

DATA LABEL: PUBLIC

## **EDUCATION SERVICES**

# **PROPOSAL TO RELOCATE HOLY FAMILY PRIMARY SCHOOL WINCHBURGH**

## **CONSULTATION DOCUMENT**

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## SECTION ONE

This section introduces the reason for the consultation. It provides information about why West Lothian Council is proposing to relocate Holy Family Primary School Winchburgh.

### 1.1 PURPOSE OF THE DOCUMENT

The purpose of this document is to advise:

1. West Lothian Council's proposal to relocate the existing denominational Holy Family Primary School to an alternative site in Winchburgh to allow more effective use of existing and future capacity;
2. The educational benefits of this proposal 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 and/or the surrounding catchment area. 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 introduces the proposal and gives background and rationale.

**Section 2** contains information on the proposal and details the educational benefits to be gained.

**Section 3** offers information on the Integrated Impact Assessments (IIA) conducted by Council officers to meet statutory equality duties, to assess policies and practices and ensure compliance with all legislative requirements.

**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

Holy Family Primary School is at present, in shared premises with Winchburgh Primary School at Glendevon Park, Winchburgh.

To acknowledge the continuing expansion of the Winchburgh Core Development Area and to make effective use of existing and future school capacity there is requirement to provide a purpose built education establishment and relocate the existing Holy Family Primary School.

## 1.3. SUMMARY OF PROPOSAL

Relocate Holy Family Primary School to a new building on a dedicated site west of Winchburgh village centre, to address the demand ongoing housing developments will have on predicted school capacity in Winchburgh and ensure West Lothian Council meet statutory educational responsibilities.

### 1.3.1 SITE OPTIONS

The following options for the relocation of Holy Family Primary School were considered:

Option 1 – Beatlie Road (B8020) - Holy Family Primary School to be located on a separate site to the east of the village centre.

Option 2 – West Winchburgh (B9080) – Holy Family Primary School located to the west of the village on the same site as the proposed new denominational and non-denominational secondary schools. This option involves a separate building for Holy Family Primary School.

### 1.3.2 PREFERRED SITE OPTION

For each of the options specified in Section 1.3.1 advantages and disadvantages were considered and were categorised on the following basis:

1. Education Service Delivery Requirements
2. Planning and Design Considerations
3. Construction and Property Management Considerations

Whilst both aforementioned options in Section 1.3.1 fulfil criteria requirements and are potentially suitable for the establishment of a new primary school it was considered that financially and logistically, offering due regard to access and traffic management, sports and outdoor education facilities there are greater advantages for Holy Family Primary School to be delivered as a defined building within a larger single development. Option 2.

The preferred site is viewed as a viable and sustainable solution that offers scope for delivery of a vibrant learning hub for the Holy Family School community.

Adopting this proposed approach will alleviate identified pressures in relation to school roll expectations. See table below offering Holy Family Primary School roll forecasts:

**Forecast School Rolls from 2018 based forecasts**

Capacity	2018-19	2019-20	2020-21	2021-22	2022-23	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
125	104	127	150	164	187	210	234	252	263	272	278

## **1.3.3 BUILDING SPECIFICATION**

Initially, Holy Family Primary School will be constructed as single stream capacity school to accommodate 231 pupils. It will have a flexible design that will allow future expansion.

A 64 place nursery will be a component of the proposed relocation development.

When considering design options, a key focus is delivery of an efficient and viable learning establishment representing best value through effective and efficient use of resources.

Sustainability will be a key factor in the design and construction of Holy Family Primary 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 and lighting provisions.

Layout and design plans for the proposed relocated Holy Family Primary School building are indicative at this stage and will be an ongoing consideration throughout the Consultation Phase.

Planning intention is to commence on site 2020 with an intimated delivery 2022.

## **1.4 PRE-CONSULTATION ENGAGEMENT**

As recommended in statutory guidance, West Lothian Council conducted Pre-Consultation discussions with the Holy Family Primary School community in advance of the Statutory Consultation.

Pre-Consultation engagement was conducted in May 2019 the aim of which was to inform intention to progress to Statutory Public Consultation on the proposal to relocate Holy Family Primary School, to offer indicative information on the proposal, welcome, acknowledge and address the views of the community and finalise an informed proposal to take forward to Statutory Consultation phase.

A note of the Pre-Consultation meeting is attached as Appendix 1 of this report.

## SECTION TWO

This section contains the expected educational benefits to be gained should the proposal to relocate Holy Family Primary School to newly built accommodation 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 Holy Family Primary 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 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

Continued engagement of creative teaching and learning approaches in a viable and sustainable school establishment broadens scope for attainment and achievement and builds a positive ethos for staff and pupils alike.

- **Admission Arrangements**

Criteria for admission to Holy Family Primary School will continue to be in accordance with West Lothian Council's current admission arrangements.

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

- **School Management/ Staff Teams**

Should the proposal to relocate Holy Family Primary School be progressed, West Lothian Council does not foresee alteration to the current school management structure at Holy Family Primary School. All existing staffing facilitations and day to day operations within the establishment will continue as is.

Any amendments to current staffing at Holy Family Primary School will be undertaken in accordance to West Lothian Council's statutory recruitment processes.

- **Class Structure**

Class structure and pupil/teacher ratio will continue to be arranged by school management and will adhere to guidelines set out by Scottish Government Legislations - [The Schools General \(Scotland\) Regulations 1975](#), [The Education \(Lower Primary Class Sizes\) \(Scotland\) Regulations 1999](#)

- **Accommodation**

Accommodation at Holy Family Primary School will offer a modern, accessible learning establishment with internal and external provisions fully equipped to deliver a purposeful and resourceful education facility. The accommodation will be flexible in design allowing creative and multiple use of spaces by staff and pupils.

To encourage dialogue and welcome the opinions of stakeholders on the delivery of the proposed new school West Lothian Council will conduct a high level of engagement activities with associated staff, pupils and parents throughout the development of the proposed new school building.

Further information pertaining to accommodation can be found in section 1.3.3 of this report.

- **Reasonable Adjustments Duty**

The Equality Act 2010 specifies all education authorities have a duty to make reasonable adjustments to provisions, practices, auxiliary aids and services to ensure that disabled pupils can fully participate in the education provided by the school.

Authorities also have a duty to consider the physical environment of the school and should implement strategies that allow equal access to all and ensure no pupil is disadvantaged.

The proposed new Holy Family Primary School building will endeavour to take positive steps to adjust provisions, practices, auxiliary aids and services where appropriate to maintain equal opportunity and delivery of best possible education for all pupils.

- **Additional Support**

West Lothian Council is committed to meeting the needs of all learners. As a mainstream education establishment Holy Family Primary School will aspire to provide a level of support dedicated to meeting the needs of the individual. Should the level of support require specialist provision consideration for placement in one of the authority's dedicated Additional Support Needs establishments will be in accordance with West Lothian Council's current admission arrangements for specialist provision.

[West Lothian Council Admission to Specialist Provision Policy](#)

- **School Transport**

There are no anticipated amendments to the existing school transport provision guidelines as a result of this proposal.

Requests for school transport provisions will continue to be considered in accordance with West Lothian Council's School Transport Policy.

[West Lothian Council Mainstream School Transport Policy](#)

- **Transition**

It is proposed that Holy Family Primary School will continue at this stage to be an associated primary school and aligned to St Margaret's Academy.

Offering cognisance to proposed future school estate provisions in West Lothian, with particular regard to the proposed new denominational secondary in Winchburgh, further Statutory Consultations on amendments to admission arrangements as a result of variations to school catchment areas will be conducted.

All future Consultations will be conducted in accordance with the Schools (Consultation) (Scotland) Act 2010.

- **School Grounds/ Outdoor Learning/ Playground**

The school grounds at the proposed new Holy Family Primary School will offer scope for development of the outdoor classroom.

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

Playground areas will be spacious and support the development of good relationships and positive behaviour.

Sufficient space will be allocated on the grounds for staff and visitor car parking and for the safe and efficient drop off/uplift of pupils. Appropriate car park protocols and risk assessments will be initiated and maintained.

- **Breakfast/After School Clubs**

The Breakfast Club at Holy Family Primary School will continue to provide pupils with a healthy breakfast and offer opportunity to sample and develop preferences for healthy options. The club aims to establish positive relationships at the start of the school day and improve attitude, behaviours and motivation to learn.

Pupils will continue to be invited to take part in extracurricular activities which usually take place in blocks throughout the school session. Participation in these activities promotes and encourages social interaction, confident individuals, effective contributors and responsible citizens.

- **Parental Involvement**

Parents and carers are an integral part of the school community at Holy Family Primary School with their ongoing contributions and working partnerships key to the success of the school.

West Lothian Council do not foresee any impact to existing opportunities for parental involvement and engagement at Holy Family Primary School as a result of this proposal.

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

- **Community Links**

Community interaction encourages a welcoming ethos, provides pupils with valuable life and interpersonal skills and promotes acknowledgement and respect for the local

area.

All external links that Holy Family Primary School has established will remain with the school continuing to have clear and distinct associations within the local community.

Every opportunity will be made to embed strong community links with potential new community groups in the Winchburgh area.

- **Benefits for Any Other School Users**

The proposed changes will have no impact on existing external school users. All existing provisions for other school users will continue as a result of relocation of Holy Family Primary School.

## SECTION THREE

This section provides information on the Integrated Impact Assessments (IIA) conducted by Council officers to meet statutory equality duties, to 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 proposal 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 relocate a school 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 Thursday 26 September 2019 until Friday 15 November 2019.

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

A public meeting will be held in respect of the proposal at the venue listed below:

<b>Holy Family Primary School</b>	<b>Thursday 10 October 2019, 6.30-8.00pm</b>
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This meeting will give interested parties a formal opportunity to express their views.

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

The Council website will contain information on the consultation and. The web address is:

[www.westlothian.gov.uk/HolyFamily-Relocation-Consultation](http://www.westlothian.gov.uk/HolyFamily-Relocation-Consultation)

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](mailto:Education.Consultation@westlothian.gov.uk)

All responses to be received by no later than 5.00pm Friday 15 November 2019.

## **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 21 January 2020.

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

ویسٹ لوٹھین کونسل، ایجوکیشن سروسز، ہولی فیملی پرائمری اسکول، ونچبرگ کودوسری جگہ منتقل کرنے کی تجویز

اگر آپ کو اس دستاویز کی نقل کی ضرورت ہے تو برائے مہربانی میلینی لوری کو 01506 281666 پر فون کریں، اپنا نام، پتہ اور وہ زبان بتاتے ہوئے جس میں آپ چاہیں گے کہ اس دستاویز کا ترجمہ کیا جائے

بلدية ويست لوٹيان WEST LOTHIAN ، الخدمات التعليمية ، عرض لتغيير موقع مدرسة هولي فاملي HOLY FAMILY الابتدائية الواقعة في وينشبارہ WINCHBURGH

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

উইঞ্চবারার হোলি ফ্যামলি প্রাইমারী স্কুলকে স্থানান্তরিত করার জন্য ওয়েস্ট লোথিয়ান কাউন্সিলের এডুকেশন সার্ভিসিজের প্রস্তাব

আপনি যদি এই নথিটির একটা কপি চান, তাহলে দয়া করে 01506 281666 (০১৫০৬ ২৮১৬৬৬) নম্বরে মলোনী লরকি টেলিফোন করে আপনার নাম ও ঠিকানা দবেন এবং কোন ভাষায় এই নথিটির অনুবাদ আপনি চান তা জানাবেন।

WEST LOTHIAN 政府, 教育服务处提议迁移 HOLY FAMILY PRIMARY SCHOOL WINCHBURGH

如果您想得到该文件的复印件, 请打电话给 MELANIE LAURIE, 号码 01506 281666。请提供您的姓名和地址, 以及您希望将该文件翻译成什么样的语言。

西洛錫安區市議會教育服務部門關於遷徙 HOLY FAMILY PRIMARY SCHOOL WINCHBURGH (WINCHBURGH 神圣家庭小學) 的提案

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

WEST LOTHIAN TARYBA, ŠVIETIMO SKYRIUS, PASIŪLYMAS PERKELTI WINCHBURGH MIESTO „HOLY FAMILY” PRADINĘ MOKYKLĄ

Jei norėtumėte gauti šio dokumento kopiją, prašome skambinti MELANIE LAURIE TELEFONU 01506 281666 IR NURODYTI SAVO VARDĄ, PAVARDĘ, ADRESĄ BEI KALBĄ, Į KURIAŲ NORITE, KAD BŪTŲ IŠVERSTAS DOKUMENTAS.

WESTLOTHIANAS PADOME (WEST LOTHIAN COUNCIL), IZGLĪTĪBAS DIENESTS, IEROSINĀJUMS PAR SVĒTĀS ĢIMENES PAMATSKOLAS (HOLY FAMILY PRIMARY SCHOOL) PĀRVIETOŠANU NO VINČBURGAS

Ja vēlaties saņemt šī dokumenta kopiju, lūdzu, zvaniet MĒLĀNIJAI LORIJAI (MELANIE LAURIE) pa tālruni 01506 281666. NORĀDOT SAVU VĀRDU, ADRESI UN VALODU, KURĀ JŪS VĒLATIES, LAI DOKUMENTS TIKTU IZTULKOTS.

RADA MIASTA WEST LOTHIAN, USŁUGI EDUKACYJNE, PROPOZYCJA PRZENIESIENIA SZKOŁY PODSTAWOWEJ HOLY FAMILY W WINCHBURGH

Jeżeli chcieliby Państwo otrzymać egzemplarz tego dokumentu prosimy o kontakt z MELANIE LAURIE POD NUMEREM TELEFONU 01506 281666. PROSIMY PODAĆ SWÓJ ADRES IMIĘ I NAZWISKO ORAZ JĘZYK NA KTÓRY DOKUMENT TEN POWINIEN BYĆ PRZETŁUMACZONY

## **Appendix 1**

### **WEST LOTHIAN COUNCIL**

### **PROPOSAL TO RELOCATE HOLY FAMILY PRIMARY SCHOOL**

### **PRE CONSULTATION SESSION THURSDAY 23 MAY 2019**

#### **Representation from:**

James Cameron, Head of Education (Learning, Policy and Resources) West Lothian Council  
Andrew Cotton, Senior Education Planning Officer West Lothian Council  
Catherine Campbell, Senior Education Development Officer West Lothian Council  
Melanie Laurie, Education Project Officer West Lothian Council  
Holy Family Primary School  
Winchburgh Community

#### **Aim of Session**

- 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.

#### **Rationale for Change**

- West Lothian Council commitment to provide quality and long term sustainable education provisions for all pupils
- Review of current and projected pupil roll indicators for Holy Family Primary School
- Implications arising from new housing developments
- Obligation to ensure new housing developments have specified catchment schools

#### **Proposed site**

- Identified site on B9080, west of Winchburgh village centre
- Initial delivery of a single stream school – 1 x class per year stage
- 64 place nursery
- Flexible design allowing for future expansion
- Planning intention to commence on site 2020 with an intimated delivery 2022

#### **Pre Consultation Discussions**

- Site:
  - Officers delivered an overview of considered site options with it being advised that whilst both the Beatlie Road and the B9080 sites fulfilled criteria requirements it was considered that financially, logistically, offering due regard to access and traffic management, sports and outdoor education facilities there are greater advantages for Holy Family to be delivered as a defined building within a larger development.

- Meeting attendees welcomed the proposal to deliver Holy Family Primary School on the identified B9080 site.
- The size of the proposed site was discussed with Council officers confirming the identified area will have capacity to accommodate 2 distinctive secondary schools and a dedicated primary school. A Site Plan detailing the specifics of the proposed development was offered to the group for information.
- Attendees were advised that dialogue with architects relating to internal and external design elements continue. Information on design will be shared with consultees during the Statutory Consultation phase.
- **Parking and Traffic Management:**
  - Attendees sought information on traffic management highlighting possible health and safety implications due to traffic volumes as a result of 3 schools being accommodated on one site.
  - Council officers welcomed the views of attendees and noted comments made in relation to the proposed site entrance/exit, volume of traffic and provision of dedicated pick up/drop of zones. Officers advised that these views will be offered due regard as the Consultation process progresses. Group were advised that to date, traffic management assessments have been conducted and will be ongoing. Specific information in relation to traffic management will be offered to consultees during the Statutory Consultation.
  - Discussions ensued as to planning intentions for delivery of safe walking routes. Council officers again, thanked attendees for their comments and confirmed that considerations to this regard are ongoing with further information to be made available at Statutory Consultation.
- **Denominational Secondary School:**
  - Questions were raised in relation to West Lothian Council current position on the delivery of a denominational secondary school at Winchburgh. Officers advised that planning intentions on the delivery of the denominational secondary school are progressing. A separate Statutory Consultation on the proposal for delivery of a new denominational secondary school on the B9080 site will be initiated in due course. Attendees welcomed this information.
- **Statutory Consultation**
  - Attendees were advised that Statutory Consultation is anticipated to commence in October 2019 details of which will be communicated through the West Lothian Council website and digital media channels, through local press and via Holy Family Primary School communications.
  - Officers advised a dedicated West Lothian Council web page detailing design and construction progressions will be launched as the Statutory Consultation commences.

### **Next Steps**

- Collate and review feedback received from Pre Consultation discussions
- Prepare Draft Public Consultation Paper
- September 2019 - West Lothian Council Education Executive consider note on Pre Consultation exercise and review Draft Public Consultation Paper and make decision on continuation to Statutory Consultation phase
- October 2019 - Statutory Public Consultation period

- November 2019 - West Lothian Council submit report on findings of Public Consultation to Education Scotland for review
- December 2019 - On receipt of response from Education Scotland, West Lothian Council prepare and publish Final Consultation Document
- January 2020 - West Lothian Council Education Executive consider Final Consultation Document and agree final decision on proposal

**Close**

Group were thanked for their attendance and participation in discussions