

West Sussex County Council
Atrium Property Portal
School NET Capacity User Guidance

Property Portal

1 School NET Capacity User Guidance

This document details the various tasks required to view and process your NET capacity data via a secure website. Each Head teacher will need to respond to net.capacity@westsussex.gov.uk in order to receive their login details to the Portal, it is essential you use an individual email address to reply with, e.g. jbloggs@wsgfl.org.uk or head@sussexschool.co.uk. Once you have received your login details, the guidance below can be followed. **Please Note:** It is at the Head teacher's discretion to share their login details to a designated person needing access to the Portal.

Portal viewing requirements - Java version 1.5 or later.
Require an update or unsure, then please hold Ctrl & click on the icon

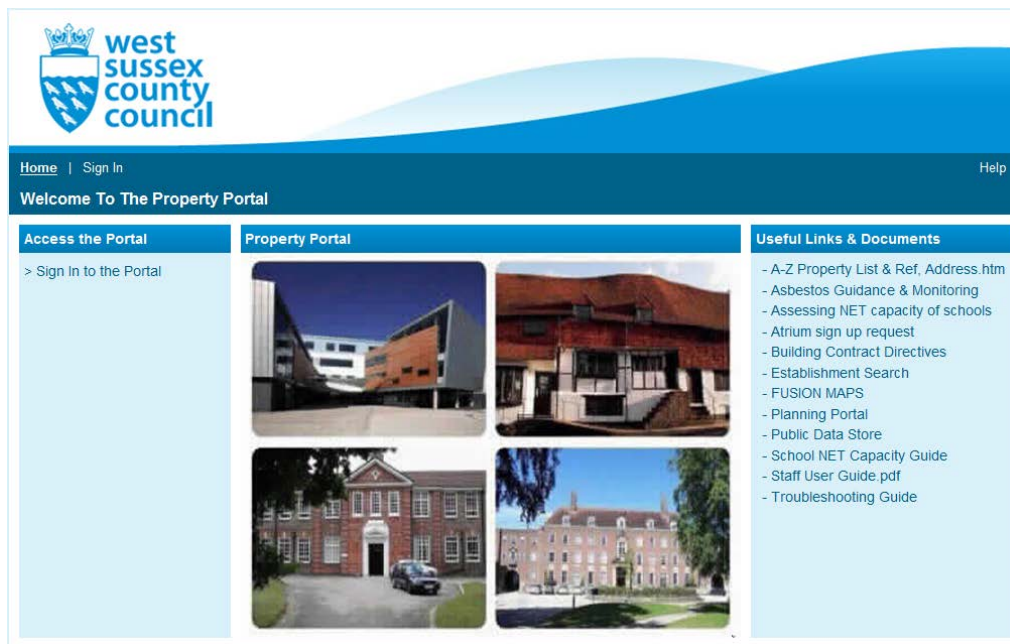


Please be aware that the screen prints below are for guidance purposes only and may not represent the finished website design.

2 Sign on

Welcome Page – The Portal link is below:

<http://buildings.westsussex.gov.uk/PropertyPortal/faces/index.jspx>



Before signing in there are quick internet links available, on the right hand-side.

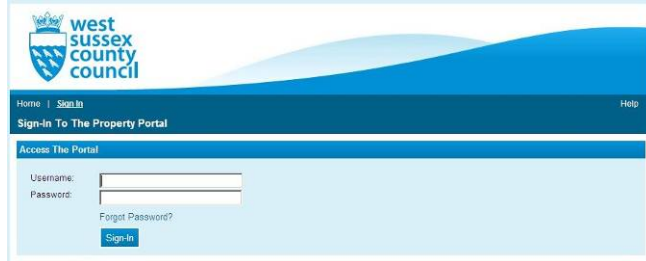
To perform these tasks you will need to log on using your Portal User ID and Password. (Emailed to the Head teacher)

(**Note:** the Username and password is upper-case with no spaces).

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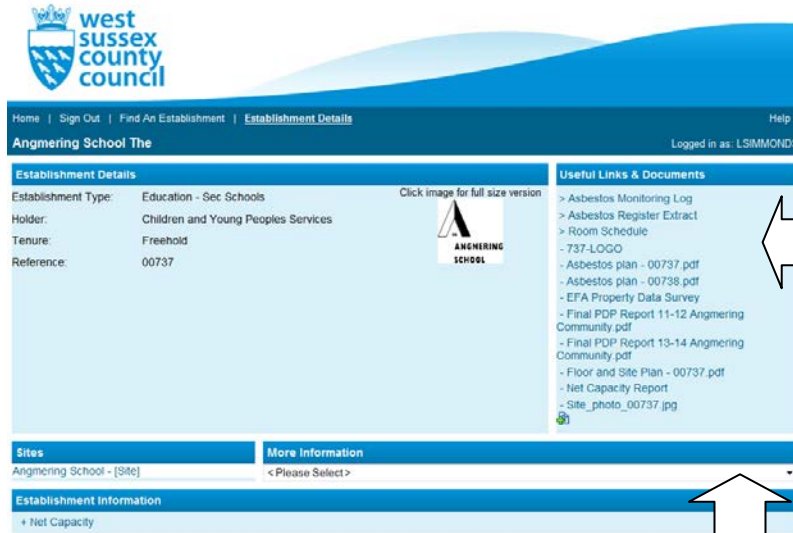
2.1 Username and Password changes / resets

If you require a username or password change or reset please email net.capacity@westsussex.gov.uk



3.0 User Home page

The user homepage will provide you with School details this will include the essential items for completing and returning your Net capacity feedback.



The documents listed on the right-hand side will include a floor plan, NET capacity report and a room schedule.

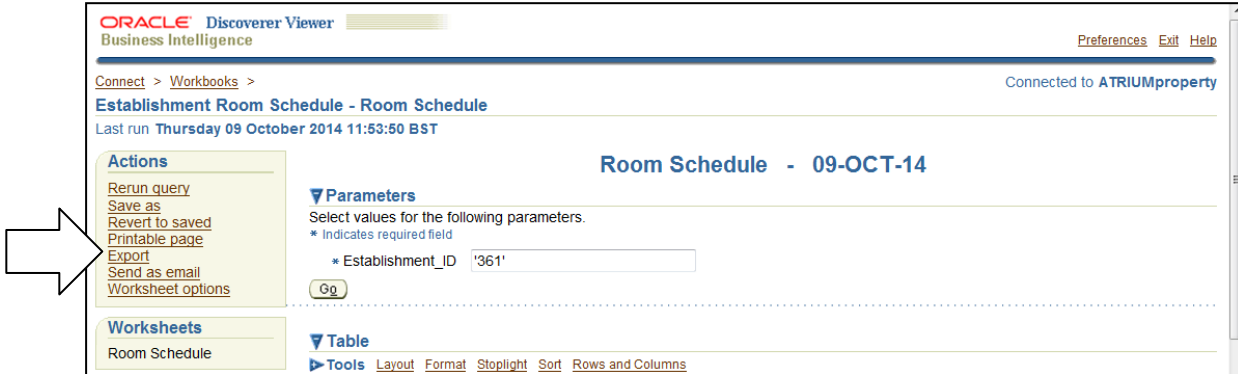
In order to feedback and accept your NET capacity figure, you will need the **floor plan**, **NET capacity report** and if you need to highlight a number of changes, the **room schedule** is available, this will enable you to comment against specific rooms (Please see Section 3.1 for details).

Select this drop down tab and you will be able to select "NET Capacity Acceptance" to feedback your comments. (Shown in Section 4)

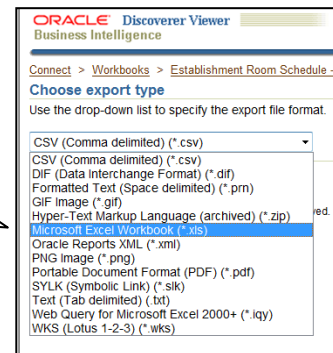
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3.1 Using the Room Schedule

To obtain the **room schedule** please click on “Room schedule” on the right-hand side.
(A tab will appear that opens up Oracle-based software)
In the Actions menu, shown below (top left-hand side), click “**Export**”



Choose the **Microsoft Excel Workbook** option under export Type (as shown on the right here)

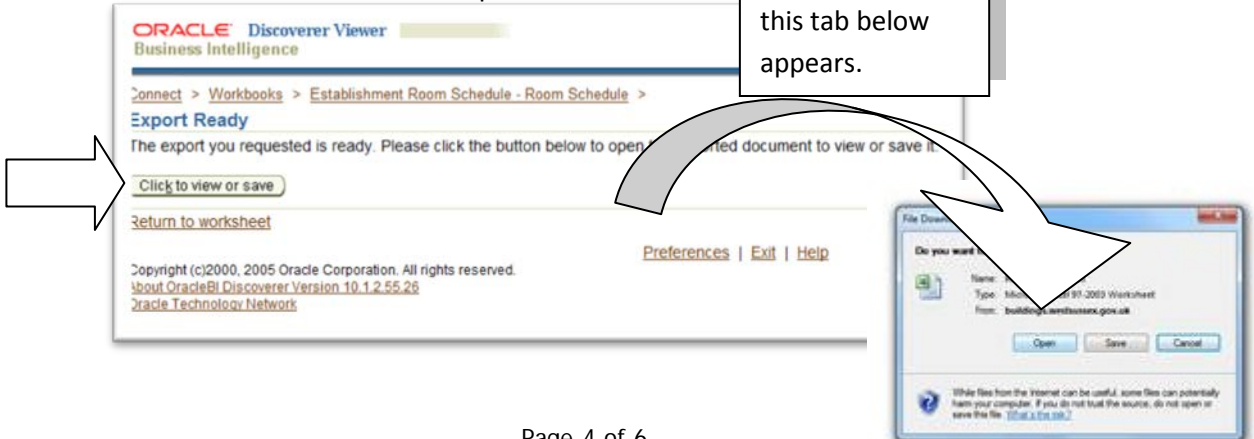


Click the **Export** button on the right-hand side



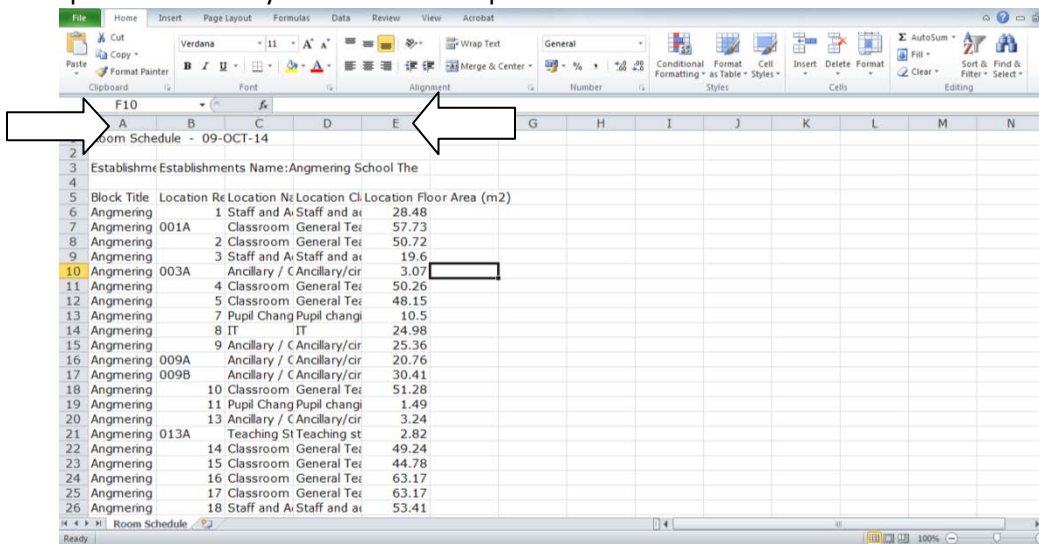
Click “Click to view or save” and open the file.

Click **Open**, when this tab below appears.



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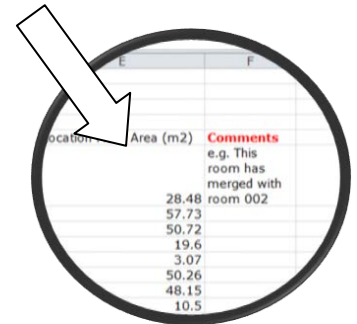
Once you've clicked on **"Click to view or save"** the Room schedule will then appear on the spreadsheet and you will need to expand Columns A-E to view the data.



You can expand the columns manually or by clicking on Column A, then hold down the **shift** key and click on column E. Once they're all highlighted right-click on the selection and choose **"column width"** You can then enter a new width of 20 and click enter.

If you add a title of Comments in column 5, as presented below, you can then enter your NET capacity comments against each specific room in Column F. (Please note that the room numbers are all related to the floor plans)

Once you are happy with the comments, save the file somewhere that's easy to find as you will need to upload it in to the system in the next step.



Please save the file in the following format
5 digit property ref_Room schedule feedback_YEAR
00123_Room Schedule feedback_2014.xls

This is the numbers part of your password OR this is the reference number on your floor plan

To upload your spreadsheet with the NET capacity comments, Click on the green plus icon shown on the right.



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To upload a document, please select "*Microsoft Excel*" as the Application & "*Room use feedback*" as the Type. Ensure Make private & Confidential are left un-ticked.

Click **Browse** and navigate to your file & finally... click the "**Upload File**" button. It will then inform you that you have successfully loaded your file and you can close the window.

Upload file

Application: Microsoft Excel

Type: Room use feedback

Make Private:

Confidential:

File: Browse...

Upload File

4 NET Capacity Report Acceptance

Save Save As New Cancel

Updating: Net Capacity Acceptance

User

Email Confirmation

Assessment Date

Accept Assessment? < please select >

Assessment Comment

Establishment Details

Logged

Useful Links & Documents

- 737-Logo
- Floor And Site Plan - 00737
- Net Capacity Report

More Information

Net Capacity Acceptance

< Update >

User

Email Confirmation

Assessment Date


Accept Assessment?

Assessment Comment

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The User box is to enter in the Head teacher's name.

The Email Confirmation is to enter the email address the user would like to be contacted on.

Assessment Date is the date in which the user responds, the calendar icon can be clicked on to select this date. 

Accept Assessment? Yes or No

Accept Assessment?



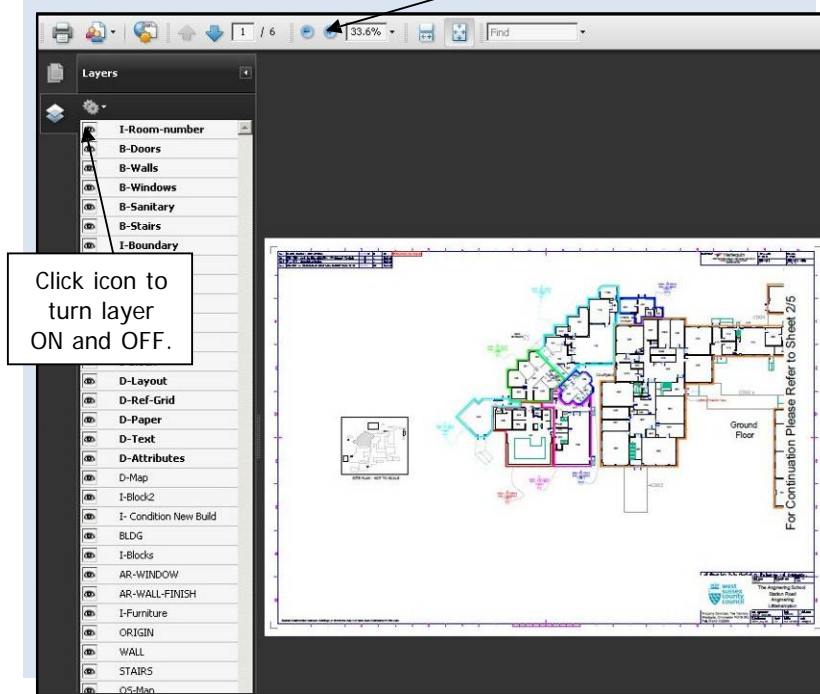
Assessment Comments Any comments which will describe the changes to the alterations required on the Net capacity Report and Floor plan. E.g. Room 016 is now a Library, An extension has been added near room 112, and the architect is JB Architects Ltd.
(Please note, there is space for 100 characters). **Please note** that if you're using the feedback spreadsheet please make a note in here that you have done so.

When complete please click "**Save As New**" and you will create a new response.

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4 School Floor and Site plan (PDF)

Point 1. Used for viewing further plan layouts



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5 NET Capacity Report

Net Capacity Assessment Method for Secondary Schools				DfES/0749/2001	
<p>Please read the Net Capacity guidance (DfES/0749/2001) before filling in this form for the first time. This form can be used to assess any secondary, middle deemed secondary or upper school. It is easiest to use the computer spreadsheet, available at www.dfes.gov.uk (search for 'netcapacity'). Use this page to identify the basic information required. List all spaces in the Net Area Schedule on page 2 (following the notes on the facing page). All boxes shaded in gray will be worked out automatically in the computer spreadsheet. The 'Declaration of Accuracy' should be signed by the Head Teacher and a representative of the Local Education Authority.</p>					
School Details					
LEA	West Sussex		If applicable: complete the boxes below if the school is on a small or split site or has more than one year of admission.		
DfES LEA/school number			date		
school name					
age range	to		no. of sites		
utilisation factor	u		total site area (m ²)		
first admission year (if below 16)	normal year of admission		(second admission year, if applicable) (Y12 admission if applicable)		
number of years up to age 16	planned admission number		e = (c x d) / b		
<p>normal year of admission: Y7 for instance 'Y7'</p>			<p>no. of years, up to age 16, that those in the admission year will be at this school (e.g. '5')</p>		
<p>planned admission number: 140</p>			<p>if known; if in Y12, further agreed admission number beyond those 'staying on'</p>		
			<p>h = (f x g) / b</p>		
Sixth Form Data					
FTE NoR In Year 11	FTE pupils staying on post-16	'stay-on rate'	If applicable: complete these boxes if the school has a sixth form.		
this year			Post-16 numbers should only include pupils remaining at the school in Years 12 to 14. Calculate the 'stay-on rate' to nearest two decimal places by dividing the post-16 numbers by the PREVIOUS Year 11 (e.g. 1.33). In new sixth forms use proposed numbers.		
last year					
year before last					
average sixth form 'stay-on rate'			k = (H)/2		
number of age groups		n	(a + e + h) + k		
<p>If applicable: Description of non-school and support provision, not normally available to the school during the school day.</p> <p>LEA designated Early Years and Childcare provision, if any including the age range and the number of places involved. Enter area in 'net area' column and note with an 'E' at step 4</p>					
<p>LEA designated specially resourced facilities, if any non-school facilities (such as a community library, multi-agency facilities, or youth centre) or support facilities (such as an SEN support centre or a Learning Support Unit). Include the number of any additional specially resourced places, if applicable. Enter area in 'net area' column and note with an 'R' at step 4</p>					
<p>LEA designated adult learning facilities, if any (such as City Learning Centres, teacher training, or other Lifelong Learning facilities). Enter area in 'net area' column and note with an 'A' at step 4</p>					