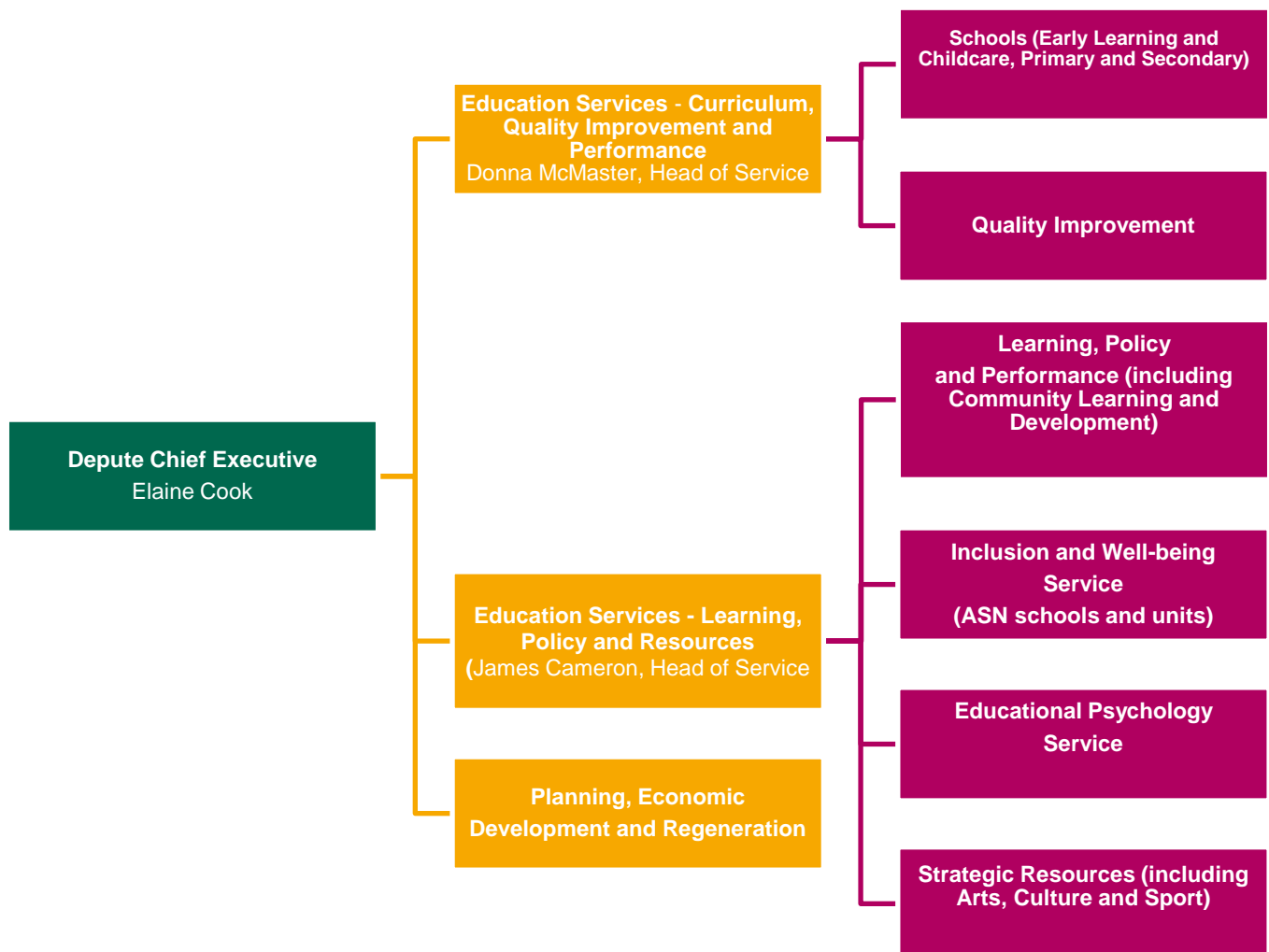


Service Activity

The Education, Planning and Regeneration Services directorate is focused on the delivery of services that will support our community to grow and develop with better outcomes in early years, education and employability.

The main focus of activity within Education Services is the delivery of school based education. Schools are supported by teams dealing with quality improvement, education psychology, inclusion and wellbeing, resources, policy and performance. Services are also provided to children, young people and the wider community through arts, cultural and sport services and community learning and development.



Education Services is made up of primary and secondary schools, early learning and childcare establishments, and additional support for learning establishments and units, and five services, known as West Lothian Assessment Model (WLAM) units, under the direction of the two Heads of Education Services.

The following section provides more information on the activities and resources of schools and each WLAM unit.

Inclusion and Wellbeing Service

Service manager: Alison Raeburn, Inclusion and Well-being Manager

Number of staff: 60.8 (full time equivalents)

Location: Civic Centre and Across All Schools

Purpose

The Inclusion and Wellbeing Service (IWS) works in partnership with schools, the Educational Psychology Service, the Quality Improvement Team and multi-agency partners to deliver education services and contribute to the overall aims of the council in relation to the educational attainment, achievement and health and wellbeing outcomes for West Lothian's children and young people.

More specifically, the service supports schools in improving the delivery of education provision, learning experiences and opportunities for children and young people with additional support needs across the curriculum in every educational context and setting, enabling all pupils to achieve at their highest potential. Collaborative planning with multi-agency partners is a key focus throughout the service's strategic and operational activities with the Getting It Right for Every Child (GIRFEC) agenda underpinning all partnership working.

The Inclusion and Well-being Service's vision is the achievement of long term sustainable quality educational provision for all West Lothian's children and young people which is sufficiently inclusive to remove barriers to participation, learning and achievement, and to promote equality. This is achieved by:

- ◆ Placing the needs of children and young people at the centre of service delivery
- ◆ Identifying and addressing barriers to participation, learning and achievement
- ◆ Working collaboratively with partners
- ◆ Building capacity at individual and systemic levels, and
- ◆ Operating within a context of continuous improvement
- ◆ Outreach services are merged and delegated to Headteachers

Activities

The main activities of the service during the period of the 2018/19 Management Plan will be to:

- ◆ Continue to ensure long term sustainability of specialist provision (in line with Corporate Plan Priority 1)
- ◆ Continue to support the child's planning process in the allocation of specialist provision to appropriately identified need (in line with Corporate Plan Priority 1).
- ◆ Work collaboratively with key partners to develop and enhance our educational provision for children and young people with Autistic Spectrum Disorder; and Social, Emotional and Behavioural Needs; Severe and Complex Needs; and Moderate Learning Difficulties (in line with Corporate Plan priority 1, 2, 5, 6 and 7).
- ◆ Continue to work collaboratively with key partners to develop and enhance our support for and to increase the attainment of our Care Experienced children and young people as part of the Corporate Parenting Strategy (and in line with Corporate Plan priority 2.)
- ◆ Continue to support the local and national agenda of closing the poverty related attainment gap through the successful embedding of a re-structured Inclusion and Wellbeing Service to

realise the service's commitment of building capacity within mainstream schools to meet the needs of all pupils (in line with Corporate Plan priority 1, 2, 5 and 6).

- ◆ Continue to work with the Educational Psychology Service and multi-agency partners on the embedding of child's planning and staff development frameworks to support pupils who require additionality to maximise their learning (in line with Corporate Plan priority 1, 2, 5 and 6).
- ◆ Contribute to the school improvement agenda by working jointly with the Quality Improvement Team to support the Moving Forward in Learning Framework (in line with Corporate Plan priority 1, 2, 5, 6 and 7).
- ◆ Work collaboratively with NHS to develop and enhance support for all pupils requiring support from Community Child Health, Child and Adolescent Mental Health (CAMHS); Speech and Language Therapy Services; Physiotherapy Services and Occupational Health Services (in line with Corporate Plan priority 1, 2, and 6).
- ◆ Continue to support schools, children/young people and families through policy development and support in the areas of, Positive Relationships; Management of Health Care Needs in Schools; Attendance at School; Home Education; and Co-ordinated Support Plans (in line with Corporate Plan priority 1, 2, 5, 6 and 7).
- ◆ Continue to support the Quality Improvement Team in the administration of schools' senior management recruitment process and student placements (in line with Corporate Plan priority 1).
- ◆ Consider a service delivery model for the inclusion and Wellbeing Service in light of developments resulting from the National Governance Review and the Transforming Your Council process (in line with Corporate Plan priority 1, 2, 5, 6 and 7).

Key Partners

The service actively works with our partners to plan, design and deliver improved services for our customers.

Our key partners include: other council services; parents, children and young People; NHS Lothian (Community Child Health, Child and Adolescent Mental Health (CAMHS) and other Allied Health Services); Police Scotland; Education Scotland including HMI; SEEMiS (Information Management System); Common Ground Mediation (Education Services' independent mediation organisation); Schoolhouse (Home Education Support Charity); Scottish Autism; and National Deaf Children's Society.

Customer Participation

The service will actively engage customers and potential customers in the delivery and re-design of services to ensure that they are accessible and focused on their needs and preferences.

Customer Consultation Schedule 2018/19

Customer Group	Method	Frequency	Responsible Officer	Feedback Method
Parents / carers	Focus groups/ Survey	As individual projects dictate	Inclusion and Well-being Manager	<ul style="list-style-type: none"> • Customer feedback/survey monkey
Head Teachers	Customer satisfaction survey	Annually	Inclusion and Well-being Manager	<ul style="list-style-type: none"> • Customer feedback/survey monkey
Head Teachers	Focus groups/ working groups	As and when required during the year	Inclusion and Well-being Manager	<ul style="list-style-type: none"> • Minutes of meetings • E-mail
Pupils	Focus Groups	As and when required during the year	Inclusion and Well-being Headteacher	<ul style="list-style-type: none"> • Minutes of meetings
Partner agencies	Partner focus groups	As individual projects dictate	Inclusion and Well-being Manager	<ul style="list-style-type: none"> • Customer feedback/survey monkey • Email

Activity Budget 2018/19

Inclusion and Well-being Service								
Activity Name and Description		Link to Corporate Plan	Performance Indicator and Target 2018/19	PI Category	Staff Resources (FTE)	Revenue Expenditure Budget 2018/19 £	Revenue Income Budget 2018/19 £	Net Revenue Budget 2018/19 £
Inclusion and Well-being Forum	Meeting the needs of pupils with additional support needs within mainstream schools through the allocation of additional funding to schools by the Inclusion and Wellbeing Forum.	1 Improving attainment and positive destinations for school children	EDIWS030 Cost per pupil of Inclusion and Wellbeing Forum allocations. Target: £39.31	High Level	0.0	1,058,607	0	1,058,607
			SOA130214 Percentage of schools and pre-school establishments receiving positive inspection reports Target: 100%	Management				
Service level Agreements	Service level agreements for: the purchase of communication equipment; NHS Access/OT Services; and Mental Health Support for primary aged pupils.		EDIWS024 Cost per pupil of Service Level Agreements Target: £6.34	High level	0.0	170,596	0	170,596
			SOA130214 Percentage of schools and pre-school establishments receiving positive inspection reports Target: 100%	Management				
Inclusion and Wellbeing Service	Meeting the needs of pupils with additional support needs within mainstream schools: Visual Impairment; Hearing Impairment; ASD; ADHD; Hospital Tuition; Mental Health; Looked After and Pre-school.	1 Improving attainment and positive destinations for school children	EDIWS025 Cost per pupil of Inclusion and Wellbeing Service meeting the needs of pupils with additional support needs in mainstream schools Target: £127.47	High Level	43.7	3,432,609	0	3,432,609

Inclusion and Well-being Service

Activity Name and Description		Link to Corporate Plan	Performance Indicator and Target 2018/19	PI Category	Staff Resources (FTE)	Revenue Expenditure Budget 2018/19 £	Revenue Income Budget 2018/19 £	Net Revenue Budget 2018/19 £
Literacy and Language	Meeting the needs of pupils with language and communication needs. This includes both the in-reach and outreach services of Murrayfield Language Centre, The Literacy base and NHS SALT SLA.	1 Improving attainment and positive destinations for school children	SOA130214 Percentage of schools and pre-school establishments receiving positive inspection reports Target: 100%	Management				
			EDIWS026 Cost per pupil of Literacy and Language support. Target: £33.07	High Level	9.3	890,468	0	890,468
			SOA130214 Percentage of schools and pre-school establishments receiving positive inspection reports Target: 100%	Management				
Independent Mediation Services	Procure Mediation Services for parents of pupils with ASN.	Enabler Service - Corporate Governance and Risk	EDIWS027 Cost per pupil of Independent Mediation Services. Target: £0.24	High Level	0.0	6,580	0	6,580
			EDIW023 Percentage of families successfully engaging in independent mediation services Target: 100%	Management				

Inclusion and Well-being Service								
Activity Name and Description		Link to Corporate Plan	Performance Indicator and Target 2018/19	PI Category	Staff Resources (FTE)	Revenue Expenditure Budget 2018/19 £	Revenue Income Budget 2018/19 £	Net Revenue Budget 2018/19 £
Other Local Authority Schools	Meeting the needs of West Lothian pupils with additional support needs in mainstream placements in Other Local Authority Schools.	1 Improving attainment and positive destinations for school children	EDIWS028 Cost Per pupil of placements in Other Local Authority schools. Target: £8.29	High Level	0.0	223,177	(372,355)	(149,178)
			SOA130214 Percentage of schools and pre-school establishments receiving positive inspection reports Target: 100%	Management				
Specialist Equipment in Additional Support Needs schools	Meeting the needs of pupils with additional support needs requiring the purchase of specialist equipment to access school placement.	1 Improving attainment and positive destinations for school children	EDIWS029 Cost per pupil of Specialist Equipment in Additional Support Needs schools. Target: £0.88	High Level	0.0	23,812	0	23,812
			SOA130214 Percentage of schools and pre-school establishments receiving positive inspection reports Target: 100%	Management				
Service support	Provision of management and administrative Support	Enabler service – Corporate Governance and Risk	Support activities contribute towards the overall performance of the service. Performance is monitored through the indicators for front line activities.		7.8	381,321	0	381,321
Total:					60.8	6,187,170	(372,355)	5,814,815