



EDUCATION EXECUTIVE

ESTABLISHMENT OF NEW DENOMINATIONAL SECONDARY SCHOOL AT WINCHBURGH AND ASSOCIATED PROPOSALS

REPORT BY HEAD OF EDUCATION (LEARNING, POLICY AND RESOURCES)

A. PURPOSE OF REPORT

To seek Education Executive approval to commence statutory public consultation on the proposals to:

- I. Establish a new denominational secondary school at Winchburgh.
- II. Review admission arrangements in order to establish the catchment area for the new school.
- III. Review admission arrangements arising from the denominational secondary school catchment variations at St Margaret's Academy and St Kentigern's Academy; and
- IV. Review primary to secondary school transition arrangements at Holy Family Primary School Winchburgh, St Nicholas Primary School Broxburn and St Joseph's Primary School Linlithgow

To present to Education Executive the draft Consultation Document prepared by Council officers.

B. RECOMMENDATION

It is recommended that Education Executive:

- I. Note the terms of the draft Consultation Document; and
- II. Approve commencement of public consultation on the proposals identified in Section A of this report.

C. SUMMARY OF IMPLICATIONS

| | | |
|-----------|--|---|
| I | Council Values | Focusing on our customers' needs; being honest, open and accountable; making best use of our resources; working in partnership |
| II | Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment) | <p>The consultation does not change any existing policies.</p> <p>Legal</p> <p>The Local Government etc. (Scotland) Act 1994. Education (Scotland) Act 1980 and related regulations. The Standards in Schools (Scotland) Act 2000, the School Education</p> |

| | | |
|-------------|---|---|
| | | (Amendment) (Scotland) Act 2002 and School (Consultation) (Scotland) Act 2010. It is also necessary to consider primary and secondary school provision and catchment area arrangements in context of the West Lothian Local Development Plan. |
| III | Implications for Scheme of Delegations to Officers | None |
| IV | Impact on performance and performance Indicators | None |
| V | Relevance to Single Outcome Agreement | <p>We are better educated and have access to increased and better quality learning and employment opportunities.</p> <p>Our economy is diverse and dynamic, and West Lothian is an attractive place for doing business.</p> |
| VI | Resources - (Financial, Staffing and Property) | <p>The approved Capital Programme to 2027/28 includes provision for the new denominational secondary school at Winchburgh.</p> <p>Approved financial resources will meet obligations for printing and postage, costs associated with public meetings, for advertisements for the public meetings and for dedicated staff time required for the process.</p> |
| VII | Consideration at PDSP | Report was considered at PDSP on 27 August 2019. Comments were made regarding demand levels at St Margaret's Academy and the future capacity requirements across West Lothian. Approval was offered to proceed to Education Executive. |
| VIII | Other consultations | <p>Finance and Property Services, Operational Services, Planning Economic Development and Regeneration Services, Legal Services.</p> <p>Formal consultation involves Parent Councils, parent/carers, pupils, staff and trade unions at affected schools. Community Councils within the catchment areas of the affected schools will also be consulted.</p> |

D. TERMS OF REPORT

A formal consultation is required for any proposal to create a new educational establishment and the subsequent proposals to determine the catchment area for the proposed new school, alter admission arrangements as a result of variation to the catchment area of a school and review transition arrangements from primary to secondary school.

D.1 RATIONALE

West Lothian Council has a statutory responsibility to ensure sufficient school places, to improve the quality of the school education provided, to raise standards of education and to secure best value in available resources.

Demand for denominational education exceeds capacity and there is a forecast of increasing demand.

The creation of a new denominational education establishment, development of an associated catchment area and alteration of existing school catchment areas alleviates current and future capacity pressures and enables opportunity to create flexible learning spaces in schools improving the range of learning environments across the existing denominational secondary school estate in West Lothian.

D.2 PROPOSED WINCHBURGH DENOMINATIONAL SECONDARY SCHOOL

As part of the delivery strategy for the West Lothian Local Development Plan (LDP) it is proposed to establish a new denominational secondary school which would include new and existing properties in Winchburgh and developed areas in the existing catchments at St Margaret's Academy and St Kentigern's Academy. Maps identifying the specific areas are detailed in Appendices 7-10 of this report.

The preferred identified site on the B9080 to the west of Winchburgh village centre demonstrates scope for delivery of a vibrant learning hub for the Winchburgh community.

Proposed intention initially is the delivery of a denominational secondary school to accommodate 660 pupils.

Layout and design plans are indicative at this stage and will allow for future expansion. Design plans will be an ongoing consideration throughout the Statutory Consultation phase. A key aim of the proposal is delivery of an efficient sustainable learning establishment ensuring the new school is flexible and allows the creative and multiple uses of spaces by staff, pupils and the community.

Planning intention is to commence construction on site 2020 with delivery of accommodation for August 2023.

D.4 PHASED POPULATION OF NEW SCHOOL

It is proposed the new denominational secondary school will be populated on a phased basis commencing with S1 intake in August 2023. Consecutive year stage introductions would see the school operating with S1-S6 cohorts from August 2028:

| School Session Commencing | August 2023 | August 2024 | August 2025 | August 2026 | August 2027 | August 2028 |
|----------------------------------|-------------|-------------|-------------|-------------|-------------|-------------|
| Operational Year Stages | S1 | S1 & S2 | S1-S3 | S1-S4 | S1-S5 | S1-S6 |

Whilst the initial proposal being taken forward by Council officers is for an S1 intake in 2023 recommendations made by Parent Council representatives at the Pre-Consultation meetings for an initial S1-S3 intake in 2023 have been noted.

Discussions with Consultees on the proposed phased population of the new school will continue during the Statutory Consultation process.

Further information on the Pre-Consultation is detailed in Section D.8 of this Report with notes on the Pre-Consultation engagement sessions attached as Appendices 3-6.

D.5 PROPOSED PRIMARY TO SECONDARY ARRANGEMENTS

It is recognised that populating the school on a phased basis may have implications for parents who already have children in attendance at St Margaret's Academy and St Kentigern's Academy and who have younger siblings yet to commence secondary stage education.

It is proposed that pupils living within the catchment area for the new denominational secondary school in Winchburgh who will have older siblings in attendance at the current catchment secondary schools St Margaret's Academy or St Kentigern's Academy will be permitted to attend the current catchment secondary if parents wish siblings to attend the same school.

This catchment status would remain until a younger sibling living within the proposed catchment area of the new school reaches the end of primary school education and the elder sibling has since left St Margaret's academy or St Kentigern's Academy. The sibling link to St Margaret's Academy and St Kentigern's Academy will have ceased and the younger sibling would be identified as being within the catchment area for the new denominational secondary school in Winchburgh.

No current secondary school pupils in West Lothian will be required to relocate to the proposed new school. Transfer will only be considered on parental request and until such times as the required year group is operational in the new school.

D.6 CURRENT AND PROPOSED ADMISSION ARRANGEMENTS

D.6.1 ST MARGARET'S ACADEMY

Currently, the associated denominational catchment primary schools aligned to St Margaret's Academy are:

- St John Ogilvie Primary School Livingston
- St Ninian's Primary School Livingston
- Howden St Andrew's Primary School Livingston
- St Paul's Primary School East Calder
- St Nicholas Primary School Broxburn
- Holy Family Primary School Winchburgh

On the establishment of the new school it is proposed that St Nicholas Primary School and Holy Family Primary School will be realigned and be associated primary schools to the new denominational secondary school at Winchburgh.

D.6.2 ST KENTIGERN'S ACADEMY

At present, the associated denominational primary schools aligned to St Kentigern's Academy are:

- Our Lady of Lourdes Primary School Blackburn
- Our Lady's Primary School Stoneyburn
- St Anthony's Primary School Armadale
- St Columba's Primary School Boghall
- St John the Baptist Primary School
- St Joseph's Primary School Linlithgow
- St Joseph's Primary School Whitburn
- St Mary's Primary School Bathgate
- St Mary's Primary School Polbeth
- St Thomas's Primary School Addiewell

It is proposed that on establishment of the denominational secondary school, St Joseph's Primary School Linlithgow will be realigned and be associated to the new school.

D.6.3 SUMMARY OF PROPOSED ADMISSION ARRANGEMENTS

Each denominational secondary school in West Lothian has a defined catchment area which consists of combined associated primary schools.

The proposed catchment area for the new denominational secondary school would include new and existing properties in Winchburgh and developed areas located in the existing catchments at St Margaret's Academy and St Kentigern's Academy.

The undernoted primary schools will be the proposed associated denominational primary schools for the new secondary school:

- St Nicholas Primary School Broxburn moving from St Margaret's Academy catchment
- Holy Family Primary School Winchburgh moving from St Margaret's Academy catchment area
- St Joseph's Primary School Linlithgow moving from St Kentigern's Academy catchment

The proposed Winchburgh denominational secondary school catchment area is shown as Appendix 8 of this report.

Adopting this proposed approach will alleviate identified pressures in relation to school roll expectations. See section D.6.4 offering current school roll forecast figures.

D.6.4 FORECAST SCHOOL ROLLS FROM THE 900 HOUSE PER ANNUM SCENARIO OF THE 2018 BASED FORECASTS:

School Roll Forecasts are based on current trends of pupil placing requests and availability of spaces which are limited at present, especially at St Margaret's Academy. The provision of new school infrastructure is likely to significantly change future placing request demand and availability of places for pupils in the new denominational secondary school which will not have the same capacity pressures as the current denominational secondary sector in West Lothian.

St Margaret's Academy:

| Capacity | 2018-19 | 2019-20 | 2020-21 | 2021-22 | 2022-23 | 2023-24 | 2024-25 | 2025-26 | 2026-27 | 2027-28 | 2028-29 |
|----------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| 1,100 | 1,091 | 1,108 | 1,141 | 1,160 | 1,188 | 1,225 | 1,240 | 1,263 | 1,275 | 1,282 | 1,284 |

St Kentigern's Academy:

| Capacity | 2018-19 | 2019-20 | 2020-21 | 2021-22 | 2022-23 | 2023-24 | 2024-25 | 2025-26 | 2026-27 | 2027-28 | 2028-29 |
|----------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| 1,430 | 1,233 | 1,272 | 1,310 | 1,341 | 1,374 | 1,400 | 1,404 | 1,408 | 1,404 | 1,417 | 1,407 |

D.7 PROPOSED ESTABLISHMENT NAME

As a main stakeholder in this Statutory Consultation, the Archdiocese will give consideration to the name of the new denominational secondary school with recommendations being offered to Education Executive for review.

D.8 PRE-CONSULTATION ENGAGEMENT

As recommended in statutory guidance, Council officers undertook pre-consultation engagement with stakeholders in advance of statutory consultation. The aim of this exercise was to outline the key elements and the reasoning behind the proposal, welcome the views of the community and finalise an informed proposal to take forward to statutory consultation in November 2019.

Council officers found the pre-consultation process to be an invaluable information sharing and fact finding approach with consultees commenting favourably on having opportunity to engage with Education Services at this early stage.

Minutes from the pre consultation meetings are attached as Appendices 3-6 of this report.

E. CONCLUSION

A formal public consultation is required for any proposal to create a new denominational secondary school, establish associated catchment area for the new school, review admission arrangements arising from variation to school catchment areas and review of transfer arrangements from primary school to secondary school.

The changes outlined in the draft consultation paper would make best use of existing and future school capacities, provide an educational infrastructure to support future housing developments and enable West Lothian Council to meet statutory responsibilities for denominational secondary education.

F. BACKGROUND REFERENCES

Schools (Consultation)(Scotland) Act 2010

Appendices/Attachments:

| | |
|-------------|---|
| Appendix 1 | Draft Timeline |
| Appendix 2 | Draft Consultation Document |
| Appendix 3 | Note on Pre-Consultation Meeting Tue 10 September 2019 - Broxburn Parish |
| Appendix 4 | Note on Pre-Consultation Meeting Thurs 19 September 2019 - Holy Family PS |
| Appendix 5 | Note on Pre-Consultation Meeting Mon 23 September 2019 - St Joseph's PS |
| Appendix 6 | Note on Pre-Consultation Meeting Mon 30 September 2019 - St Nicholas PS |
| Appendix 7 | Current Denominational Secondary Catchment Areas |
| Appendix 8 | Proposed Winchburgh Denominational Secondary School Catchment Area |
| Appendix 9 | Proposed St Kentigern's Academy Catchment Area Map |
| Appendix 10 | Proposed St Margaret's Academy Catchment Area Map |

Contact:

Andrew Cotton, Principal Education Planning Officer, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF Tel: 01506 283080,
e-mail andrew.cotton@westlothian.gov.uk

Melanie Laurie, Education Project Officer, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF, Tel: 01506 281666,
e-mail melanie.laurie@westlothian.gov.uk

James Cameron, Head of Education (Learning, Policy and Resources)

Date of meeting: 12 November 2019

Appendix 1

CREATION OF NEW DENOMINATIONAL SECONDARY SCHOOL WINCHBURGH

| Date | Event | Description |
|-----------------------------------|--|---|
| 27 August 2019 | Education PDSP | Meeting to consider proposal and agree continuation to Education Executive |
| 10 September 2019 | Education Executive | Meeting to consider site option proposal and agree continuation to pre consultation phase |
| September 2019 | Pre Consultation Exercise | Gather and share information in advance of statutory consultation |
| 12 November 2019 | Education Executive | Review of pre-consultation exercise and agree continuation to statutory consultation phase. |
| November/December 2019 | Statutory Consultation | Formal public consultation (min 6 weeks consultation period including min of 30 school days) |
| November/December 2019 | Public Meeting | Public meeting to discuss proposal |
| December 2019 | End of Consultation | End of Public Consultation |
| January 2020* | Submit Report to Education Scotland | West Lothian Council Education Services relay report on proposal and consultation findings to Education Scotland |
| Late January/Early February 2020* | Deadline for Education Scotland three week period for reporting back to West Lothian Council Education Services(Education Scotland do not include any schools holiday periods within their 3 week review timeframe) | Education Scotland response to proposal and consultation report |
| February 2020 | Give Education Scotland at least 5 days notice prior to publishing final report | Upon receipt of response from Education Scotland and on consideration of previous consultation period representations, Authority will prepare and publish final consultation report |
| Early March 2020 | Publication of Consultation document | Upon receipt of response from Education Scotland, West Lothian Council will prepare and publish final consultation report (min period of 3 weeks after publication before Authority make final decision) |
| 24 March 2020 | Education Executive Meeting | Decision made |

*Dates to be agreed with Education Scotland

Appendix 2

EDUCATION SERVICES PROPOSALS TO:

- **ESTABLISH A NEW DENOMINATIONAL SECONDARY SCHOOL AT WINCHBURGH**
- **REVIEW ADMISSION ARRANGEMENTS IN ORDER TO ESTABLISH THE CATCHMENT AREA FOR THE NEW SCHOOL**
- **REVIEW ADMISSION ARRANGEMENTS ARISING FROM ALTERATIONS TO DENOMINATIONAL SECONDARY SCHOOL CATCHMENT AREAS AT ST MARGARET'S ACADEMY AND ST KENTIGERN'S ACADEMY**
- **REVIEW TRANSITION ARRANGEMENTS FROM PRIMARY TO SECONDARY SCHOOL**

CONSULTATION DOCUMENT
November 2019

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- 1.4 Proposed New Denominational Secondary School**
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- 1.7 Phased Population of New School**
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- 2.1 The Educational Benefit Statement**

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- 3.1 Integrated Impact Assessment**

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Appendices

- Appendix 1-4 Notes on Pre-Consultation Meetings
- Appendix 5 Current Denominational Secondary Catchment Areas
- Appendix 6 Proposed Winchburgh Denominational Secondary School Catchment Area Map
- Appendix 7 Proposed St Kentigern's Academy Catchment Area Map
- Appendix 8 Proposed St Margaret's Academy Catchment Area Map

SECTION ONE

This section introduces the reason for the Statutory Public Consultation

1.1 PURPOSE OF THE DOCUMENT

The purpose of this document is to advise on:

1. West Lothian Council's proposals to:
 1. Create a new denominational secondary school at Winchburgh;
 2. Review admission arrangements to establish a catchment area for the new school;
 3. Review admission arrangements arising from proposed alterations to the catchment areas at:
 - I. St Margaret's Academy; and
 - II. St Kentigern's Academy
 4. Review primary to secondary school transition arrangements at Holy Family Primary School Winchburgh, St Nicholas Primary School Broxburn and St Joseph's Primary School Linlithgow
2. The educational benefits of these proposals and how it will make things better; and
3. Information on how you can give your views and take part in the consultation process.

West Lothian Council believes that thorough and effective consultation will support better outcomes for pupils, their families and the wider community as a whole.

Public consultations are necessary when a local authority is proposing to make a change to the school estate in this case, creation of a new secondary school with establishment of a catchment area for the new school, alteration of admission arrangements by varying school catchment areas and review of transition arrangements for primary to secondary school.

To carry out a public consultation the Council requires to follow the statutory guidance outlined in the Schools (Consultation) (Scotland) Act 2010. With this in mind this document is organised into three sections:

Section 1 of this document summarises the proposals and gives background and rationale.

Section 2 contains the educational benefits statement providing an assessment of

the effects on the children/young people and their families.

Section 3 highlights the Integrated Impact Assessment (IIA) conducted by Council officers to meet statutory equality duties, assessing policies, practices and ensure compliance with legislative requirements; and

Section 4 details how West Lothian Council has organised the consultation process to meet the requirements of the legislation and how you can take part and give your views.

1.2. BACKGROUND AND RATIONALE

As part of the delivery strategy for the West Lothian Local Development Plan (LDP) and due regard to West Lothian Core Development Areas (CDA) it is proposed to establish a new denominational secondary school as a key priority.

West Lothian Council has a statutory responsibility to ensure sufficient school places, to improve the quality of the school education provided, to raise standards of education and to secure best value in available resources.

To this regard, the creation of a new education establishment offers cognisance to ongoing property developments in West Lothian, alleviates possible school capacity pressures and enables opportunity to create flexible learning spaces in schools improving the range of learning environments across the existing denominational secondary school estate.

To offer indication of school roll expectations at St Margaret's Academy and St Kentigern's Academy Section 1.3 of this report shows the 2018 Based School Roll Forecasts.

1.3 SCHOOL ROLL FORECASTS Forecast School Roll from the 2018 Based Forecasts

School Roll Forecasts are based on current trends of pupil placing requests and availability of spaces which are limited at present, especially at St Margaret's Academy. The provision of new school infrastructure is likely to significantly change future placing request demand and availability of places for pupils in the new denominational secondary school which will not have the same capacity pressures as the current denominational secondary sector in West Lothian.

St Margaret's Academy:

| Capacity | 2018-19 | 2019-20 | 2020-21 | 2021-22 | 2022-23 | 2023-24 | 2024-25 | 2025-26 | 2026-27 | 2027-28 | 2028-29 |
|----------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| 1,100 | 1,091 | 1,108 | 1,141 | 1,160 | 1,188 | 1,225 | 1,240 | 1,263 | 1,275 | 1,282 | 1,284 |

St Kentigern's Academy:

| Capacity | 2018-19 | 2019-20 | 2020-21 | 2021-22 | 2022-23 | 2023-24 | 2024-25 | 2025-26 | 2026-27 | 2027-28 | 2028-29 |
|----------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| 1,430 | 1,233 | 1,272 | 1,310 | 1,341 | 1,374 | 1,400 | 1,404 | 1,408 | 1,404 | 1,417 | 1,407 |

1.4 PROPOSED NEW DENOMINATIONAL SECONDARY SCHOOL

The proposed identified site at Winchburgh offers scope for delivery of a vibrant learning hub for the Winchburgh community. The site can be accessed via the B9080 to the west of Winchburgh village centre.

Proposed intention initially is the delivery of a denominational secondary school to accommodate 660 pupils. Layout and design plans are indicative at this stage and will allow for future expansion.

As a main Statutory Consultee, the Archdiocese will give consideration to the name of the new denominational secondary school with recommendations being offered accordingly.

The proposed new denominational secondary school at Winchburgh would be operational in August 2023.

1.5 PRESENT CATCHMENT AREA ADMISSION ARRANGEMENTS

Each denominational secondary school in West Lothian has a defined catchment area which consists of combined associated primary schools. The current associated primary schools for St Margaret's Academy and St Kentigern's Academy are as follows:

St Margaret's Academy:

- St John Ogilvie Primary School Livingston
- St Ninian's Primary School Livingston
- Howden St Andrew's Primary School Livingston
- St Paul's Primary School East Calder
- St Nicholas Primary School Broxburn
- Holy Family Primary School Winchburgh

St Kentigern's Academy:

- Our Lady of Lourdes Primary School Blackburn
- Our Lady's Primary School Stoneyburn
- St Anthony's Primary School Armadale
- St Columba's Primary School Boghall
- St John the Baptist Primary School
- St Joseph's Primary School Linlithgow
- St Joseph's Primary School Whitburn
- St Mary's Primary School Bathgate
- St Mary's Primary School Polbeth
- St Thomas's Primary School Addiewell

1.6 PROPOSED CATCHMENT AREA ADMISSION ARRANGEMENTS

The proposed primary school catchment for the new denominational secondary school in Winchburgh would include new and existing properties in Winchburgh and developed areas located in the existing catchments at St Margaret's Academy and St Kentigern's Academy.

It is proposed the undernoted schools will be the associated denominational primary schools for the proposed new secondary school:

- St Nicholas Primary School Broxburn moving from St Margaret's Academy catchment
- Holy Family Primary School Winchburgh moving from St Margaret's Academy catchment area
- St Joseph's Primary School Linlithgow moving from St Kentigern's Academy catchment

Area Maps identifying indicative plans for the proposed new denominational secondary school catchment area and the current and proposed catchment areas at St Margaret's Academy and St Kentigern's Academy are attached to this report.

1.7 PHASED POPULATION OF NEW SCHOOL

It is proposed the new denominational secondary school will be populated on a phased basis commencing with S1 intake in August 2023. Consecutive year stage introductions would see the school operating with S1-S6 year stages from August 2028:

| School Session Commencing | August 2023 | August 2024 | August 2025 | August 2026 | August 2027 | August 2028 |
|---------------------------|-------------|-------------|-------------|-------------|-------------|-------------|
| Operational Year Stages | S1 | S1 & S2 | S1-S3 | S1-S4 | S1-S5 | S1-S6 |

1.8 PROPOSED PRIMARY TO SECONDARY TRANSFER ARRANGEMENTS

It is recognised that populating the school on a phased basis may have implications for parents who already have children in attendance at St Margaret's Academy and St Kentigern's Academy and who have younger siblings yet to commence secondary stage education.

It is proposed that pupils living within the catchment area for the new denominational secondary school in Winchburgh who will have older siblings in attendance at the current catchment secondary schools St Margaret's Academy and St Kentigern's Academy will be permitted to attend the current catchment secondary if parents wish siblings to attend the same school.

This catchment status would remain until a younger sibling living within the catchment area of the proposed new school reaches the end of primary school education and the elder sibling has since left St Margaret's Academy or St Kentigern's Academy. The link to St Margaret's Academy and St Kentigern's Academy will have ceased and the younger sibling would be identified as being within the catchment area for the new denominational secondary school in Winchburgh.

No current secondary school pupils in West Lothian will be required to relocate to the proposed new school. Transfer of educational establishment will be considered on parental request and until such times as the required year group is operational.

SECTION TWO

This section contains the expected educational benefits to be gained should the proposals be progressed.

2.1. EDUCATIONAL BENEFIT STATEMENT

Whilst assessing the educational benefits of this proposal, the undernoted determinants are considered:

- **Curriculum For Excellence**

A key educational advantage of this proposal is that the new secondary school will be fully equipped to deliver the full breadth of Curriculum for Excellence.

Curriculum for Excellence is the national curriculum of experiences and outcomes for all pupils, 3-18 years.

The national guidance from Education Scotland encourages education authorities to ensure that curricular provisions offer opportunities for learners to achieve across all curricular areas and develop skills, attributes and capabilities through courses aligned with the 7 key principles of Curriculum for Excellence:

- challenge
- enjoyment
- breadth
- progression
- depth
- personalisation and choice
- coherence and relevance

Curriculum provisions at the proposed new school will be designed around the needs of the children and young people. The Broad General Education (S1-S3) will focus on core curricular areas, inter-disciplinary learning and also enable the career and curricular interests and the aspirations of the individual to be met. The Senior Phase (S4-S6) will allow opportunity for specialisation and depth; preparation for achievement at National Qualification level; development of skills for learning, life and work and supports achievement of a positive and sustained destination on departure from secondary education.

Practices and experiences offered to pupils at the proposed new denominational secondary school will reflect the faith dimension of the school. Religious Education and Religious Observance will afford opportunities that encourage pupils to develop an understanding of faith, commit to beliefs and values and experience opportunities for spiritual growth.

- **School Management/Staff Teams**

Teaching staff appointments at the proposed new denominational secondary school will be undertaken in accordance to West Lothian Council's statutory recruitment processes.

Should the proposal to establish the new school be progressed, a Head Teacher will be appointed well in advance of the opening of the school with the appointed Head Teacher being involved in the subsequent recruitment process for the senior management team and teaching staff fulfilment.

In addition to teaching and support staff, there will be a requirement to create and fill all staff positions associated with the day to day operations of a secondary school. Again, this will be undertaken under the terms and conditions of West Lothian Council recruitment processes.

West Lothian Council do not anticipate changes to the existing management and staff provisions at St Margaret's Academy and St Kentigern's Academy and associated primary schools as a result of the proposals. Should there be an instance where staffing adjustments are required all actions will be carried out and adhere to existing West Lothian Council statutory requirements.

- **Phased Population of School**

Adopting an approach whereby the new school is populated on a phased basis has notable advantages:

- Initial smaller cohorts will allow opportunity for the children and young people to comfortably familiarise themselves with their new environment and develop relationships with peers at an early stage this in turn encouraging pupils to become successful learners, confident individuals, responsible citizens and effective contributors.
- Early opportunities for the school community to develop and embed school policies and procedures.
- Staff and pupils will have opportunity to work together and develop a positive school ethos.
- Opportunity for management and staff to plan and deliver a well-constructed timetable encapsulating the key elements of the Broad General Education that optimises the learning experience for the initial year stages.
- Engagement of creative teaching and learning approaches in a new viable and sustainable school space can help broaden scope for attainment and achievement.
- Extensive planning will be adopted in advance to ensure that a Senior Phase

curriculum is in place for pupils as they progress through their educational pathway.

- **Admission**

Criteria for school admission will continue to be in accordance with West Lothian Council's current admission arrangements:

[West Lothian Council Primary School Admission Policy](#)

[West Lothian Council Secondary School Admission Policy](#)

Variations to existing school catchment areas are anticipated as a result of the proposed alterations highlighted in section 1.6 of this report.

- **Transition**

West Lothian Council believe that effective primary to secondary transition programmes offering stability and continuity at this key stage of education is paramount.

As the development of the new school progresses engagement activities will be arranged at the earliest opportunity to ensure potential pupils of the proposed establishment play an active role and have involvement in the development of their new school.

West Lothian Council do not anticipate impact to existing transition programmes adopted by St Margaret's Academy, St Kentigern's Academy and the associated primary schools. All schools will endeavour as always to ensure the transition process will continue to be a positive experience for those pupils involved in P7-S1 transition.

- **School Transport**

Any requests for school transport provisions to the proposed secondary school will be considered in accordance with West Lothian Council's School Transport Policy.

[West Lothian Council School Transport Policy](#)

No alterations to existing entitlements and schedule of provisions are anticipated as a result of the proposed catchment developments.

- **Accommodation**

With a key focus on delivery of a viable efficient learning establishment it is paramount that West Lothian Council ensure that the proposed new school is flexible and allows the creative and multiple use of spaces by staff, pupils and the community. Layout and design plans are indicative at this stage and will be an ongoing consideration throughout the Statutory Consultation phase.

Sustainability will be a key factor in the design and construction of the proposed new school and will be incorporated into every element of the development process. Due regard will be offered to the materials used for construction, fixtures and fittings,

heating systems and lighting provisions.

The new school will be designed to promote accessible, inclusive learning which meets the needs of all learners and ensure that accessibility for learners with disabilities complies with The Equality Act 2010 - Education Reasonable Adjustments.

West Lothian Council do not foresee any alterations to provisions both internally and externally at St Margaret's Academy, St Kentigern's Academy and any of the associated primary schools as a result of the proposals being taken forward.

- **Outdoor Learning**

As with all existing education establishments in West Lothian, the proposed new school would benefit from best design practices that will offer opportunity for outdoor learning.

Both indoor and outdoor learning can inspire pupils and have a positive effect on attainment, achievement and aspirations.

- **Community Links**

In relation to the proposal to establish a new denominational secondary school in Winchburgh, West Lothian Council will work continuously with existing community groups and potential new community groups. A key focus is to ensure that strong community links are embedded at the outset of development of the new school.

The new secondary school will offer opportunity to develop strong links between the school and the Winchburgh community. Strong community links facilitates the promotion of a wide range of opportunities for users of the proposed new school and the surrounding community alike. Community interaction encourages a welcoming ethos, provides pupils with valuable life and interpersonal skills and promotes acknowledgement and respect for the local area.

The external links that St Margaret's Academy, St Kentigern's Academy and the associated primary schools have established will remain. All schools will continue to have clear and distinct associations within their local communities.

- **Parental Involvement**

Parent Forums will be established to ensure parents and carers of pupils attending the proposed newly established secondary school have opportunity to shape the strategic direction of the new school.

A key focus is the delivery of a welcoming school that is inclusive for all parent, carers, pupils and staff.

West Lothian Council do not foresee any impact to existing opportunities for parental involvement and engagement at St Margaret's Academy, St Kentigern's Academy, and associated primary schools as a result of the proposals. Parents and carers will

continue to be an integral part of the school community with their ongoing contributions and working partnerships key to the success of the school.

- **Benefits for Other School Users**

The proposed new school will provide facilities which could be used to meet the learning, leisure and social needs of the community.

The sports facilities at the proposed new school will be accessible outwith core school hours and will provide excellent opportunities for children, families and other users.

It is not envisaged that any other schools within the direct vicinity, the attending pupils and staff and any external users of these schools will be affected by the proposals being taken forward.

SECTION THREE

This section provides information on the Integrated Impact Assessment (IIA) conducted by Council officers to meet statutory equality duties, to assess policies and practices and ensure compliance with all legislative requirements.

INTEGRATED IMPACT ASSESSMENT

To meet statutory equality duties, the Council conducts an Integrated Impact Assessment (IIA) to critically assess policies and practices and ensure compliance with all legislative requirements.

The aim of an IIA is to examine policies and practices in a structured way taking account of equality, human rights and socioeconomic disadvantage (poverty) implications when making decisions, ensuring the impact within the community is recognised and addressed accordingly.

IIA screening is completed using the Council's Integrated Impact Assessment Toolkit and allows the Authority to recognise positive steps it can take to promote fairness and equality of opportunity for all.

As part of the consultation process the Council will consult with a wide range of stakeholders, staff, parents/carers and young people and will welcome and address comments on the IIA process.

The outcome of the Integrated Impact Assessment will inform the Final Consultation Report and the Council's consideration of the proposed changes prior to reaching a decision on whether they should be implemented.

SECTION FOUR

This section provides information on how West Lothian Council has organised the consultation process for the proposals contained within this document. It also provides information on how you can take part and give your views.

In terms of the Schools (Consultation) (Scotland) Act 2010, any proposal to create a new education establishment with an associated school catchment area, alteration of admission arrangements by varying the catchment area of a school and review of primary to secondary school transition requires a formal consultation process.

The Schools (Consultation) (Scotland) Act 2010, as amended by the Children and Young People (Scotland) Act 2014, sets out the statutory consultation requirements.

The statutory consultees are prescribed as follows:

- the Parent Council or Combined Parent Council of any affected school
- the parents of the pupils at any affected school
- the parents of any children expected by the education authority to attend any affected school within two years of the date of publication of the proposal paper
- the pupils at any affected school (in so far as the education authority considers them to be of a suitable age and maturity)
- the staff (teaching and other) at any affected school
- any trade union which appears to the education authority to be representative of the persons mentioned in bullet point above
- the community council (if any)
- the community planning partnership (within the meaning of section 4(5) of the Community Empowerment (Scotland) Act 2015 for the area the local authority in which any affected school is situated.
- any other community planning partnership that the education authority considers relevant
- any other education authority that the education authority considers relevant
- any other users of any affected school that the education authority considers relevant
- in relation to any relevant proposal which affects a denominational school, the Church, Denominational Body or Scottish Hierarchy of the Roman Catholic Church.

As stated in the terms of the Schools (Consultation) (Scotland) Act 2010 statutory consultation periods should last a minimum of six weeks continuous and incorporate a minimum of 30 school days (excluding school holidays). Therefore the consultation period for this particular proposal will run from TBC 2019 until TBC 2019.

The consultation paper will be made available for reference electronically and in paper

format.

Public meetings will be held in respect of the proposals at the venues listed below:

| Location | Date/Time |
|----------|-----------|
| TBC | TBC |

These meetings will give interested parties a formal opportunity to express their views.

Representatives of the Council will be present at the meetings to outline the proposals, facilitate discussions and answer questions.

The Council website contains information on the consultation. The web address is: www.westlothian.gov.uk/education

During the consultation period any views on this proposal should be sent in writing to the address given below:

Melanie Laurie, Education Project Officer, Education Services, Civic Centre, Howden Road South, EH54 6FF

Responses can also be made by e-mail to Education.Consultation@westlothian.gov.uk

All responses to be received by no later than 5.00pm TBC.

Consultation Timeline:

Following the end of the Consultation period West Lothian Council must provide Education Scotland with a report detailing all findings pertaining to the Consultation period.

All written and oral comments received during the consultation process are recorded and represented in said report, along with the Council's response to those comments.

Education Scotland will consider the Council submission and advise their response accordingly.

West Lothian Council will ensure that considerations received from Education Scotland are included in the Final Consultation Report. This Final Report will be made available and notification will be given to those individuals or groups that have made representations during the Consultation period.

West Lothian Council will not make any decisions, or put any changes into effect until the Final Consultation Report has been concluded, published and subsequently presented to the Education Executive on TBC.

The above Consultation Timeline encompasses statutory legislative requirements detailed as per Schools (Consultation)(Scotland) Act 2010

West Lothian Council, proposal to establish a new denominational secondary school at Winchburgh and review of admission arrangements arising from denominational school catchment area variations at St Margaret's Academy and St Kentigern's Academy

If you would like a copy of this document please call MELANIE LAURIE 01506 281666. GIVING YOUR NAME ADDRESS AND THE LANGUAGE YOU WOULD LIKE THE DOCUMENT TRANSLATED IN TO

West Lothian Council, propozycja powołania nowej wyznaniowej szkoły ponadpodstawowej w Winchburg oraz zweryfikowania zasad przyjęcia w związku ze zmianą rejonizacji szkoły wyznaniowej dla szkół St Margaret's Academy oraz St Kentigern's Academy

Aby otrzymać kopię tego dokumentu, prosimy zadzwonić do MELANIE LAURIE 01506 281666. NALEŻY PODAĆ SWOJE NAZWISKO, ADRES ORAZ JĘZYK, NA KTÓRY DOKUMENT MA BYĆ PRZETŁUMACZONY

Vestloziānas domes (West Lothian Council) priekšlikums izveidot jaunu konfesionālu vidusskolu Vinčburgā (Winchburgh) un pārskatīt uzņemšanas kārtību sakarā ar konfesionālo skolu – St Margaret's akadēmijas un St Kentigern's akadēmijas – mikrorajonu izmaiņām

Ja jūs vēlaties saņemt šī dokumenta eksemplāru, lūdzam zvanīt MELANIE LAURIE uz 01506 281666. JUMS JĀNORĀDA JŪSU VĀRDS, UZVĀRDS UN ADRESE, KĀ ARĪ VALODA, KURĀ JŪS VĒLATIES ŠO DOKUMENTU SANEMT

ویسٹ لوٹھین کونسل کی ونچبرگ پرایک غیر فرقہ وارانہ سیکنڈری اسکول قائم کرنے کی تجویز اور سینٹ مارگریٹس اکیڈمی اور سینٹ کینٹیجرنز اکیڈمی پرایک غیر فرقہ وارانہ سیکنڈری اسکول کے اردگرد کے علاقے میں تبدیلیوں سے سامنے آنے والے داخلے کے انتظامات کا جائزہ۔

اگر آپ کو اس دستاویز کی ایک نقل چاہیے تو برائے مہربانی میلینی لوری کو 01506 281666 پر فون کریں۔ اپنا نام، پتہ اور اس زبان کے بارے میں بتاتے ہوئے جس میں آپ اس دستاویز کا ترجمہ کروانا چاہیں گے۔

العرض المقدم من بلدية ويست لوٹيان West Lothian لتأسيس مدرسة ثانوية دينية في وينشبارہ Winchburgh وإعادة النظر حول الترتيبات المتعلقة بالقبول المدرسي الناشئة عن التغييرات حول منطقة القبول العائدة للمدارس الدينية وهي أكاديمية سانت مارغريت St Margaret وأكاديمية سانت كينتيجرين St Kentigern

وإذا رغبت بالحصول على نسخة من هذه الوثيقة ، فيرجى منك الاتصال على ميلاني لوري MELANIE LAURIE على رقم الهاتف: 01506 281666 وذكر اسمك وعنوانك واللغة التي ترغب بأن تتم ترجمة هذه الوثيقة إليها .

ওয়েস্ট লোথিয়ান কাউন্সিল, উইঞ্চবারা-তে কোন বিশেষ ধর্মীয় গোষ্ঠীভুক্ত নয় এরকম একটা সেকেন্ডারী স্কুলের প্রতিষ্ঠা করার প্রস্তাব এবং সেন্ট মার্গারেটস একাডেমী এবং সেন্ট কেন্টিজার্নস একাডেমীর (St Kentigern's Academy) কোন বিশেষ ধর্মীয় গোষ্ঠীভুক্ত নয় এরকম ক্যাচমেন্ট এরিয়ার তফাৎগুলির থেকে ওঠা ভর্তি হওয়ার বন্দোবস্তের পুনর্বিচার।

আপনি যদি এই কাগজটির একটা কপি চান, তাহলে দয়া করে 01506 281666 (০১৫০৬ ২৮১৬৬৬) নম্বরে মেলানী লরীকে (MELANIE LAURIE) টেলিফোন করে আপনার নাম, ঠিকানা এবং কোন্ ভাষায় আপনি এই কাগজটি অনুবাদ করা আপনি চান তা জানাবেন

West Lothian 市政府，提议在Winchburgh建立一所新的教派中学，并审查因St Margaret Academy和St Kentigern Academy两所教派学校的不同学区而导致的招生安排。

如果您想要获得本文件的一份副本，请致电MELANIE LAURIE 01506 281666，提供您的姓名地址并说明您希望该文件被翻译为什么语言。

西洛錫安議會關於在Winchburgh（文氣堡）建立一所新的非宗教性中等學校的建議以及由于非宗教性的St Margaret's Academy（圣瑪格麗特中學）和St Kentigern's Academy（圣肯體根中學）的學校規劃統計區的變化而引起的對入學安排的審核

如果您想要一份本文檔的副本，請致電給 MELANIE LAURIE，號碼是 01506 281666。請將您的姓名、地址和希望將該文件翻譯成的語言告訴我們。

Vakarų Lothian savivaldybės pasiūlymas įkurti naują denominacinę vidurinę mokyklą Winchburgh'e ir peržiūrėti priėmimo tvarką, kurią sąlygoja alternatyvūs denominacinės vidurinės mokyklos pasiekiamumo zonų variantai: Šv. Margaret akademija ir šv. Kentigern's akademija.

Jei norite šios dokumento kopijos, susisiekite su MELANIE LAURIE telefonu 01506 281666. PATEIKITE SAVO VARDĄ, PAVARDĘ, ADRESĄ IR KALBĄ, JKURIAJ NORĖTUMĖTE, KAD BŪTŲ IŠVERSTAS ŠIS DOKUMENTAS.

Appendix 3

WEST LOTHIAN COUNCIL

**PROPOSED ESTABLISHMENT OF NEW DENOMINATIONAL SECONDARY
SCHOOL IN WINCHBURGH**

**MINUTES OF PRE CONSULTATION MEETING
BROXBURN PARISH HALL
TUESDAY 10TH SEPTEMBER 2019, 6.30pm**

Representation from West Lothian Council:

James Cameron, Head of Education (Learning, Policy and Resources)

Melanie Laurie, Education Project Officer

Introductions and Overview

Aims of Pre Consultation Exercise:

- Information sharing opportunity - explanation and reasoning behind proposal
- Opportunity to capture thoughts/ideas/questions from the community
- Integral engagement and research process - information gathered being used to develop an informed and defined proposal moving forward to Statutory Consultation.

Summary of Proposal:

- Creation of a new denominational secondary school in Winchburgh
- Review primary to secondary school association at:
 - Holy Family Primary School
 - St Nicholas Primary School Broxburn
 - St Joseph's Primary School Linlithgow
- Review catchment area variations at St Margaret's Academy and St Kentigern's Academy

Rationale:

- To meet demands of housing developments in the area
- Ensure new housing developments have designated catchment schools
- Review of current and predicted pupil roll figures at St Margaret's Academy and St Kentigern's Academy and the implications arising from new housing developments
- West Lothian Council commitment to providing quality and long term sustainable educational provisions

Proposed Site:

- B9080 west of Winchburgh village centre
- Initial school building provision will accommodate 660 pupils
- Flexible design allowing for future expansion to accommodate 1320 pupils
- Planning intention to commence on site 2020 with occupation 2023

Group Discussion

- When will Winchburgh Academy and the new denominational secondary school open?
Response:
Intention is for Winchburgh Academy to be occupied in 2022 with occupation of the new denominational secondary school in August 2023.
- In response to this comment, meeting attendees unanimously stated their desire for both secondary schools to be delivered at the same time
Response:
Officers thanked attendees for their comments. This was noted and will be taken forward for consideration as the Statutory Consultation progresses
- How will you transition the children? How will the school building be populated?
Response:
In addition to the Education Services proposed introduction of S1 stage from 2023, other options have been proposed by Parent Council representatives:
 - Establish the new denominational secondary school in 2022 with the S1 pupils being hosted at the existing catchment denominational secondary school
 - Establish the denominational secondary school in 2022 with the S1 pupils being hosted in the Winchburgh Academy building. In Aug 2023 both the S1 and S2 cohorts would move in to the new denominational secondary building
- In response to this explanation, meeting attendees again expressed preference was that both secondary schools are delivered and operational at the same time and that a phased delivery was not favoured.
Response:
Officers duly noted this response and will take forward for consideration
- Are you sure about the landfill site, are ground conditions ok?
Response:
As part of the planning application, ground conditions have been thoroughly investigated. An in-depth remediation strategy has been employed.
The school infrastructure will not be constructed on the previous landfill areas. The schools will be delivered on an area of agricultural land.
Meeting attendees were directed to the West Lothian Council dedicated web page offering information on the planning and delivery elements of the proposal.
- Those meeting attendees already familiar with the web page commented favourably on the content
- Will St Margaret's Academy pupils have the option to move to the new school?
Response:
As the initial proposal is to deliver year stages on a phased basis, pupils will only be able to transfer if and when their particular year stage is operational.
Moving on from this, attendees were offered an explanation of West Lothian Council's Sibling Link Guarantee and were directed to Section 1 of the Draft Consultation Paper. It was explained that pupils living within the catchment area for the new denominational secondary school in Winchburgh who will have older siblings in attendance at the current catchment secondary schools St Margaret's Academy and St Kentigern's Academy will be permitted to attend the current catchment secondary if parents wish siblings to attend the same school.

This catchment status would remain until a younger sibling living within the catchment area of the proposed new school reaches the end of primary school education and the elder sibling has since left St Margaret's Academy or St Kentigern's Academy. The link to both these secondary schools will have ceased and the younger sibling would be identified as being in the catchment area for the new denominational secondary school in Winchburgh

- In response to the proposed phased introduction of year stages, meeting attendees commented that delivery of a full school cohort S1-S6 is more preferable and a phased introduction of year stages is less favoured.
Questions were raised as to how viable having purely an S1 cohort occupying the building would be.
Concerns were raised in relation to provision of quality education for a single year stage.
Response:
Attendees were advised that comments were noted for the minute.
In relation to education provisions it was further explained that West Lothian Council has an obligation to adhere to and provide a Broad General Education to all S1-S3 pupils. Benefits of phased year stage introduction were offered to the group for consideration. It was advised that initial smaller cohorts will allow opportunity for pupils and staff to work together and develop a positive school ethos. A phased year stage introduction would allow opportunity for staff to plan and deliver a well-constructed timetable focusing on key elements of the Broad General Education. Pupils would have opportunity to comfortably familiarise themselves with their new environment and develop relationships with peers at an early stage.
- What will be the name of the new school?
Response:
The Archdiocese is a Statutory Consultee and will make recommendations to West Lothian Council on a proposed name for the new school. This recommendation will be considered by the Education Executive at the end of the Statutory Consultation process.
- Meeting attendees request that the community and in particular the forthcoming pupils of the new school are involved in the naming process.
Response:
Comments noted.
- Discussions ensued in relation to the planning elements of the proposal with road infrastructure, parking provisions, design and layout and impact on the environment raised for comment.
Response:
In response, it was advised that two separate consultations are conducted, a Planning Application Consultation and a Statutory Education Consultation.
Planning consultations have been conducted as part of the statutory planning application process.
Attendees are advised that further information in relation school design orientation and layout will be made readily available during the Education Statutory Consultation process whereby planning officers and architects will be in attendance to assist with enquiries.
Attendees were again directed to the dedicated West Lothian Council web page offering details on the design and planning process.

Next Steps

- Pre-Consultation engagement sessions to be conducted during September 2019
- Officers will prepare a report on the findings of the Pre-Consultation meetings and deliver to Education Executive in November 2019
- Statutory Consultation period - November 2019
- Outcome of Statutory Consultation Report submitted to Education Scotland for review – mid January/early February 2020
- West Lothian Council prepare and publish final Consultation Paper – early March 2020
- 24 March 2020 – West Lothian Council Education Executive meet to review final Consultation Paper and make final decision on proposal

Close

Group were thanked for their attendance and participation in discussions.

Appendix 4

WEST LOTHIAN COUNCIL

**PROPOSED ESTABLISHMENT OF NEW DENOMINATIONAL SECONDARY
SCHOOL IN WINCHBURGH**

**MINUTES OF PRE CONSULTATION MEETING
HOLY FAMILY PRIMARY SCHOOL
THURSDAY 19 SEPTEMBER 2019, 6.30pm**

Present:

Panel Members:

James Cameron, Head of Education (Learning, Policy and Resources)
Catherine Campbell, Senior Education Development Officer
Andrew Cotton, Senior Education Planning Officer
Melanie Laurie, Education Project Officer

Representation from:

Head Teacher Holy Family Primary School
Holy Family Primary School community

Introductions and Overview

Aims of Pre Consultation Meeting:

- Information sharing opportunity - explanation and reasoning behind proposal
- Opportunity to capture thoughts/ideas/questions from the community
- Integral engagement and research process - information gathered being used to develop an informed and defined Consultation Paper moving forward to Statutory Consultation.

Summary of Proposal:

- Creation of a new denominational secondary school in Winchburgh
- Proposed catchment area variations at St Margaret's Academy and St Kentigern's Academy
- Review primary to secondary school associations at Holy Family Primary School, St Nicholas Primary School and St Joseph's Primary School Linlithgow

Group Discussion

- A meeting attendee commenced discussions by stating that it would be preferred that the new secondary school is established and delivered as a full S1-S6 cohort rather than phased year stages. It was stated that it was felt there was no logic in phasing year stages when the building is fully operational.
Response:
Comment duly noted for the purpose of the minute.
- In response to West Lothian Council's initial proposal to occupy the new school in 2023 with an S1 cohort, Holy Family Primary School Parent Council representatives put forward possible school establishment/opening suggestions:

- New denominational secondary school opening in 2022 at the same time as the non-denominational secondary and the relocated Holy family Primary School
- Occupy the new denominational secondary in 2023 however actually establish the school a year earlier in 2022. On occupation in 2023 the school would be open for S1 and S2 pupils (existing P4 and P5 pupils). The current P5 pupils will spend their first year of secondary school being hosted at St Margaret's Academy until the new school building is ready for occupation in 2023.
- Occupy the new denominational secondary in 2022 however establish the school in 2021. On occupation in 2022 the school would be open for S1 and S2 pupils (current P5 and P6 pupils). The current P6 pupils will spend their first year of secondary school being hosted at St Margaret's Academy.

Parent Council members highlighted that currently at Holy Family Primary School P4 and P6 are the largest cohorts in the school and could have a bearing on the new school intake.

Response:
Noted.

- A further comment/suggestion was made that West Lothian Council should consider an initial S1-S3 year stage introduction

Response:

Again, this comment was noted and will be offered due consideration moving forward. It was explained by officers that by adopting this approach there were factors for parent consideration:

- This approach would involve the existing P4 pupils automatically being in the catchment of the new denominational secondary for commencement of S1 in 2023. Existing P5 and P6 pupils will already be in attendance at St Margaret's Academy and should parents wish to move their child to the new school they would be required to make a placing request. There would be no automatic transfer to the new school.
- Meeting attendees were asked to consider the possibility that whilst S2/S3 provisions would be available at the outset of the new school, pupils may opt not to move from St Margaret's Academy. No pupil would ever be forced by West Lothian Council to change school.

- Overall, the suggestion from meeting attendees of a possible S1-S3 intake was well received by meeting attendees. Parents suggested that by educating their child and preparing them in advance, the children and young people would be familiar with and in acceptance of a S2/S3 move from St Margaret's Academy to the new Winchburgh School.

- Council officers advised that whilst it is envisaged that pupil numbers will be relatively low on commencement of both the new secondary schools it is anticipated that pupil numbers will grow quickly.

It was further explained that both new secondary schools may be subject to placing requests from out with West Lothian. In adherence of admission policies, there are certain grounds that the authority can refuse a placing request e.g. if approving the place would make it necessary to take on an additional member of staff, or if granting the place would increase school expenditure. Should a placing request be made from out with West

Lothian and all statutory criteria is met there would be no grounds for West Lothian Council to refuse placement.

- Council officers were asked how many teachers there would be in the new denominational secondary.
Response:
- Attendees were advised that well in advance of occupation of the new school, a Head Teacher and Management Team would be appointed. From there, a full staff entitlement will be established, this includes teaching staff, support and administration and all other staffing requirements to facilitate day to day operations.
- It was put to Council officers for consideration, the possibility of both established secondary schools occupying the non -denominational building at the same time until the denominational building is ready i.e. sharing a building.
Response:
Comment was noted accordingly.
- A meeting attendee questioned the value of the new building.
Response:
It was advised that £62m is allocated for delivery of the 2 new secondary schools and the denominational primary school.
- In relation to the community facilities, a question was raised as to how this would be managed during and out with school hours.
Response:
To date, no final decision has been made in relation to the management of community facilities. A possible option would be for West Lothian Leisure to take over the management of facilities from 6pm weekdays and 1pm on Saturdays. It was stressed that during the school day, priority will be given to school usage requirements.
- As discussions ensued in relation to the name of the school, officers responded by advising that when naming a denominational school, the Archdiocese being the main consultee, would recommend to the authority the selected name. It was further explained to the group that should the denominational community wish involvement in naming the new school this would be for discussion between the community and the Archdiocese.
- A group member highlighted concerns that opening the new school on a phased basis would be detrimental to their child in the way that there would be no older peer group for them, little support from older pupils. Could it be that the younger year stages would be missing out on learning valuable life skills from older pupils?
Response:
Comment was acknowledged. Officers moved on to explain how initial small cohorts will allow opportunity for staff and pupils to build upon the ethos and values of the school. It will allow both staff and pupils a sense of ownership.
- In relation to delivery schedules, a meeting attendee asked what considerations have been made on associated risks and the impact these risks will have on programme delivery.
Response:
Group were advised that programme scoping has been conducted. It is recognised as with any project there will indeed be potential risks that can hinder delivery for example, sever winter conditions. The outside partners working on this project, construction and

architects are working collaboratively to ensure delivery within the intimated schedule. Each of these companies have strong links with West Lothian Council having offered services previously on other school estate projects.

- Prior to the meeting close, those meeting attendees involved with Holy Family Primary School Parent Council passed on queries they wish noted as the Statutory Consultation progresses:
 - Gender neutral toilets and changing rooms – Parent Council feel this is not a good idea when considering the vulnerability of pupils at secondary stage level.
 - After school curricular activities – if the school is to be occupied on a phased basis as proposed, will there be the same depth of choice as those pupils attending fully established schools?
 - What plans will be implemented to minimise sectarianism?

Response:

Parent Council members were thanked for their comments/questions with it being advised that these matters will be addressed moving forward.

Next Steps

- Collate and review feedback received from pre consultation discussions
- November 2019 - West Lothian Council Education Executive consider outcome of pre consultation and agree progression to Statutory Consultation phase
- Statutory Public Consultation Period – November/December 2019
- West Lothian Council submit report on findings of the Statutory Public Consultation to Education Scotland for review – mid January/early February 2020
- Early March 2020 - West Lothian Council prepare and publish final Consultation Paper
- Education Executive review final Consultation Paper and make final decision on proposal – 24 March 2020.

Close

Group were thanked for their attendance and participation in discussions.

Appendix 5

WEST LOTHIAN COUNCIL

PROPOSED ESTABLISHMENT OF NEW DENOMINATIONAL SECONDARY SCHOOL AT WINCHBURGH

MINUTES OF PRE CONSULTATION SESSION ST JOSEPH'S PRIMARY SCHOOL, LINLITHGOW MONDAY 23 SEPTEMBER 2019, 6.00pm

Present:

Panel Members:

James Cameron, Head of Education (Learning, Policy and Resources)
Catherine Campbell, Senior Education Development Officer
Andrew Cotton, Senior Education Planning Officer
Melanie Laurie, Education Project Officer

Representation from:

Head Teacher St Joseph's RC School, Linlithgow
St. Joseph's RC School, Linlithgow

Introductions and Overview

Aims of Consultation Meeting:

- Information sharing opportunity - explanation and reasons behind proposal
- Initiate dialogue between consultees
- Opportunity to capture thoughts/ideas/questions
- Invaluable engagement and research process - information gathered being used to develop an informed and defined Consultation Paper moving forward.

Summary of Proposal:

- Creation of a new denominational secondary school in Winchburgh
- Proposed catchment area variations at St Margaret's Academy and St Kentigern's Academy
- Review primary to secondary school associations at Holy Family Primary School, St Nicholas Primary School and St Joseph's Primary School Linlithgow

Next Steps

- Collate and review feedback received from pre consultation discussions
- November 2019 - West Lothian Council Education Executive consider outcome of pre consultation and agree progression to Statutory Consultation phase
- Statutory Public Consultation Period – November/December 2019
- West Lothian Council submit report on findings of the Statutory Public Consultation to Education Scotland for review – mid January/early February 2020
- Early March 2020 - West Lothian Council prepare and publish final Consultation Paper
- Education Executive review final Consultation Paper and make final decision on proposal – 24 March 2020.

Group Discussion

- An attendee asked if the planned opening date of 2023 was realistic.

Response:

Officers advised that 2023 was the original planning date for opening of all the denominational school.

- Concerns were raised by several attendees regarding the possible impact of the different proposed opening dates for the secondary schools on the early establishment and perceived cultural ownership of the new schools.

Response:

The Head of Education noted these comments and assured that these would be captured in the report. Officers advised that the school design has the capability for integration and shared working. Schools will share the PE facilities. Staff will be appointed in advance of schools opening bringing opportunities for joint working.

- A meeting attendee questioned the dependency of Winchburgh housing development on the construction of the new school.

Response:

Officers explained that Winchburgh Developments Ltd were responsible for remediating the land for construction. Handover to the Council was anticipated next year. Officers indicated that the biggest risk factors to project completion were perhaps the planning and/or statutory consultation processes although no issues had been highlighted to date.

- A concern was raised by an attendee about the establishment of a new school for S1 pupils only.

Response:

Comment noted. Officers explained that newly established schools in the past and more recently at Bertha Park in Perth found younger pupils often fully embraced the opportunities presented to them. Pupils transitioning to the new school may benefit from meeting with pupils who have had a similar experience albeit at a different establishment.

- In response one attendee noted that they had started their education in England in this manner, had found the experience a positive one and thought their own children would too.

- Further to this, an attendee noted that although the initial capacity of the secondary schools was relatively small 660 pupils this might in fact bring many advantages.

Response:

Comment noted. Officers explained that the school will be staffed to deliver the full Broad General Education curriculum but may offer advantages of smaller class sizes and greater opportunities for curriculum development across the two schools. Small schools can also be very vibrant and offer more leadership opportunities to young people.

- An attendee commented that historically parents sent their children to St. Mary's Secondary in Bathgate. However, since the catchment changed to St. Kentigern's

Academy more placing requests have been made to Linlithgow Academy. In response to this another attendee asked for clarification regarding the catchment of denominational primary pupils to Linlithgow Academy.

Response:

Comment noted. Officers explained that authority policy ensures that every household in West Lothian is provided with a denominational and non-denominational primary and secondary catchment school. However, once enrolled it is the primary schools associated secondary school that determines the associated secondary school. For St. Joseph's RC this is currently St. Kentigern's Academy. Officers explained that all placing requests to Linlithgow Academy by St. Joseph's RC children had been met in the last ten years but roll projections indicate that this may not be sustainable.

- Question with regard to how much support the school requires from St. Josephs' families for pupil roll/numbers.

Response:

Officers confirmed that the project was well advanced and projected school rolls had taken different scenarios into account e.g. low, medium and high uptake. All scenarios reflected a requirement for a new denominational school. Officers acknowledged that numbers of St Joseph's children opting to attend a denominational secondary school has been low over the last 10 years. Officers projected intake for the new S1 to be 50-60 children from St. Nicholas RC, Broxburn, 30 children from Holy Family RC, Winchburgh and 20 children from St. Joseph's RC, Linlithgow. No projections were offered for possible placing requests but officers anticipated that there would be some from within and out with the authority.

- In response one attendee sought some reassurance that the attainment aspirations of the new school would be similar to that of Linlithgow Academy.

Response:

Officers anticipated that the new school would attract a high calibre of staff at all levels. The new Head Teacher would have a unique opportunity to appoint teachers with the skills and qualities to utilise the new school facilities to maximum effect.

- Group discussions ensued in relation to what the advantages were of sending children to the new Winchburgh denominational secondary school.

Response:

One respondent noted the ability to continue with a Catholic education. Another attendee noted the improved attainment at West Calder High School since its opening. Others noted the advantages of smaller class sizes, less anxiety at point of transition from primary school, the new school facilities, updated technology, new enthusiastic teachers and shorter travel distance to Winchburgh than to Blackburn.

- An attendee indicated that they were aware of Kirkliston families' interest in the new school and enquired whether any arrangements had been made with these families and Edinburgh Council.

Response:

It was clarified that officers did have initial discussions with Edinburgh Council but no formal arrangements were arrived at. However, officers explained that they do anticipate placing requests for the Winchburgh schools which are likely to be met with available capacity in the schools.

- It was asked how a sense of community will be established between Winchburgh and Linlithgow prior to the new school opening.

Response:

Officers explained that an external agency Space Zero had been appointed to develop the branding of the new schools. This will establish groups who will have an input with regard to school values, uniform and community issues i.e. naming of the schools and will comprise of staff, pupils and parents from the catchment communities.

The Head of Education explained that the Archdiocese is a Statutory Consultee and will make recommendations to the Council on the name of the new school.

- A group member asked for clarification regarding the ASN support provision within the schools.

Response: Officers explained that small group setting accommodation are designed into the new secondary school. For each school the same support staffing would be in place.

- A question was raised regarding the support provided for pupil's out with the catchment areas and pupils already established in other schools.

Response:

Comment noted. Officers explained that the final report would address this in the Educational Benefit statement if proposed.

- A question was raised regarding the planning application process.

Response:

Officers explained the process by which members of the public can respond to planning applications and be notified of decisions. The link to the new Winchburgh Schools website was displayed illustrating the stages of the planning process and PDF layouts of the new schools.

- A query about transportation to the new school for Linlithgow children was raised.

Response:

Officers explained that for any pupil of secondary age transport will be provided if travel distances were over 2.0 miles. The same applies to primary pupils with travel distances over 1.5 miles. Officers indicated that these distances are generous compared to statutory provision. In summary officers concluded that Linlithgow children would be entitled to transport to the new school.

Close

Group were thanked for their attendance and participation in discussions.

Appendix 6

WEST LOTHIAN COUNCIL

**PROPOSED ESTABLISHMENT OF NEW DENOMINATIONAL SECONDARY
SCHOOL IN WINCHBURGH**

**MINUTES OF PRE CONSULTATION MEETING
ST NICHOLAS PRIMARY SCHOOL
MONDAY 30 SEPTEMBER 2019, 6.00pm**

Present:

Panel Members:

James Cameron, Head of Education (Learning, Policy and Resources)
Melanie Laurie, Education Project Officer

Representation from:

Head Teacher St Nicholas Primary School
St Nicholas Primary School Community

Introductions and Overview

Aims of Pre Consultation Meeting:

- Information sharing opportunity - explanation and reasoning behind proposal
- Opportunity to capture thoughts/ideas/questions from the community
- Integral engagement and research process - information gathered being used to develop an informed and defined Consultation Paper moving forward to Statutory Consultation.

Summary of Proposal:

- Creation of a new denominational secondary school in Winchburgh
- Proposed catchment area variations at St Margaret's Academy and St Kentigern's Academy
- Review primary to secondary school associations at Holy Family Primary School, St Nicholas Primary School and St Joseph's Primary School Linlithgow

Group Discussion

- A meeting attendee commenced discussions by questioning access to sports facilities and raised a concern that pupils will be walking on/near vehicular access routes to reach sports facilities.

Response:

Comment noted for the purpose of the minute.

Officers advised that on site walking routes will be implemented to ensure safe access for pupils. It was advised that pupil access to sport facilities will not be shared with vehicle entrance/exit areas.

Attendees were advised that matters pertaining to design elements of the proposed development are welcomed and will be addressed accordingly as part the Planning Consultation with it being further explained that the purpose of this evenings meeting was

to focus on the educational benefits of establishing a new denominational secondary school and proposed review of primary to secondary school associations.

- A question was raised in relation to pupil transport eligibility and whether there will be any changes.

Response:

Officers explained that West Lothian Council School Transport Policy indicates school transport will be provided for secondary stage pupils if the travel distance is over 2.0 miles, for primary aged pupils the distance is 1.5 miles. These distances are less than statutory guidelines.

Officers confirmed that there are currently no plans for amendment to existing school transport provisions and that all entitlements will continue to adhere to West Lothian Council School Transport Policy.

- A further question was asked in relation to possible new bus routes from Broxburn to Winchburgh.

Response:

Attendees were advised that as yet, no specific new bus routes had been confirmed. Dialogue in relation to public roads and bus route realignments are ongoing.

- Discussions ensued in relation to the establishment and occupation of the new secondary school and a possible initial intake of S1-S3 cohorts. A question was asked as to how the school would be staffed to accommodate S1-S3 year stage pupils.

Response:

Officers confirmed that a Head Teacher and Management Team would be appointed well in advance of occupation of the new school. From there, a full teaching staff entitlement will be established.

It was further advised that initially guidance staff caseloads will be smaller due to fewer pupil numbers occupying the school however staff numbers and scheduling will incrementally increase as pupil numbers rise.

Attendees were also offered for consideration the possibility of collaboration with the proposed new non-denominational secondary school. This situation already exists and proves successful in the current delivery of Senior Phase Education (S4-S6). Adopting a similar approach in the delivery of the Broad General Education (S1-S3) would have notable benefits for pupils from both establishments.

Council officers advised that whilst it is envisaged that pupil numbers will be relatively low on commencement of both the new secondary schools it is anticipated that pupil numbers will grow quickly.

- Attendees commented that if the new school was to open initially only for S1 pupils there would be no older peer group to offer support and gain experience from. The lack of support and encouragement and lack of sharing life skills and character building opportunities with senior pupils was highlighted by certain meeting attendees as a concern.

Response:

Meeting attendees were thanked for their comments which were noted for the minute. Officers moved on to explain some benefits of implementing smaller cohorts for example, opportunity for staff and pupils to work together to develop the values and ethos of the new school. Pupils will have a sense of ownership as they comfortably familiarise themselves in their new environment.

- Moving on from this, a further comment was made in relation to the impact having purely an S1 year stage would have on delivery of a broader education for example, team sports, music participation.

Response:

This comment was noted accordingly.

Officers advised that this would be something that the Head Teacher would endeavour to address accordingly. Collaboration with local schools may be a possible solution.

- When asked if there are any proposals to establish a new secondary school in Broxburn, attendees were advised that due to anticipated projected pupil numbers as a result of housing developments in Winchburgh the two new secondary schools at Winchburgh take priority. There are no considerations for a new secondary school in Broxburn.

- A question was raised in relation to the entitlement of younger siblings to attend the existing associated secondary school St Margaret's Academy

Response:

Officers explained that pupils living within the catchment area for the new school who will have older siblings in attendance at St Margaret's Academy will be permitted to attend the current associated secondary if parents wish siblings to attend the same school.

This catchment status would remain until a younger sibling living within the catchment of the proposed new school reaches the end of P7 education at St Nicholas Primary School and the elder sibling has since left St Margaret's Academy. The link to St Margaret's will have ceased and the younger sibling will be identified as being in the catchment for the new denominational secondary school

- When asked whether the funding for the new school was secured Council officers explained that every housing developer in West Lothian has a planning obligation to make a financial contribution towards the delivery of required denominational schools. To this regard, previous funding contributions have been allocated for the delivery of the anticipated new denominational secondary school.

- It was asked if West Lothian Council has a contingency should the new school not be delivered on time.

Response:

It was advised that should any unforeseen circumstances impact delivery of the new school the appropriate contingency measures will be adopted.

- When discussing occupation dates for both new secondary schools it was suggested by a meeting attendee that there may be possibility that denominational children may opt to go to the non-denominational secondary school in the first instance seeing as this is scheduled to open in 2022, a year earlier than the denominational. This could lead to pupils opting not to move to the new denominational secondary on delivery in 2023.

Response:

Officers noted this comment for the minute.

Next Steps

- Collate and review feedback received from pre consultation discussions
- November 2019 - West Lothian Council Education Executive consider outcome of pre consultation and agree progression to Statutory Consultation phase

- Statutory Public Consultation Period – November/December 2019
- West Lothian Council submit report on findings of the Statutory Public Consultation to Education Scotland for review – mid January/early February 2020
- Early March 2020 - West Lothian Council prepare and publish final Consultation Paper
- Education Executive review final Consultation Paper and make final decision on proposal – 24 March 2020.

Close

Group were thanked for their attendance and participation in discussions.