

Classroom planning checklist

A practical starting point for schools and architects. Use this checklist to prepare your brief, compare ideas and identify what you would like help with.

School or project: _____

Rooms or areas: _____ Target date: _____

1. Understand the learners

- ☐ Who will use the room, and how many pupils and staff need space?
 - ☐ What ages, access needs or individual support requirements should inform the brief?
 - ☐ Who should contribute, including teachers, support staff and pupils?
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2. Map the learning activities

- ☐ Which activities need space, including teaching, group work and individual focus?
 - ☐ Are floor level activity, practical work or quieter settings needed?
 - ☐ How often will the room change, and who will move the furniture?
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3. Check the room and circulation

- ☐ Record dimensions, doors, windows, fixed fittings and available services.
 - ☐ Check access and circulation in each proposed layout with the project team.
 - ☐ Where will resources, bags and furniture be stored when not in use?
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4. Choose seating and table options

- ☐ Consider chair and table heights together for the pupils who will use them.
 - ☐ Which seating, movement and working positions suit the activities?
 - ☐ Where appropriate, seek qualified advice on specialist postural needs.
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From ideas to a practical brief

Use the notes below to identify priorities and the questions to resolve before finalising furniture choices.

5. Plan for inclusion and adaptability

- ☐ Which learners may benefit from a quieter setting or a choice of position?
 - ☐ Can staff adapt the room while maintaining supervision and clear circulation?
 - ☐ How might pupil needs or the use of the room change over time?
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6. Consider durability and everyday care

- ☐ Check construction, cleaning, maintenance and relevant product information.
 - ☐ Ask about warranty terms, replacement parts and repair options.
 - ☐ Compare long term suitability alongside the initial purchase price.
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7. Agree budget and delivery arrangements

- ☐ Set a budget and confirm which costs the quotation needs to include.
 - ☐ Identify who will approve the specification and arrange procurement.
 - ☐ Review lead times, site access, unloading, installation and storage needs.
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8. Try, review and decide

- ☐ Would samples, a demonstration or a classroom trial help the decision?
 - ☐ Agree what staff will assess, such as comfort, movement and ease of use.
 - ☐ Record feedback and review the layouts before confirming the specification.
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What are your 3 priorities?

Talk through your plans with Henning

From 1 classroom to a complete school, I can help you explore layouts, VS furniture options, samples and the next steps for your project.

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