DEMOUNTABLE CLASSROOMS

INTRODUCTION

The Catholic Education Office, Diocese of Sale maintains a stock of demountable classrooms for short term use by Primary schools within the Diocese of Sale. The Diocesan Education Council Finance Committee is responsible for setting the program policy, and approves major areas of change to established practice.

Transport and relocation costs, as well as general maintenance and refurbishment costs are borne by the Primary System budget on the grounds that the CEO owns the demountables on behalf of the Primary system of schools.

1.0 PURPOSE

Primary Schools

Primary schools may apply to rent one or more demountable classrooms for the following purposes:

1.1 To establish a new school. A new school is defined as a school operating within three years of its opening. Such schools are eligible for one demountable for every twenty-five students.

1.2 Where a Government Capital Grant has been approved or where Diocesan Supplementary Capital Fund support has been granted to build new classrooms, and accommodation is needed until the buildings are completed.

1.3 To allow a major refurbishment project to be undertaken with minimum disruption to classes.

1.4 Where there is a temporary fluctuation in the school population and a building program cannot be justified in the long term.

1.5 In an emergency situation where there has been a fire or other disaster.
Secondary Schools
Secondary schools can access this policy in exceptional circumstances only. The current rental fee would apply and secondary schools would be responsible for maintaining the demountables. Primary schools have first call if there is a shortfall.

Secondary schools may submit an application to the Director of Catholic Education, Diocese of Sale for consideration. Secondary Colleges will pay the rental fee and relocations costs from their own budgets.

2.0 CONDITIONS OF AVAILABILITY

Period of Rental
The maximum period of rental shall normally be as follows:

<table>
<thead>
<tr>
<th>Reason For Rental</th>
<th>Maximum Period or Rental</th>
</tr>
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<tbody>
<tr>
<td>New school</td>
<td>3 years</td>
</tr>
<tr>
<td>Classroom building program</td>
<td>2 years</td>
</tr>
<tr>
<td>Refurbishment of classrooms</td>
<td>1 year</td>
</tr>
<tr>
<td>Short term population fluctuation</td>
<td>3 years</td>
</tr>
<tr>
<td>Fire or other disaster</td>
<td>3 years</td>
</tr>
</tbody>
</table>

Should a school wish to extend the period of rental beyond the maximum term, a new application must be made. All applications need the support of the Education Consultant and approval of the Diocesan Education Council Finance Committee.

3.0 AVAILABILITY

Where the available stock is insufficient to satisfy demand, priority will be given to primary schools.
In the case of new schools, CEO staff will attempt to provide “A” class, or “A” class equivalent, stock so as to ensure the attractiveness of the new school.

4.0 RENTAL FEE

A rental fee will be charged on an annual basis and is payable by 31 December of each year. Rental fees shall be set by the Diocesan Education Council Finance Committee and will be reviewed annually. Increases will normally be within the CPI. Secondary schools shall have an additional indexed cost per year for maintenance.

Primary schools will be funded the demountable classroom rental fee from the Diocesan Share of the Primary Sector Budget in the October grants for a period not exceeding the approved period of rental.
5.0 MAINTENANCE

The Catholic Education Office shall undertake initial maintenance on the demountable classroom at the time of installation and any maintenance required due to normal wear and tear.

All other maintenance costs shall be met by the school. Schools should follow the procedures as documented in the “Demountable Classroom Repairs and Maintenance Procedure” document (attached).

6.0 TRANSPORT AND RELOCATION COSTS

The cost of initial relocation and setup will be paid for by the CEO from the Demountable Program budget such as:

Connection costs relating to power and storm water shall be the responsibility of the renting school.

7.0 STRUCTURAL ALTERATIONS TO DEMOUNTABLES

Any structural changes sought by schools must be approved by the Catholic Education Office designated staff before work commences.

Any additional structures beyond standard access to the demountable classroom shall be constructed at the cost of the renting school.

8.0 APPLICATION TO RENT

8.1. Application to rent a demountable classroom must be made by completing the Demountable Classroom Application Form and emailing it to the Director of Catholic Education before the closing date.

8.2. Applicants must demonstrate:
   a) Educational and financial need (application must be supported by the school’s Catholic Education Office Education Consultant)
   b) Existence of a School Master Plan.

8.3. The closing date for new applications is 5.00 pm on a date in Term 3 to be advised each year. Late applicants cannot be guaranteed a demountable for the new school year.

8.4. Applicants shall be advised in writing of the outcome of the application following consideration by the Director of Catholic Education.

9.0 OPTION TO BUY

A school may offer to purchase the demountable classroom at a value determined by the Catholic Education Office. The decision to sell will be at the discretion of the Director of Catholic Education.
This policy is related to schools in the Diocese of Sale. Schools outside the diocese are subject to availability of Demountables and conditions associated with an application.

REVIEW

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Implementation Date: November, 2008

Review Date: November, 2011