curriculum.

2.3 Design Specifications of Facilities:

1. Classrooms:
 - a. Student Capacity: BRS adhere to the maximum permitted class size of 25 students each in KG, and 30 students each in Cycles 1, 2, and 3.
 - b. Classroom Area: The school ensures classroom areas meet the minimum requirements set out in the ADEK Private School Design Manual for Cycle 1, 2, and 3 classrooms.
 - c. Classroom Set-Up: The school ensures that classrooms include, at a minimum, desks, chairs, a green/white/smart board, a teacher's table with a chair, and a cupboard for essential academic items.
 - d. Classroom Location: KG classrooms are located on the ground floor.
2. Sanitary Facilities and Changing Rooms: BRS has the following in relation to sanitary facilities and changing rooms:
 - a. Toilets, sinks, and drinking fountains are constructed in accordance with the latest version of the Abu Dhabi Capital Development Code, or local DMT codes and requirements, whichever is more stringent.
 - b. Toilets and changing rooms afford privacy for users.
 - c. Toilets for staff and students are separate, and the number of staff toilets is in line with the requirements of the Abu Dhabi Capital Development Code.
 - d. In Cycles 1, 2, and 3, student washrooms are designed to adhere to the ADEK Private School Design Manual.
 - e. There are appropriate facilities to accommodate for the needs of students with additional learning needs, in line with the Abu Dhabi Capital Development Code and the *School Inclusion Policy*.
 - f. Classrooms for KG students include a washroom with one toilet and one sink, which is accessible internally from the classroom.
3. Science Laboratories: BRS has the science laboratories that:
 - a. Meet the minimum requirements as per the ADEK Private School Design Manual.
 - b. Are equipped for emergencies and have a separate, lockable chemical storage room and a preparation room, in case they have

- chemicals.
 - c. Have appropriate ventilation and emergency shut-off controls.
 - d. Comply with any other safety measures specified in the ADEK Private School Design Manual.
4. Outdoor Spaces: In relation to outdoor spaces, BRS ensures that:
- a. The minimum requirements for outdoor spaces specified in the ADEK Private School Design Manual are met.
 - b. Outdoor spaces are designed to minimize injuries, allow for easy supervision of students, and ensure that students' recreational needs and interests are catered to.
 - c. Outdoor spaces provide sufficient drainage and are free of hazardous objects and harmful plants (e.g., cactus plants, and objects with sharp edges).
 - d. The surface temperature is monitored when students are engaged in outdoor recreational activities, and outdoor spaces have an adequate shaded area to protect students from direct sunlight.
 - e. Objects made of thermal conductors (e.g., metal or plastic) are placed in shaded areas to avoid direct sunlight to prevent the risk of burning upon human contact with heated objects.
 - f. Fresh and cool drinking water is provided near outdoor play areas and is accessible to students.
 - g. To prevent injuries from collision, sharp edges and hard equipment (e.g., basketball posts, flagpoles) have padding with a minimum height of 1.2 m.
5. Parking and Entrances:
- a. Compulsory Parking: The school has designated parking areas within school premises for school buses and staff vehicles, in line with the *School Transportation Policy*.
 - b. Design Requirements: The school adheres to the design requirements stipulated by the Integrated Transport Center (ITC) and the ADEK Private School Design Manual in relation to parking, drop-off, and entrances. The school also ensures that bus stops within the school premises are such that school buses do not need to drive in reverse. It also ensures that KG students board and disembark from the school bus on the right side of the road, adjacent to the school entrance.
6. Accessibility and Inclusion: The school adheres to the accessibility requirements set out in the Abu Dhabi Capital Development Code and the *School Inclusion Policy* in the design and construction of facilities. The school has reasonable adjustments to their buildings and facilities to ensure that students with additional learning needs have access to all school facilities, for example through the provision of lifts and ramps

for students with mobility difficulties.

2.4 UAE National Symbols:

1. **Display of Official Photographs:** BRS has prominently displayed all official photographs of UAE leaders in line with the photograph and placement requirements of Positions of Their Highness Pictures and Placements and Uses of Flags Manual and the recommendations of the latest compliance report.
 2. **Hoisting of the UAE Flag:** The school hoists the UAE flag prominently inside the school building (where the morning assembly is usually conducted) and in front of the school building on all days of the week. In line with the Positions of Their Highness Pictures and Placements and Uses of Flags Manual, school ensures the flag:
 - a. Is flown freely and close to the top of the flagpole.
 - b. Is not faded or damaged.
 - c. Does not touch, fall, or lie on the ground.
 - d. Is lowered to half-mast in cases of an official mourning announcement in the UAE.
 - e. Meets all other requirements of the Positions of Their Highness Pictures and Placements and Uses of Flags Manual.
- 2.5 **Fire Safety:** The school ensures that it is equipped with fully functioning fire prevention and protection systems in line with the requirements of the CDA. It appointed specialized companies approved by the CDA to maintain their firefighting and alarm systems. The school ensures that all certifications required by the CDA (e.g., Hassantuk and Preventive Safety Certificate) are valid.
- 2.6 **Residential Accommodation:** The school has provided residential accommodation for staff within the school campus.
- 2.7 **Security Guard's Room:** The security guard's room is located inside the school campus and near the school's main gate and only includes utilities, without any sleeping facilities.
- 2.8 **CCTV Cameras:** The school has installed CCTV cameras in line with the requirements of the Manual of Surveillance Devices (MCC, 2022) and the *School Digital Policy*.

3. Use of School Facilities by External Parties

- 3.1 **Use of Non-Classroom Facilities by External Parties:** The school is authorized to allow external parties to use facilities other than classrooms (e.g., auditorium, playground, outdoor spaces, swimming pool, changing rooms).

1. Approval from ADEK: The school seeks approval from ADEK prior to allowing the use of facilities by external parties ensuring risk assessment, and measures to safeguard the safety of the school community is maintained.
2. Student Health and Safety and Safeguarding:
 - a. The school ensures that such usage takes place outside of school hours and at times when the facilities are not in use by school students for extracurricular activities or events.
 - b. BRS has measures to prepare such facilities for student use post usage by external parties. This includes measures to clear hazardous and prohibited materials.
 - c. BRS also ensures that external parties are aware of relevant ADEK policies relating to student safeguarding and protection, in line with the *School Safeguarding Policy* and the *School Student Protection Policy*.
3. Usage Fees: The school is authorized to charge external parties for the use of school facilities and discloses such charges to ADEK as part of its financial report, in line with the *School Reporting Policy*.

4. Maintenance, Inspections, and Documentation

- 4.1 Maintenance: BRS has developed and implemented a plan for periodic maintenance and repair of buildings and facilities, to ensure that they remain in a safe and satisfactory condition (e.g., maintaining a clean building appearance, as part of the physical environment, beneficial for a positive school climate).
- 4.2 Buildings and Facilities Inspections: The school undergoes inspections conducted by ADEK, any external bodies appointed by ADEK, and other relevant government entities to ensure compliance with this policy and the overall safety and quality of the school's buildings and facilities. The school facilitates such Inspections, in line with the *School Compliance Policy*.
- 4.3 Required Documentation:
 1. BRS maintains documentation confirming that:
 - a. Its buildings and facilities are in line with this policy and are safe and fit for purpose throughout the license period.
 - b. Its buildings and facilities comply with all applicable legislation throughout the license period.
 - c. The school has undergone periodic maintenance inspections.
 - d. The school has conducted any safety assessments required by ADEK or other government entities (e.g., fire safety assessments).

2. Display of Licenses and Certificates: The school posts copies of valid licenses or certificates issued by ADEK or other government entities in relation to the school's buildings and facilities on a bulletin board near the school's main entrance.

5. Insurance

- 5.1 Insurance of Buildings and Facilities: BRS has insured its buildings and facilities through insurance companies licensed in Abu Dhabi. The school ensures the insurance covers:

1. Damages to the school buildings, facilities, and equipment, and any liabilities incurred by the school in relation to the same.
2. Any building-related liabilities incurred by users of the school's buildings and facilities (e.g., injuries or casualties due to structural damage).

6. Compliance

- 6.1 This policy is effective as of the start of the Academic Year 2024/25 (Fall term). The school is fully compliant with this policy since the commencement of the Academic Year 2025/26 (Fall term).

Approved By:

Rachna Prakash
Principal
Bright Riders School-Abu Dhabi



Next Review: AY 2026-2027