



## ***Education Executive***

West Lothian Civic Centre  
Howden South Road  
LIVINGSTON  
EH54 6FF

20 February 2019

A meeting of the **Education Executive** of West Lothian Council will be held within the **Council Chambers, West Lothian Civic Centre** on **Tuesday 26 February 2019** at **10:00am**.

For Chief Executive

### **BUSINESS**

#### **Public Session**

1. Apologies for Absence
2. Declarations of Interest - Members should declare any financial and non-financial interests they have in the items of business for consideration at the meeting, identifying the relevant agenda item and the nature of their interest
3. Order of Business, including notice of urgent business and declarations of interest in any urgent business
4. Confirm Draft Minute of Meeting of Education Executive held on Tuesday 15 January 2019 (herewith)

#### **Public Items for Decision**

5. Establishment of Secondary Stage Education within Ogilvie School Campus - report by Head of Education (Learning, Policy and Resources) (herewith)
6. March Conference for Local Authority Church Representatives - report by Depute Chief Executive (Education, Planning, Economic Development and Regeneration Services) (herewith)
7. Youth Music Initiative Year 17 Proposed Programme - report by Head of Education (Learning, Policy and Resources) (herewith)

DATA LABEL: Public

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**NOTE      For further information please contact Rachel Gentleman on 01506 281596 or [rachel.gentleman@westlothian.gov.uk](mailto:rachel.gentleman@westlothian.gov.uk).**

MINUTE of MEETING of the EDUCATION EXECUTIVE held within COUNCIL CHAMBERS, WEST LOTHIAN CIVIC CENTRE, on 15 JANUARY 2019.

Present – Councillors David Dodds (Chair), Stuart Borrowman, Harry Cartmill, Pauline Clark, Tom Conn, Angela Doran (substituting for Lawrence Fitzpatrick), Peter Heggie, Chris Horne, Charles Kennedy, Dave King, Sarah King, John McGinty, Andrew McGuire, Dom McGuire (substituting for George Paul), Andrew Miller, Cathy Muldoon, Moira Shemilt and Kirsteen Sullivan; Myra Macpherson and Lynne McEwen

Apologies – Councillors Lawrence Fitzpatrick and George Paul; Eric Lumsden and Margaret Russell

Absent – Elsie Aitken and Heather Hughes

## 1 DECLARATIONS OF INTEREST

Councillor Peter Heggie declared an interest in item 7 (Relocation of Cedarbank School, Livingston) as he was a parent of a pupil attending The James Young High School.

Councillors Pauline Clark and Andrew Miller declared interests in item 11 (International Education – Polar Academy) as they were friends of parents of pupils participating in the Polar Academy.

## 2 ORDER OF BUSINESS

The Chair advised that a deputation request had been received from Sharon Fairley, on behalf of 2020Together, in relation to item 12 (Early Learning and Childcare – Expansion Plan Update).

The Education Executive agreed that the deputation be heard.

The Chair ruled that the deputation be heard after item 4 and immediately followed by consideration of the officer's report on the matter. The Committee would thereafter consider items 6 (Assessment and Moderation within the Broad General Education to Support Teacher Professional Judgement) and 5 (Achievement of Curriculum for Excellence Levels 2017/18).

## 3 MINUTES

The Education Executive approved the minute of its meeting of 13 November 2018 as a correct record. The minute was thereafter signed by the Chair.

#### 4 EARLY LEARNING AND CHILDCARE - EXPANSION PLAN UPDATE

##### Deputation

Ms Sharon Fairley spoke to the Committee about the delivery of the expansion of Early Learning and Childcare (ELC). She welcomed the progress West Lothian had made to date but raised concerns regarding the sustainability of some nurseries as Council-run ELC settings provided more free hours.

Ms Fairley raised questions on the extent to which consultation had been undertaken with private sector providers, the proposed £5 hourly rate and how this had been calculated, and whether private sector providers not currently in partnership with the Council would be given an opportunity to enter a partnership to assist in the delivery of the additional hours.

Members then put questions to Ms Fairley. The Chair acknowledged the questions raised and requested that officers respond to these following the meeting.

The Chair thanked Ms Fairley for her presentation.

##### Report by the Head of Education (Learning, Policy and Resources)

The report (copies of which had been circulated) provided an update on the Early Learning and Childcare Expansion Plan and the Council's progress towards delivering 1140 free annual hours of ELC within West Lothian by 2020.

The report noted that local authority expansion plans were working documents which would evolve over time. Local authorities were required to address capacity challenges by making best use of existing assets through supporting a wide range of partners including childminders and third sector partners and building where needed.

Local authorities in Scotland were expected to provide the increase in free hours by 2020, using funding provided by the Scottish Government. Since August 2018, 30 of 61 council-run ELC settings in West Lothian provided up to 760 hours of free ELC. The Council had also successfully created and recruited to ten new management positions to support staff in the delivery. The next phase of the programme for August 2019 was to offer two full days over 50 weeks of the year in a number of settings which were noted in the report.

Consultation had been undertaken with parents and carers in August and September 2018, the results of which were attached at Appendix 1 to the report, and it was proposed that further consultation be carried out with staff in each location. The proposal to increase the hourly rate paid to partner providers to £5.00, and the requirement to provide free school meals to eligible children were highlighted.

Officers responded to questions from members regarding further consultation with private providers on the expansion and whether the

Committee would have sight of the details of the capacity assessment and the hours currently offered by providers. In relation to the proposed hourly rate paid to private providers, it was noted that this was an incremental process that would further increase in future years.

The Education Executive was recommended to note the progress made to date and to agree:

1. To provide additional free hours (up to 1000 hours) of ELC in establishments which currently offered flexibility from August 2019;
2. To provide additional free hours (up to 760 hours) of ELC in establishments which did not currently offer flexibility from August 2019;
3. To offer additional free hours (up to 1000 hours) of ELC in private partner provider settings from August 2019;
4. To undertake a pilot scheme to offer additional free hours (up to 1140 hours) of ELC with a child minder from August 2019 for eligible two, three and four year olds;
5. To increase the hourly rate paid to partner providers to £5.00 from April 2019;
6. To note the requirement to provide free school meals to all eligible ELC children from August 2020; and
7. To note the publication of the Funding Follows the Child guidance and National Quality Standard on 18 December 2018.

### Decision

- 1) To note the points raised in the deputation by Ms Fairley.
- 2) To request that officers respond to the questions raised with regard to consultation which had been undertaken with private sector providers; information on how the £5 hourly rate was calculated; and whether private sector providers which were not currently in partnership with the Council would be given an opportunity to enter a partnership to deliver the additional hours.
- 3) To agree to receive a further report on consultation with private providers not already in partnership with the Council, when this could take place and if more providers would be considered as the expansion plan developed.
- 4) To provide information to members on the details of the capacity assessment and the hours currently offered, broken down by providers.
- 5) To approve the terms of the report.

5 ASSESSMENT AND MODERATION WITHIN THE BROAD GENERAL EDUCATION TO SUPPORT TEACHER PROFESSIONAL JUDGEMENT

A presentation was delivered by Laura Caulfield, Headteacher, and Mairi Morton, Teacher at St. Thomas' RC Primary School, Addiewell on the assessment and moderation practices at the school.

The presentation provided the Committee with a class teacher's perspective and a senior leader's perspective on assessment and moderation. Information was given on the context of the school which was a Scottish Attainment Challenge school, with an aim to achieving equity in education. This was followed by an overview of the process in school including a calendar of assessments, staff discussion and evaluation, identification of pupils' needs, and implementation of actions for improvement. The Headteacher highlighted the importance of working at a cluster level on self-evaluation activities, tracking and monitoring and taking a whole school approach to improve.

The Committee then considered the report by the Head of Education (Curriculum, Quality Improvement and Performance) (copies of which had been circulated). The aim of assessment and moderation was to ensure reliable and robust attainment information within the Broad General Education.

The report outlined the practices of schools in assessing learners. It was noted that teachers used a range of techniques to assess progress and the different types of achievement across the curriculum and that it was important that judgements about pupils' learning were dependable. In relation to moderation, the report stated its benefits for helping to ensure there was an appropriate focus on outcomes for learners and that teacher participation in activities was an effective form of professional development.

It was concluded that headteachers were becoming increasingly skilled at interpreting teachers' professional judgement and that continued good practice would ensure a high level of professional dialogue within schools to track and monitor progress.

The Education Executive was asked to note the high degree of confidence West Lothian had in the data provided through teacher professional judgement due to the robust approaches to assessment and moderation.

Decision

To note the presentation and the terms of the report.

6 ACHIEVEMENT OF CURRICULUM FOR EXCELLENCE LEVELS 2017/18

Greg Welsh, Quality Improvement Manager, delivered a presentation on the recently published Curriculum for Excellence (CfE) achievement levels

for 2017/18.

Information was provided on the achievements in comparison to those of 2016/17 and the target results for 2018/19, as set out in the Raising Attainment Strategy. The presentation also detailed the results per quintile of the Scottish Index of Multiple Deprivation (SIMD) which was used nationally to quantify the attainment gap by comparing results of those in the lowest and highest quintiles. This data showed that West Lothian pupils in quintile 1 were consistently outperforming the national average for this group; however it was highlighted that West Lothian had prioritised maximising attainment for pupils across all quintiles.

The presentation concluded by advising that the priorities for all schools in West Lothian in 2018/19 were combined literacy attainment, writing attainment and a focus on improving attainment levels of those in quintile 1 of the SIMD.

The Committee then considered a report by the Head of Education (Curriculum, Quality Improvement and Performance) (copies of which had been circulated) on the achievement of CfE levels in 2017/18.

The report noted the key findings from the data, published by the Scottish Government, which related to all pupils in Primary 1, Primary 4, Primary 7 and Secondary 3. It measured national performance in aspects of literacy (reading, writing, listening and talking) and numeracy and reported the proportion of pupils who achieved the expected CfE level based on teacher professional judgement, relevant to their age.

In respect of West Lothian, the key findings included that pupils were achieving above the national average in 19 of the 20 national measures and that attainment levels in almost all areas had been sustained or improved in comparison to 2016/17. It was also noted that the attainment gap reflected the national picture but that this was being addressed as part of a focussed improvement agenda.

Details were provided on the percentage of West Lothian pupils at each of the four stages who achieved expected levels for literacy and numeracy, compared to the national average. This information demonstrated that West Lothian pupils were outperforming in all aspects except P1 early level listening and talking.

The Education Executive was asked to note the publication of the achievement of Curriculum for Excellence levels 2017/18 and the performance of West Lothian pupils.

### Decision

To note the presentation and the terms of the report.

7

### RELOCATION OF CEDARBANK SCHOOL, LIVINGSTON

The Committee considered a report by the Head of Education (Learning, Policy and Resources) (copies of which had been circulated) on a

proposal to relocate Cedarbank School to the estate of The James Young High School (JYHS). A draft statutory consultation timeline and the draft consultation document were attached to the report at Appendix 1 and Appendix 2 respectively.

Cedarbank School was a secondary education establishment for pupils with a range of support needs related to learning difficulties and social communication needs. The school was currently located over three sites within Cedarbank School Building, Deans Community High School and Armadale Academy. The relocation was proposed as while the current model had been beneficial, there were some impacts on the delivery of curriculum and the development of the school community and peer socialisation.

The report outlined the key determinants for the site location and implementation, the options which had been considered and the reasons for these being discounted. It concluded that relocating to a purpose-built accommodation within JYHS would maintain the identity of the school and facilitate a single S1 to S6 provision for pupils. The report also noted that the impact in terms of traffic around the schools had been assessed as not being detrimental.

Questions were asked of officers regarding the capacity of the school and whether expansion would be required in future years, and the methods to be used to promote the consultation to ensure as many people as possible were reached. It was explained that the capacity was not predicted to be exceeded and that various communication methods would be used to circulate the consultation.

Members also questioned the traffic management and access arrangements and were advised that more detailed plans and a layout plan could be provided after the pre-consultation stage had been completed.

The Education Executive was recommended to note the terms of the initial draft consultation paper and to approve the commencement of a formal statutory consultation with an initial pre-consultation exercise on the proposal to relocate Cedarbank School.

### Decision

To approve the terms of the report.

## 8 ALLOCATION OF MEMBERS TO HEADTEACHER AND DEPUTE HEADTEACHER APPOINTMENT PANELS – PROCEDURE

The Committee considered a report by the Head of Education (Learning, Policy and Resources) (copies of which had been circulated) detailing a proposed procedure for the allocation of members to Headteacher and Depute Headteacher Appointment Panels following the informal application of this during October and November 2018.

For all Headteacher and Depute Headteacher roles, the Council held



Appointment Panels, of which 14 Councillors and two appointed religious representatives were members. Each Panel consisted of the Chair and members of the Education Executive, but the allocation of members to each Panel was not previously set out in a formal procedure. A practice had been established and the report proposed to formalise this procedure.

The proposed procedure would include two places for elected or appointed members, the first of which would be offered to the Chair of the Education Executive. If the Chair did not take up the place, both places would be offered in rotation to the other members. The religious representative nominated by the Roman Catholic Church would be offered a place on Panels concerning appointments in the denominational sector. To ensure Panels were available in a timely manner, should any places not be taken up in line with the procedure, the Depute Chief Executive would take steps to fill these.

It was noted that the SNP group had not yet appointed any members to the Panel but that these places would be taken up in future.

The Education Executive was recommended to agree:

1. To note and consider the proposed procedure for the allocation of members to each individual Headteacher and Depute Headteacher Appointment Panel, and the impact of the informal application of this procedure in the period 1 October to 30 November 2018;
2. To adopt formally the proposed procedure for the allocation of members to each individual Headteacher and Depute Headteacher Appointment Panel;
3. To delegate to the Depute Chief Executive (Education, Planning, Economic Development and Regeneration Services) the appointment of members to each individual Headteacher and Depute Headteacher Appointment Panel and to take appropriate steps to populate panels, having regard to the proposed procedure and the availability of all members of the Panel; and
4. To delegate to the Depute Chief Executive (Education, Planning, Economic Development and Regeneration Services) the adjustment of the rota for allocation of the second place for Panel members to reflect any future changes to the composition or membership of the Panel.

### Decision

To approve the terms of the report.

## 9 INSTRUMENTAL MUSIC SERVICE UPDATE

An update report by the Head of Education (Learning, Policy and Resources) was considered by the Committee. The report provided information on the Instrumental Music Service (IMS) following the decision of the Education Executive in May 2018 to implement an annual charge

for music tuition.

It was anticipated that there would be a decrease in participation after the introduction of the charge but this was in excess of the 20% reduction which was predicted. A four-week programme of taster sessions which took place in November 2018 had attracted a significant new intake of pupils to the IMS.

The number of pupils registered with the service and projected figures for each discipline were set out in the report, with a school by school analysis showing the profile of IMS student numbers before and after charging, and following the taster sessions attached at Appendix 1 to the report.

Details were provided of the changes to the service as a result of the reduction in student numbers, including the reduction in the number of area bands and ensembles from 13 to eight. Financial projections for 2018/19 and 2019/20 were also included in the report.

The report concluded that there was sufficient demand for the continuation of instrumental music tuition on a chargeable basis.

The Education Executive were recommended to:

1. Note the number of students receiving instrumental tuition and associated financial projections for 2018/19 and 2019/20;
2. Note that with effective resource management, the IMS service could be continued within approved council resources for financial year 2019/20 onwards; and
3. Agree that a further IMS update would be reported to the Education Executive in the autumn term which would include service development proposals to consider opportunities to provide more musical experiences.

The Chair moved a motion in the following terms:

“The Education Executive instructs that the current charge for instrumental music tuition should be exempted from the annual uplift of charges as part of the budget process and should remain at its current level for session 2019/20. Based on projected uptake, the annual uplift of 3.5% would equate to additional income of approximately £12,000 for the session. However, this increase was not included within the pricing schedule which formed part of the revenue budget strategy for 2018/19 to 2022/23 agreed by Council in February because the decision to commence charging for IMS was made after this date. This proposal would therefore have no impact on the currently approved revenue budget.

Officers are instructed to investigate how the concessions available for instrumental music instruction can be extended to support families unable to pay the full charge but who are not in receipt of free school meals, to consider how this might be funded and to report back to the Education Executive in time for measures to be put in place for session 2019/20.

Officers will report back to the Education Executive at its meeting in October/November with details of the numbers involved in instrumental music tuition in each school in the authority.”

### Decision

To unanimously approve the terms of the motion.

## 10 INSTRUMENTAL MUSIC SERVICE DELIVERY MODELS

The Council had previously agreed to introduce charging for instrumental music tuition with a scheme of concessions and to identify sustainable models of service delivery for the long-term. A report by the Head of Education (Learning, Policy and Resources) (copies of which had been circulated) provided the Education Executive with options for future service delivery models for consideration.

The report set out four options which were identified as being most relevant to the Instrumental Music Service: in-house delivery, transfer to an existing Arms Length External Organisation (ALEO) (West Lothian Leisure), and the creation of a new Charitable Trust and Partnership.

The factors which were considered to determine the most appropriate future service delivery model were outlined in the report. It was proposed that the continuation of in-house delivery was most appropriate as it represented the lowest risk to the Council and the best organisational stability. It was noted that working in partnership with other organisations such as local bands could be beneficial and that it was intended to explore these types of partnerships further.

The risks relating to the other potential options of transfer to an existing ALEO or voluntary organisation and the creation of a new Charitable Trust and the rationale for discounting these options were set out. Information was also provided on other areas which delivered a similar service for comparative purposes.

The Committee was recommended to agree:

1. To note that the review of options for service delivery models was based on management guidance on engaging with outside bodies, including ALEOs, approved through the Governance and Risk Board and Corporate Management Team;
2. To note that the service delivery options identified as most relevant to the Instrumental Music Service were in-house delivery, transfer to an existing ALEO (West Lothian Leisure), creation of a new Charitable Trust and Partnership;
3. That continued in-house service delivery is the most appropriate delivery model; and
4. That, in order to provide additionality, partnership with local

community bands be explored further to enhance provision of individual disciplines and performance opportunities at an individual school level.

The Chair moved a motion in the following terms:

“Recommendation 3 will be changed to:

‘that continued in house service delivery is the most appropriate delivery model at present.’

Recommendation 4 will be changed to:

‘That partnership with local community bands be explored further to enhance provision of individual disciplines and performance opportunities and that further consultation be carried out with stakeholders including parents and young people to consider if other models of provision are possible.’ “

#### Decision

- 1) To approve recommendations 1 and 2 of the report.
- 2) To unanimously approve the motion.

### 11 INTERNATIONAL EDUCATION - POLAR ACADEMY

A report by the Head of Education (Curriculum, Quality Improvement and Performance) (copies of which had been circulated) was presented on the Polar Academy programme which Bathgate Academy pupils were currently participating in.

Ten pupils from Bathgate Academy had been selected to take part in an expedition to Greenland in April 2019. The Polar Academy was a charitable organisation which aimed to help young people boost their self-esteem and confidence. Pupils from S1 to S3 were selected from a different secondary school each year and undertook extensive and challenging training for ten months prior to the expedition.

The expedition was funded through a combination of sponsorships and donations for which parents, the school and the organisers had worked hard to fundraise. The report outlined their achievements to date and the support the school and the Council had provided, including free access to West Lothian Leisure facilities to assist with their training, and £5000 of Pupil Equity Funding which had been contributed by the school.

The Committee was recommended to consider the participation of ten pupils from Bathgate Academy in the 2019 Polar Academy expedition to Greenland, the support already agreed by the Council and whether any further support was required.

The Chair moved a motion in the following terms:

“West Lothian Council Education Executive commends Bathgate Academy for its participation in the Polar Academy and for providing West Lothian young people with a unique and life changing opportunity.

Education Executive further commends the parents group and organising committee for their fundraising efforts in order to secure the successful delivery of this opportunity for the young people, and notes the estimated current fundraising shortfall of approximately £25,000.

Education Executive notes that the parents and organising committee will continue to seek funds to ensure that the project is successfully delivered for all participants, and the financial position reflected in the Committee paper of a forecast year end overspend in the wider Education portfolio within the context of a forecast underspend in the core Education budget of approximately £289,000.

Therefore, to ensure that all West Lothian participants are successfully able to take part in Polar Academy, the Education Executive agrees to underwrite from the education service budget any remaining fundraising shortfall in funds required specifically for the participation of West Lothian young people in Polar Academy by making available one off funding of up to a maximum of £20,000 to support any funding shortfall for West Lothian young people still in place on Friday 15 February 2019.

The financial consequences of this motion have been verified by the Head of Finance.”

#### Decision

To unanimously approve the terms of the motion.





## **EDUCATION EXECUTIVE**

### **ESTABLISHMENT OF SECONDARY STAGE EDUCATION WITHIN OGILVIE SCHOOL CAMPUS**

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

##### **A. PURPOSE OF REPORT**

To inform Education Executive of the outcome of the public consultation on the proposal to establish secondary stage education within Ogilvie School Campus.

##### **B. RECOMMENDATION**

It is recommended that Education Executive agree to implement the proposal to establish secondary stage education at Ogilvie School Campus, with initial delivery of S1 stage.

##### **C. SUMMARY OF IMPLICATIONS**

<b>I</b>	<b>Council Values</b>	Focusing on our customers' needs; being honest, open and accountable; making best use of our resources; working in partnership.
<b>II</b>	<b>Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)</b>	<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 (Amendment)(Scotland) Act 2002 and School (Consultation)(Scotland) Act 2010. It is also necessary to consider primary and secondary schools provision and catchment area arrangements in context of the West Lothian Local Development Plan.</p>
<b>III</b>	<b>Implications for Scheme of Delegations to Officers</b>	None.
<b>IV</b>	<b>Impact on performance and performance Indicators</b>	None.

<b>V</b>	<b>Relevance to Single Outcome Agreement</b>	<p>Outcome 2: We are better educated and have access to increased and better quality learning and employment opportunities.</p> <p>Outcome 3: Our economy is diverse and dynamic, and West Lothian is an attractive place for doing business.</p>
<b>VI</b>	<b>Resources - (Financial, Staffing and Property)</b>	<p>Capital budget provision of £21m has been included in the Capital Programme for development of the special needs school estate with £3.5m specifically allocated for the proposed establishment of secondary stage education at Ogilvie School Campus.</p> <p>Financial resources required are for printing and postage, costs associated with public meetings, for advertisements for the public meetings and for dedicated staff time required for this process.</p>
<b>VII</b>	<b>Consideration at PDSP</b>	<p>Education Executive at its meeting on 29 May 2018 agreed commencement of public consultation on the proposal to establish secondary stage education at Ogilvie School Campus.</p>
<b>VIII</b>	<b>Other consultations</b>	<p>Finance and Property Services, Operational Services, Planning Economic Development and Regeneration Services, Legal Services.</p> <p>A formal consultation period was conducted between Tuesday 21 August 2018 and Wednesday 3 October 2019 involving all relevant consultees as outlined via Schedule 2 of the Schools (Consultation)(Scotland) Act 2010.</p>

## **D. TERMS OF REPORT**

At its meeting on 29 May 2018, Education Executive agreed for Education Services to undertake formal public consultation on the proposal to establish secondary stage education at Ogilvie School Campus, initially with S1 stage education.

### **D.1 CONSULTATION ARRANGEMENTS**

The Statutory Consultation was widely communicated through the council's website, digital media channels and in the local press. A letter informing the proposal and consultation process was issued to consultees. Copies of the Public Consultation Paper were made available via central locations within West Lothian.



The formal consultation period began on Tuesday 21 August 2018 and continued until Wednesday 3 October 2018, a period of 30 school days. A copy of the Public Consultation Paper is included in Appendix 1, The Final Report on the Statutory Consultation on the Proposal to Establish Secondary Stage Education at Ogilvie School Campus (The Final Report). Details of the consultees and consultation arrangements are also given in The Final Report, section 1.5.

A public meeting was held at Ogilvie School Campus on Tuesday 11 September 2018. A note of this meeting is included in section 3 of The Final Report.

## **D.2 RESPONSE TO CONSULTATION**

All interested parties were invited to submit their comments in writing to Education Services, Civic Centre, Howden Road South, EH54 6FF or by email via the dedicated West Lothian Council School Consultation email address [Education.Consultation@westlothian.gov.uk](mailto:Education.Consultation@westlothian.gov.uk).

No written representations were made. All email representations are detailed in The Final Report, Appendix 1, section 2.1.2, all of which were responded to in accordance with statutory guidelines.

## **D3. EDUCATION SCOTLAND RESPONSE**

The Education Scotland report in relation to the proposal by West Lothian Council to establish secondary stage education, initially with S1 provision within Ogilvie School Campus was prepared by Her Majesty's Inspectors of Education (HM Inspectors) in accordance with the terms of the Schools (Consultation) (Scotland) Act 2010 ("the 2010 Act"). The purpose of the Education Scotland report was to provide an independent and impartial consideration of the West Lothian Council proposal.

The HM Inspectors considered:

- the likely effects of the proposal for children and young people of Ogilvie School Campus; any other users; children likely to become pupils within two years of the date of publication of the proposal paper; and other children and young people in the council area;
- any other likely effects of the proposal;
- how the council intends to minimise or avoid any adverse effects that may arise from the proposal; and
- the educational benefits the council believes will result from implementation of the proposal, and the council's reasons for coming to these beliefs.

The Education Scotland report can be read in full in The Final Report, Appendix 1 of this report.

## **D4. EDUCATION SERVICE REVIEW**

Feedback from consultee submissions, comments and questions from the public meeting and the report from Education Scotland have been analysed in order that comments highlighted were given due regard.

The initial proposal to establish secondary stage education at Ogilvie School Campus, commencing in the first instance with S1 year stage has been reviewed to take this analysis into account.

Key identified considerations for council officer address included:

- to ensure ongoing consultation with stakeholders in relation to the practical implications of enacting the proposal with particular regard to planning, traffic implications, building extension, interior and exterior design of Ogilvie School Campus;
- to consider the views of staff, consider and fulfil staffing requirements to meet the day to day operations of the proposed all-through school, identify increased opportunities for professional learning and encourage effective leadership; and
- to give careful consideration to the proposed timescale for implementing this proposal, specifically ensuring Phase 1 completion for the transition of current P7 pupils to S1 in August 2019.

Identified considerations for address and subsequent actions are detailed in full in section 5 of The Final Report, Appendix 1.

## **E. CONCLUSION**

With regard to the Schools (Consultation) (Scotland) Act 2010 and having considered all of the information received during the consultation process, officers of West Lothian Council are satisfied that no comments have been received which would have caused them to review the merits of the proposal to establish secondary stage education within Ogilvie School Campus.

Moreover, officers have listened carefully to the points made at the public meeting and have considered equally carefully the written representations, including the Education Scotland report.

It is recommended that Education Executive agree to implement the proposal to establish secondary stage education at Ogilvie School Campus, with initial delivery of S1 stage, based on the specifications intimated on the original proposal paper and the enhancements detailed as per The Final Report, Appendix 1.

Should the aforementioned proposal to establish a new S1 stage of education at Ogilvie School Campus be approved, further proposals will be initiated on an annual basis commencing during 2019, in relation to proposed establishment of year stages S2-S6.

## **F. BACKGROUND REFERENCES**

Schools (Consultation)(Scotland) Act 2010

Appendices/Attachments:-

- Appendix 1: Final Report on the Statutory Consultation on the Proposal to Establish Secondary Stage Education at Ogilvie School Campus (The Final Report)

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

Date of meeting: 26 February 2019

**Appendix 1**

**PROPOSAL TO ESTABLISH SECONDARY STAGE EDUCATION AT OGILVIE  
SCHOOL CAMPUS**

**FINAL REPORT ON THE STATUTORY CONSULTATION**

**Tuesday 21 August to Wednesday 3 October 2018**

## **CONTENTS**

<b>1.</b>	<b>INTRODUCTION</b>	<b>Page</b>
	1.1 Purpose of Report	3
	1.2 Summary of Proposal	3
	1.3 Background	3
	1.4 Timelines	4
	1.5 Consultees	5
	1.6 Consultation Process	6
<b>2.</b>	<b>CONSULTEE RESPONSES TO PROPOSAL</b>	
	2.1 Responses Received	7
	2.1.1 School Pupil Council Responses	7
	2.1.2 Email Responses	9
	2.1.3 NHS Stakeholder Response	11
<b>3.</b>	<b>NOTES OF PUBLIC MEETING</b>	13
<b>4.</b>	<b>REPORT BY EDUCATION SCOTLAND</b>	
	4.1 Legislative Duty	24
	4.2 Summary of Education Scotland response	24
<b>5.</b>	<b>REVIEW AND RECOMMENDATION</b>	
	5.1 Review of Proposal	25
	5.2 Recommendation	27
<b>Appendix A</b>	Letter to Consultees	29
<b>Appendix B</b>	Consultation Document	30
<b>Appendix C</b>	Report By Education Scotland	48

## **1. INTRODUCTION**

### **1.1 PURPOSE OF THE REPORT**

The purpose of this report is to give information on:

- West Lothian Council's proposal to establish secondary stage education initially with S1 provision within Ogilvie School Campus as part of the council's continuing commitment to ensure equitable, quality and sustainable provision for pupils with additional support needs.
- the Consultation Process
- Consultee Responses
- Notes of Public Meeting

### **1.2 SUMMARY OF PROPOSAL**

West Lothian Council, Education Services proposes to establish secondary stage education within Ogilvie School Campus.

It is proposed that secondary education will be introduced on a phased basis, in line with primary (P7) to secondary (S1) transition requirements. That means that a new stage of S1 secondary education is proposed to commence in August 2019 when the existing P7 cohort have completed their P7 education and require to transition to secondary education.

If the proposal to establish a new S1 stage of education is approved, further consultation will take place on an annual basis commencing during 2019, in relation to proposals to establish stages of education from S2-S6.

### **1.3 BACKGROUND**

West Lothian Council undertook public consultation regarding Additional Support Needs provision during 2013 to 2015. Extensive consultation with stakeholders took place and contributions provided valuable feedback on the requirements for future provision. Throughout the consultation period stakeholders confirmed a clear support for the continuation of an all-through school approach (5-18yrs) in relation to severe and complex needs provision.

In recognition of this and taking into account background research, the council expressed commitment to “....the development of Ogilvie School Campus as an all through provision for pupils with severe and complex needs providing not only primary but also secondary education. The need for secondary provision will arise as the existing primary pupils within Ogilvie School Campus progress their school career. It will be necessary to have secondary provision available at Ogilvie School Campus commencing with S1 in August 2019”

*(West Lothian Council, Education Services, Additional Support Needs Review 2014)*

It was therefore acknowledged at that time, that the council is committed to undertaking the necessary consultation process for the establishment of secondary stages within Ogilvie School Campus.

To this regard, investigation was initiated into reviewing the condition, suitability and capacities of the existing ASN properties, establishing feasible modification and relocation options to inform decisions on future delivery.

The outcome of this investigation was recognition that there was a need to consider options for expansion of Ogilvie School Campus related to both (i) the increase in demand for placement of children and young people with severe and complex needs within high quality specialist provision and also (ii) existing property asset performance.

#### 1.4 TIMELINE

The following timeline was established and incorporates the organisation of a public meeting, Education Scotland involvement, the preparation and publication of the report on the outcomes of the consultation and subsequent submission to West Lothian Council Education Executive for its decision in January 2019

Date	Event	Description
Tue 17 April 2018	Education Executive Meeting	Meeting to discuss proposal and agree continuation to pre consultation phase
From 18 April 2018	Pre Consultation	Gather and share information in advance of statutory consultation
Tue 29 May 2018	Education Executive Meeting	Meeting to review proposal and Consultations Document and agree to Public Consultation phase.
Tue 21 August 2018	Start of Consultation	Beginning of formal public consultation ( <b>min 6 continuous weeks consultation period including min of 30 school days</b> )
Tue 11 Sept 2018	Public Meeting	Public Meetings to discuss proposal
Wed 3 October 2018	End of Consultation	End of Public Consultation
Mon 8 October 2018	Submit report to Education Scotland	West Lothian Council Education Services relays report on proposal and consultation findings to Education Scotland
Fri 7 Dec 2018	Offer 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
Mon 17 <sup>th</sup> Dec 2018	Publication of final consultation	A minimum of three weeks <b>after</b>

	report	publication of consultation report Authority will make final decision
Tue 15 Jan 2019	Education Executive Meeting	Decision made

## 1.5 CONSULTEES

In terms of the Schools (Consultation) (Scotland) Act 2010, any proposal to open a stage of education within 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 for a proposal to establish a stage of education are prescribed as follows:

- the Parent Council or Combined Parent Council of any affected school<sup>1</sup>
- 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 of the local authority in which affected school is situated.
- any other community planning partnerships considered relevant by the Authority.
- 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

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<sup>1</sup> *any affected school - all schools within West Lothian are viewed as potential feeder schools to any of the ASN establishments within the authority therefore all nursery, primary and secondary schools distributed notification of the Education Service proposal – see **Appendix A – Letter to Consultees** - this letter being distributed via hard copy letter and/or school management software package Groupcall Messenger*



## 1.6 CONSULTATION PROCESS

The consultation period incorporated a period of 30 school days (excluding any school holiday) from Tuesday 21 August 2018 until Wednesday 3 October 2018. This timescale adheres to the statutory consultation period for such circumstances which is a minimum of 6 consecutive weeks and include at least 30 school days.

To communicate the Education Service proposal information was delivered through the undernoted media avenues:

- West Lothian Council Website [www.westlothian.gov.uk/ogilvie-secondary-consultation](http://www.westlothian.gov.uk/ogilvie-secondary-consultation)
- West Lothian Council digital media products
- Local Press
- Available in hard copy via central locations within West Lothian
- Hard copy available for postal distribution on request

In order to ensure all parties had the same opportunity to access the consultation information, facilities were put in place to communicate the proposal in a manner best suited to the needs of the individual. To this regard, the Consultation Document was made available through the following means as and when requested:

- Translation Services
- Provision for deaf and hearing impaired, blind and visually impaired

A copy of the Consultation Document is attached as Appendix B.

A public meeting was held in respect of the proposal at Ogilvie School Campus, Livingston, on Tuesday 11 September 2018, 7.00pm at which council officers outlined the proposal and answered question from the attendees. A comprehensive minute of the public meeting is detailed in Section 3 of this report.

During the consultation period views on this proposal were welcomed in writing to the address given below:

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

Responses by e-mail were directed to [Education.Consultation@westlothian.gov.uk](mailto:Education.Consultation@westlothian.gov.uk)

All interested parties were invited to submit their comments by close of business Wednesday 3 October 2018.

## 2. CONSULTEE RESPONSES TO PROPOSAL

West Lothian Council Education Services noted comments made through a variety of means however only those official representations submitted in the terms of the **Consultation Document SECTION 5: Consultation Process and How To Have Your Say (Appendix B)** have been recorded for reporting purposes.

No hard copy written representations were received during the consultation period. All responses from consultees were received either in electronic format (email) or by oral representation at the statutory public meeting.

### 2.1 RESPONSES RECEIVED

#### 2.1.1 School Pupil Council Responses (email):

##### (i) Low Port Primary School Pupil Council:

LOW PORT PRIMARY CONSULTATION – PUPIL VOICE MINUTES	
Wednesday 22 <sup>nd</sup> August 2018	
Attendees:	Meeting Purpose:
P1-7	To discuss the establishment of a secondary stage of education within Ogilvie Campus, Livingston.
Item No.	Notes
1	<u>Purpose of the consultation</u> <ul style="list-style-type: none"> <li>Pupils were informed the purpose of the meeting was to discuss the establishment of a secondary stage of education within Ogilvie Campus, Livingston.</li> <li>Pupils were informed of the background to the proposal.</li> </ul>
2	<u>The Proposal</u> <u>Pupil Voice</u> <ul style="list-style-type: none"> <li>The proposal could lead to universities being opened to further opportunities for children with special needs.</li> <li>Good idea for S1 pupils but would it prepare children for future education if the proposal then extended to from S2-S6.</li> <li>Perhaps the children at Ogilvie Campus could visit other schools for life experience eg one day a week?</li> <li>It is good to have more options for children with special needs which then leads to more opportunities for other high schools to not focus on expansion and be able to spend more money on resources.</li> <li>This decision could affect numbers in other high schools, perhaps leading to people losing their jobs</li> </ul>
3	<u>Actions/Next Steps</u>  Overall, the pupil think this is a very good proposal, however, they like to see positive relationships continuing to the built with other high schools to ensure broaden their experiences.

**(ii) Kirkhill Primary School:**



**Kirkhill Primary School**  
**House Team Meeting**

**Date of Meeting:** Tuesday 28<sup>th</sup> August 2018

A special meeting was held with the Kirkhill House Team to discuss the consultation on Secondary Stages at Ogilvie School Campus.

The following is a record of the children's view point on the proposals to extend Ogilvie School Campus to include secondary stages.

Comments:

- It is a good idea because children will get the help they need and not be bullied at secondary school as they will be in a school which will help them.
- It is a good idea to change to also have secondary school as some children with special needs can find change difficult and this would be less stressful for them.
- It is a good idea because the teachers have the skills to help children who need extra help.
- It might make changing to high school less nerve wracking for the children.
- It will good for the parents to know that the children are getting the right help at high school.
- There would need to be enough space for everyone so that it doesn't get too crowded.
- Could it be extended further so that the school can help even more children?

**(iii) Deans Community High School Pupil Council:**

Student Council Meeting

**Date: 30/08/2018**

**Staff Present-**

**Members Present-**

**Agenda- Ogilvie Campus School – Secondary Stage Education**

**Ogilvie Campus School – Secondary School Provision**

- Who would be able to access this service and how would this be decided?
- This would be a good service as it would give extra support to students who may find the transition in to mainstream secondary education difficult and the discussed service would be able to make the transition an easier experience.
- The consensus was that any additional education services would be beneficial for West Lothian Council.

### 2.1.2 Email Responses:

There were 11 individual electronic responses received.

As part of the consultation process and in order to ensure a rigorous and thorough examination of the responses received, council officers read every response. Officers ensured that the views and opinions of respondents were given due consideration and that acknowledgments were offered to each of the consultee submissions received.

For the purpose of this report respondent comments are anonymised where appropriate.

Respondent Group	Comment
Parent	I have read the consultation and would like to confirm my full acceptance of the proposal to make Ogilvie school campus a 5 - 18 year school provision.
Parent	I am the father of [REDACTED], a pupil at Ogilvie School and I have read the consultation document regarding the establishment of a secondary school within the ground (included in this email). I would like to confirm that I wholeheartedly support the school extension to include secondary education to the age of 18 or above. While I think this is a sound economical and efficient proposal to the current shortage of provision, I also firmly believe this proposal to be an excellent option for the children studying at Ogilvie and I am looking forward to my [REDACTED] education in Ogilvie School up to the age of 18.
Parent	Having read through the above consultation I would like to confirm that this is a fabulous idea to extend the school provision at Ogilvie school campus through to secondary provision. I think it is a great way to support the children currently at Ogilvie school campus who will no longer have to undergo the stress and burden of transitioning to a different school and I commend the Council for putting this proposal through. I am very happy with the current education provision my [REDACTED] receives at Ogilvie school campus and am delighted that [REDACTED] will continue in [REDACTED] school placement through in [REDACTED] secondary years. Well done WLC !
Parent	I just want to let you know that I agree with the proposal to establish Secondary Stage Education at Ogilvie School Campus. I feel it would offer the children who attend the Primary Dept there,

	<p>a seamless transition to the next stage of their education in an environment they are familiar with. It must be distressing for these children to have to be moved to another much bigger school in a different area with different children and staff. I know that change for children with autism is especially difficult so this plan would be of benefit to them.</p> <p>I do however realise that this will mean increased staffing with a very specialised skill mix if this is to be successful. It is therefore necessary for budgets to be agreed so that maximum benefit will be gained for the children and for job satisfaction for the staff.</p> <p>I do not have a child who attends Ogilvie but as a parent to 3 school age children and a previous employee of West Lothian council in schools I feel that this proposal would be very beneficial to the children of West Lothian who require the input of this type of Secondary Education.</p>
Not disclosed	<p>I have read the consultation and would like to confirm my full acceptance of the proposal to make Ogilvie school campus a 5 - 18 year school provision". there is not enough provisions in west lothian for this not to happen.</p>
Not disclosed	<p>I have read the consultation and would like to confirm my full acceptance of the proposal to make Ogilvie school campus a 5 - 18 year school provision.</p>
Not disclosed	<p>I have read the consultation and would like to confirm my full acceptance of the proposal to make Ogilvie school campus a 5 - 18 year school provision.</p>
Not disclosed	<p>I am 100% behind the proposal for Ogilvie Campus to have a secondary High school, this would be amazing for the kids, and the parents, until you work or have a child with additional needs people do not know the importance of this. So so happy</p>
Not disclosed	<p>I have read the consultation and would like to confirm my full acceptance of the proposal to make Ogilvie school campus a 5 - 18 year school provision.</p> <p>It is an over due proposition and will make a major difference for these West Lothian children.</p>

Not disclosed	I have read the consultation and would like to confirm my full acceptance of the proposal to make Ogilvie school campus a 5-18 year provision.
Not disclosed	I think that it is a great idea that Ogilvie campus may become a secondary school. West Lothian needs more secondary schools for children with additional needs so they can get the best care needed for them to develop to their full potential. I hope the plans for this go ahead.

### 2.1.3 NHS Stakeholder Response (email):

As relative consultees, NHS Lothian, Child Development Clinic offered regard to the proposal and submitted the undernoted representation by way of an email to the Education Service Consultation dedicated mailbox.

Council officers ensured that the views and opinions communicated by the consultee were given due regard and that acknowledgment was offered accordingly.







Child Development Centre  
Beatlie School Campus, Craigshill, Livingston EH54 5EJ  
18<sup>th</sup> September 2018

West Lothian Council Education Services  
Proposal to establish secondary stage education at Ogilvie School Campus

In attendance; Carole Middleton Clinical Nurse Manager, Caroline Wilson Paediatric Physiotherapist, Linzi Gilbert Paediatric Occupational Therapist, Shirley Johnson School Nurse (Complex Needs), Patricia Robertson Speech and Language Therapist and Louise Jarman Joint Coordinator.

The group met to respond to a request for comments on the proposed extension to Ogilvie School Campus. The group discussed the requirements for the practitioners to assess and treat/ work with young people appropriately.

- Ogilvie should be accessible throughout from all outdoor areas and within the school for any youngster with mobility issues.
- Access to NHS computer systems for all NHS staff working with young people in Ogilvie is required so that staff can work safely with all relevant information available easily.
- A private room with blinds on the window, a wash hand basin and a plinth for examining/ treating young people is required. The room would allow for a wheelchair user to be hoisted onto a plinth/ examination couch for Medical, Nursing or Physiotherapy intervention.
- Toilets should be accessible for wheelchair users. There should be an appropriate number of changing areas for those not able to stand to be changed including ceiling track hoists with enough space allocated for easy transfers from a wheelchair/ special seating for staff working with the young people.
- A small room for Speech and Language Therapist to use when working with young people

with ASD (autism spectrum disorder) that only contains the appropriate sized table and chair. This is to avoid the over stimulation that occurs when the environment is cluttered with unnecessary items and allows the young person the opportunity to focus and concentrate on the task.

- Storage space for Speech and Language Therapy materials that is readily accessed.
- Equipment for individual young people can include special seating, standing frame, walking frame, hoists and wheelchair. This equipment requires stored when not being used but it requires accessed easily. Screened access or shared storage areas between classes is already in place in schools such as Oaklands in Edinburgh
- Classrooms require a flexible approach to meeting the needs of young people with different types of disability. Young people with ASD require uncluttered areas with calming spaces
- Classrooms for young people with physical disabilities require space to access all areas of the curriculum and will require overhead ceiling hoists and specialist equipment. Practical subjects such as Science ,CDT and Home Economics also requires thought to ensure young people are able to access the differing heights of working at benches and work tops.
- A varied play area outdoors with different surfaces to allow young people the freedom and ability to play in a natural environment with woodland, grass and more structured areas is all useful
- A meetings room for multi disciplinary meetings, staff training and parenting skills workshops would require a suitably sized room in which to take place on a regular basis.

Kind regards,



Joint Coordinator

**3. NOTE OF PUBLIC MEETING**

**MINUTE OF PUBLIC MEETING HELD IN OGILVIE SCHOOL  
CAMPUS, 7.00PM,  
11 SEPTEMBER 2018, TO DISCUSS PUBLIC CONSULTATION  
DOCUMENT:  
“Establishment of Secondary Stage of Education within Ogilvie**

**In attendance from West Lothian Council:**

Councillor David Dodds	Executive Councillor for Education
James Cameron	Head of Education (Learning, Policy and Resources)
Alison Raeburn	Inclusion and Wellbeing Manager
Catherine Campbell	Senior Education Development Officer
Marjory Mackie	Construction and Design Manager
Catriona Grant	ASN Officer
Jacqueline Aitken	Head Teacher, Ogilvie School Campus
Melanie Laurie	Education Project Officer

**Minute taker:**

Melanie Laurie	Education Project Officer
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**Other council officers and members of the public in attendance (from sign in sheet):**

19 attendees

Councillor Dodds commenced by thanking everyone for attending and welcomed them to the meeting. It was explained that the purpose of the meeting was to discuss the consultation document “West Lothian Council, Education Services, Proposal for Establishment of Secondary Stage Education within Ogilvie School Campus”

Councillor Dodds advised that there would be a presentation from West Lothian Council Education Services followed by an opportunity to comment or ask questions.

**Education Services Presentation:**



- **Introduction** - James Cameron , Head of Education (Learning, Policy and Resources)  
Commenced presentation by introducing all West Lothian Council officers, delivering an overview of individual responsibilities held within the authority and the specific obligations in relation to the proposal and project progression.
- **Aims of Consultation Meeting** - James Cameron  
In accordance with the Schools (Consultation) (Scotland) Act 2010 public consultations are necessary when a local authority proposes to make a change to an education establishment, in this case opening a new stage of education in a school.  
It was advised that the statutory public meeting was an information sharing opportunity that offers explanation and reason behind the proposal. A key aim of the meeting is to capture the views of consultees and utilise said information throughout the research and development process.
- **Summary of Proposal** – James Cameron  
Secondary stage education will be introduced incrementally commencing with the introduction of S1 year stage from August 2019. Further consultation will be delivered commencing in 2019 to establish year stage S2 with subsequent year on year consultations to establish years S3-S6.

The long term aim of this proposal is delivery of an all-through (5-18) school within Ogilvie School Campus, the delivery of a single integrated education provision for pupils with severe and complex needs and provision of accommodation fully accessible and specially equipped with modern provision.

- **Rationale for Change** – James Cameron  
An outcome of a previous statutory consultation on the “Review of the Additional Support Needs School Estate” was that West Lothian Council would offer commitment to the development of Ogilvie School Campus as an all-through (5-18) provision for pupils with severe and complex needs, offering both primary and secondary education.

It is acknowledged that in order to fulfil this commitment modification and expansion to the existing Ogilvie School Campus property is required.

Secondary provision is necessary at Ogilvie School Campus for S1 pupils in August 2019.

- **Reconfiguration and Extension** – James Cameron  
Redecoration works to renew internal finishes and extension to the north of the building will be delivered in 3 phases:
  - Phase 1 – April 2019-June 2019 – internal alterations to provide new teaching spaces
  - Phase 2 – June 2019 -August 2019 – internal alterations to relocate entrance, reception, admin area and staff room – provide additional teaching spaces – upgrade toilets
  - Phase 3 – June 2019- Spring 2020 – extension to north of premises to provide new teaching spaces and breakout space

It was emphasised to attendees that the planning application submission acts as an initial justification as to the aspirations of Education Services and that the proposed floor and ground plans being offered at this meeting were indicative at this stage. All future reconfiguration considerations will continue to run in parallel with planning fulfilments. It was further explained that internal planning specifications were not yet finalised and that further consultation to this regard will be initiated in due course.

It is recognised that the decant of pupils during the phased works would not be appropriate due to the nature of the needs of the individual and the stress that such a disruption would cause. To this regard, how the required incremental works are implemented will be offered full consideration by both Education and Construction and Design service areas.

Marjory Mackie, Construction and Design Manager – The drawings submitted to Planning for review are recognised as a work in progress. It is indicative that moving forward, workshops are delivered to allow staff, pupil and parent/carer input. The information attained during this process is invaluable.

Consideration will continue and views welcomed on the development of the internal fabrications.

Construction and Design will continue to develop plans regarding the external area of the school and traffic management implications.

- **Status of Proposal** - Melanie Laurie, Education Project Officer

In May 2018 Education Executive reviewed and considered the submitted proposal from Education Services. Subsequent authorisation was offered by Education Executive to proceed to Statutory Public Consultation.

The initial step in this process was the delivery of a Pre-Consultation exercise in May 2018. This integral engagement process prompted information and fact finding discussions.

Findings from the Pre-Consultation exercise were collated and incorporated in the Consultation Document taken forward to the Statutory Public Consultation.

- **Next Steps** – Melanie Laurie

Consultation phase – Tuesday 21 August – Wednesday 3 October 2018.

All feedback received during the Statutory Public Consultation period will be collated and reviewed by council officers with individual responses offered.

West Lothian Council will prepare and submit a report detailing the proposal and the findings of the Public Consultation to Education Scotland for review.

Education Scotland will consider the submitted report, a 4 week review timeframe having been previously agreed for completion of this process.

On receipt of response from Education Scotland, West Lothian Council will prepare and publish the final Consultation Paper. Publication of paper will be mid December 2018.

Education Executive, on 15 January, will meet to deliberate final Consultation Paper and conclude progression decision.

Melanie Laurie welcomed further views from consultees for the duration of the public consultation period.

### **End of Education Service Presentation**

### **Discussion Opportunity - Councillor Dodds opened the floor to comments and questions:**

<b>Question/Comment - Attendee</b>
Will there be enough staff? Ogilvie School is struggling for staff as it is. My child has a class teacher only 3 days a week, the other times the class is covered by a stand in. How will the school cope as a secondary, where will the staff come from?
<b>Response : West Lothian Council</b>
This is an existing issue. There are challenges with staffing in all schools. Nationally there are real issues attracting staff for Additional Support Needs schools. This is an acute issue throughout.
<b>Response : West Lothian Council</b>
We are working hard on recruiting new staff for Ogilvie School Campus, currently 1x full time teacher and 1x part time teacher are required.
<b>Response : West Lothian Council</b>
West Lothian Council advertise nationally for staff, we are actually better placed than some other authorities in relation to the recruitment and retainment of staff.  We must ensure that staff have experience of working in an Additional Support Needs schools and this is a continued learning and development consideration.  We appreciate the stress placed on schools due to lack of staffing and are aware of the management time being consumed on a day to basis to address this issue.
<b>Question/Comment - Attendee</b>
In relation to the Phase 1 works to the existing building, during these internal alterations is anything getting taken away for example the sensory room or the music room?
<b>Response : West Lothian Council</b>
Throughout the development process we will consult with staff on the provisions required for room usage. Discussions will ensure that specific requests for storage alongside additional areas for example chill zones, music rooms and sensory rooms will be highlighted and recognised.

West Lothian Council Construction and Design service area have vast experience in working in schools with additional support needs pupils. The service will endeavour to ensure that works are undertaken in a method that is as least disruptive to staff and pupils as possible. Phasing is a very important consideration in the construction and design process with some works being scheduled during school holiday periods.
<b>Question/Comment - Attendee</b>
As a resident I have grave concerns about the traffic issues. There are currently ongoing issues, parking on the pavement, parking inappropriately on the roadway. There is a severe impact on adjoining streets. Winter can be particularly bad due to low sun and build-up of snow blocking access. The drop off and pick up with taxis is also a continued issue. The existing parking availability is not attainable and is exasperating. If we are to consider the incoming staff even if this is incrementally there are simply not enough spaces. The plan does not indicate parent parking areas.
<b>Response : West Lothian Council</b>
There are no legal obligations for West Lothian Council to provide parking spaces. The exception to this is the construction of a new school whereby adequate parking must be provided. In this situation what we need to address is the existing issues for example, issues relating to current drop off/pickup arrangements and visiting staff.
<b>Response : West Lothian Council</b>
The key focus is to solve the existing parking issue, consider the existing parking provisions for staff. Testing has already been undertaken by Operational Services, Roads and Transportation through which assessments were carried out at peak times to review pick up/drop off arrangements and also to consider available spaces during the day, non-peak times whereby designated pick up/drop off areas are not in use. Considerations as to possible use of surrounding areas as a pick up/drop off area for staff is still ongoing. We must also consider the environmental aspect for example, could there be opportunity for car sharing.
<b>Response : West Lothian Council</b>
We would not look to over provide parking spaces at the expense of pupil outdoor space.
<b>Response : West Lothian Council</b>
Views can be raised on the submitted planning application which was submitted by Planning Officers
<b>Question/Comment - Attendee</b>
The planning application expires on Thursday, this does not give us much time.
<b>Question/Comment - Attendee</b>
Why were local neighbours not consulted?
<b>Response : West Lothian Council</b>
The decision as to who the relative neighbouring consultees are in relation to a planning application lies with Planning Services..

<b>Response : West Lothian Council</b>
By contacting Planning Services they will be able to advise who was advised and the determinants for this. Planning Services designate who should be notified.
<b>Response : West Lothian Council</b>
Parking issues is not particular purely to Ogilvie School Campus, this is an issue throughout. A resolution for this as a way forward would be about behaviour change.  We will ensure that as planning progresses we will address concerns regarding parking.
<b>Question/Comment - Attendee</b>
To help solve the issue with pick up and drop off times could the primary and secondary children have different times?
<b>Response : West Lothian Council</b>
This is an excellent point and will be offered consideration.
<b>Question/Comment - Attendee</b>
As a parent of a pupil within an alternative ASN provision, will the through provision at Ogilvie purely be for Ogilvie pupils?
<b>Response : West Lothian Council</b>
As a way forward, in relation to placing requests, there will be no expectation for the parents/carers of Ogilvie primary stage pupils to make an application for Ogilvie secondary stage.  All parents have the right to make a placing request to any school. Applications will be considered through the assessment process and the Education Placement Group. Placement will be offered based on need, age, ability and aptitude. We must also during the placement process, consider available spaces within the Additional Support Needs schools.
<b>Question/Comment - Attendee</b>
Will there be extra spaces for over provision at the secondary unit at Ogilvie, for those pupils who do not currently attend Ogilvie?
<b>Response : West Lothian Council</b>
Projected need is assessed and this is based on trends. Figures to date are calculated on a basis of 1x primary year stage class at Pinewood school and 1x primary year stage class at Ogilvie. At present, we are limited to the space we have in Ogilvie School Campus and this trend will continue over the next 5 years with no pupil leaving. Eventually at Ogilvie School Campus we will be in a position whereby we will have one class coming in at P1 stage and one going out at S6 stage
<b>Question/Comment - Attendee</b>
So will this limit the possibility of my child being able to attend Ogilvie secondary stages?
<b>Response : West Lothian Council</b>

Our priority is to ensure we provide an education to meet the needs of the child. If capacity is limited we must create appropriate provision and to do this we would review every opportunity for example consider external provision.
<b>Question/Comment - Attendee</b>
Will the secondary provision at Ogilvie have any impact on the existing secondary additional support need provisions?
<b>Response : West Lothian Council</b>
No
<b>Question/Comment - Attendee</b>
Having looked at the plan, there is currently a shared area used frequently. There are concerns that there is a plan to build into this space. There are pupils at Ogilvie with sensory motor needs and it is important for them that these spaces remain.
<b>Response : West Lothian Council</b>
Comment acknowledged – We will definitely consult further with staff to create different areas within the school. We will certainly take your comments on board.
<b>Question/Comment - Attendee</b>
I am thinking of the logistics of the new secondary school and the secondary children being in close location to the primary children.
<b>Response : West Lothian Council</b>
Comment acknowledged – This is absolutely a consideration moving forward and will certainly need to be discussed. Initial plans are to offer primary and secondary wings offering a feeling of transition.
<b>Question/Comment - Attendee</b>
As a parent, will we be involved in the planning? As our kids may not be able to speak up we are our kids' voice and need to speak for them. At the moment I am gravely concerned. Already we are even more packed than the last school year, we are already struggling. It is terrifying to parents that existing space may be taken away.
<b>Response : West Lothian Council</b>
Acknowledged – This is good feedback and is very useful, thank you.
<b>Question/Comment - Attendee</b>
Where will the music therapy room go? I understand that the outdoor space will be reduced and in an ideal world we can't have everything but it is terrifying. We want to be involved.
<b>Question/Comment - Attendee</b>
I am excited about having a through school however I am worried about planning and staffing.

<b>Response : West Lothian Council</b>
Our aim is to offer a provision that feels like new.
<b>Response : West Lothian Council</b>
This is positive opportunity for the Ogilvie community. It is so important that we grab this opportunity to make the best for the children and young people.
<b>Response : West Lothian Council</b>
To optimise the space we have there may be compromises that need to be made. We need to consider the existing space and make best possible use. This is a constrained site for the professionals involved however they will rise to the challenge.
<b>Response : West Lothian Council</b>
Moving forward you will certainly be offered the opportunity to contribute.
<b>Question/Comment - Attendee</b>
At the moment we are struggling for space, if there is going to be more children and more parents will the dining hall be increased?
<b>Response : West Lothian Council</b>
At the moment there has been no proposal raised to increase the school hall. Is dining an issue at the moment.
<b>Question/Comment - Attendee</b>
We currently have 2 sittings.
<b>Response : West Lothian Council</b>
The layout of the school is similar to other schools in the authority. Research could be initiated to see how other schools manage dining.
<b>Question/Comment - Attendee</b>
I know of one school that has 3 sittings.
<b>Response : West Lothian Council</b>
There is certainly appropriateness in having staged dining.
<b>Question/Comment - Attendee</b>
My view as a member of staff is that the current shared areas, pupil kitchen area and music area are not big enough. We are unable to take a class of 8 pupils into the pupil kitchen. This needs to be a bigger and better provision. As for music provision, we need to have a room for this, music is great therapy for the children, the children need to have this.
<b>Question/Comment - Attendee</b>
1-1 space is also really important, this is a huge part of pupil learning, will this still be

offered?
<b>Response : West Lothian Council</b>
The integral configurations are still in the planning stage. What you see in the plan this evening is still very much under discussion with architects.
<b>Response : West Lothian Council</b>
<p>All points raised in relation to the internal configuration are all well founded and it is noted that a key expectation is to optimise space.</p> <p>It is important that we focus on the proposal being raised which is to progress with secondary year stages, initially S1 stage for August 2019 and to extend the premises.</p> <p>The main purpose of the meeting this evening is to ensure that all attendees understand the proposal being raised and that all parties are happy for West Lothian Council to continue in its proposal to introduce secondary stage education at Ogilvie School Campus.</p>
<b>Question/Comment - Attendee</b>
I think it is safe to say that everyone is on the same page and want the best possible opportunity for pupils at Ogilvie. It is important that we do not cut corners financially. When you think about the money spent on the new West Calder High School I would like to think the Council bear this in mind when thinking about how much the Ogilvie development is going to cost.
<b>Question/Comment - Attendee</b>
My view is that there needs to be a better pupil kitchen, this helps them with their life skills and helps them to become confident young adults. I am concerned that we don't have an exact description on how the kitchen will look.
<b>Response : West Lothian Council</b>
We are aware that we have to get this right. We will certainly listen to staff, parents and pupils. There are constraints on the site however what we want is to ensure to get the best possible outcome.
<b>Question/Comment - Attendee</b>
Will there be mixed primary and secondary classes?
<b>Response : West Lothian Council</b>
This will be up to the Head Teacher to manage. As the 5-18 school develops the Head Teacher will address as appropriate.
<b>Question/Comment - Attendee</b>
It was mentioned earlier about the building projects in other schools. Would it be a good idea to speak to parents and pupils who were involved with these schools?
<b>Response : West Lothian Council</b>
I agree, for research purposes it may be useful to visit these schools.



<b>Response : West Lothian Council</b>
It is certainly acknowledged that we will continue further discussions prior to Education Service report submission to Education Executive in January 2019 by then the plans will be much more detailed. Construction and Design service area will not commit to contracts until after the outcome of the January meeting.
<b>Question/Comment - Attendee</b>
When and how will we be advised of the final layout proposals?
<b>Response : West Lothian Council</b>
We could do this at Parent Council meetings.
<b>Question/Comment - Attendee</b>
All parents need to be informed, not everyone has a computer or is able to attend meetings. It is worrying that parents are hearing nothing.
<b>Response : West Lothian Council</b>
We will address this point and ensure the message is communicated to everyone.
<b>Question/Comment - Attendee</b>
I have a concern about delays to the building works.
<b>Response : West Lothian Council</b>
Our plan is to have facilities in place for the S1 intake in August 2019.
<b>Response : West Lothian Council</b>
Whilst other works are not scheduled until after the August 2019 S1 intake these works are of no less importance and will be offered due regard. The demand will be smaller initially and increase incrementally.
<b>Response : West Lothian Council</b>
When we consider the challenges faced with the West Calder High School development contingencies were put in place and the project was met and delivered on time.
<b>Question/Comment - Attendee</b>
You have said that discussions will continue on the internal works to the school, if these plans change radically do we have to go back and submit another planning application?
<b>Response : West Lothian Council</b>
No, the internal configuration is not a planning matter. However should the parking implication change this may result in re -submission of an application to Planning.
<b>Question/Comment - Attendee</b>
Is there a contingency if this proposal is rejected?

<b>Response : West Lothian Council</b>
As it stands, should the proposal be rejected we would not have capacity within West Lothian for the current Ogilvie P7 pupils moving on to S1. As an authority we would endeavour to provide and meet the needs of the child. All avenues would be considered to ensure this provision is delivered.
<b>Question/Comment - Attendee</b>
Going back to the building plans, is there an option to add another level to the building or is extending north the only option?
<b>Response : West Lothian Council</b>
The foundations of the building are a major factor should consideration be made to add another level to the property.
<b>Question/Comment - Attendee</b>
Could complaints re the road situation leading up to the school be a potential issue for the go ahead of the proposal?
<b>Response : West Lothian Council</b>
Potentially, this is a significant element for consideration in the planning application review process.

Councillor Dodds concludes meeting by thanking everyone for their attendance and input. It was summarised that the purpose of this meeting was to deliver the West Lothian Council, Education Service proposal to establish secondary year stage education on a phased basis at Ogilvie School.

As a final closure Melanie Laurie offers a timeline on Education Services next step actions to ensure all legislative requirements are met. Further views from consultees on the proposal to establish secondary stage education at Ogilvie School Campus were welcomed.

**4. REPORT BY EDUCATION SCOTLAND****4.1 LEGISLATIVE DUTY**

The Education Scotland report in relation to the proposal by West Lothian Council to establish secondary stage education, initially with S1 provision within Ogilvie School Campus has been prepared by Her Majesty's Inspectors of Education (HM Inspectors) in accordance with the terms of the Schools (Consultation) (Scotland) Act 2010 ("the 2010 Act"). The purpose of the Education Scotland report is to provide an independent and impartial consideration of the West Lothian Council proposal. HM Inspectors considered the educational aspects of the proposal, including significant views expressed by consultees. On receipt of the Education Scotland report, the 2010 Act requires West Lothian Council to consider the contents of the report and prepare its final consultation report. Section 5 below provides an explanation of how West Lothian Council has reviewed the initial proposal in the light of representations during the consultation period and Education Scotland's findings.

The HM Inspectors considered:

- the likely effects of the proposal for children and young people of Ogilvie School Campus; any other users; children likely to become pupils within two years of the date of publication of the proposal paper; and other children and young people in the council area;
- any other likely effects of the proposal;
- how the council intends to minimise or avoid any adverse effects that may arise from the proposal; and
- the educational benefits the council believes will result from implementation of the proposal, and the council's reasons for coming to these beliefs.

**4.2 SUMMARY OF EDUCATION SCOTLAND RESPONSE**

The Education Scotland report can be read in full in Appendix C to this report. The Education Scotland report summarises findings and conclusions as follows:

HM Inspectors agree that there are a number of potential educational benefits which could be realised by establishing secondary education within Ogilvie School Campus. All staff parents and other stakeholders who have expressed their views during the consultation agree with the proposal and no-one has raised objections to the overall idea of introducing secondary education to the campus. However parents, staff and local residents have raised a number of concerns and questions about the practical implications of enacting the proposal. If the council decides to take this proposal further it will need to ensure ongoing consultation with stakeholders with regard to the planning, design and extension of the campus. All stakeholders need ongoing opportunities to share their views and ideas and to have their questions answered. This should include early access to proposed plans for the campus. Staff also need increased opportunities for professional learning and effective leadership so that they feel able confidently to support the growth of their school. West Lothian Council should also give careful consideration to the proposed timescale for

implementing this proposal to ensure parents of children in the current P7 classes have certainty about arrangements for their transition from P7 to S1.

## **5. REVIEW AND RECOMMENDATION**

### **5.1 REVIEW OF PROPOSAL**

Feedback from consultee submissions, comments and questions from the public meeting and the report from Education Scotland have been analysed in order that any issues highlighted were given cognisance and responded to. The proposal to establish secondary stage education at Ogilvie School Campus, initially with S1 year stage has been reviewed to take this analysis into account.

#### Identified Key Benefits

- the educational benefits for those children and young people who have been assessed as having severe and complex needs currently attending Ogilvie School Campus and those who may attend in the future:
  - individualised learning taking due regard to the 7 key principles of Curriculum for Excellence – Challenge and Enjoyment, Breadth, Progression, Depth, Personalisation and Choice, Coherence, Relevance
  - breadth of curriculum that will afford opportunities for exercising responsible personal choice as pupils move from the primary experience to secondary phase education
  - education provision at Ogilvie School Campus will encourage pupils to build skills and strategies to help them cope with social and personal relationships, thus enabling them to interact as fully as possible with their mainstream peers and the outside world
  - through meaningful real life activities pupils will see how the context of their learning matters in their lives
  - all-through special schooling can serve to mitigate any adverse factors related to transition from primary to secondary stage education and improve the ability to cope with change throughout the educational pathway
  - school accommodation both internal and external that will incorporate all the required functions for delivery of primary and secondary phase education in a personalised environment and will promote accessible, inclusive learning
- West Lothian Council making efficient and effective use of resources by addressing the increase in demand for placement of children and young people with severe and complex needs
- West Lothian Council commitment to best value by maintaining regard to existing property asset performance, quality and cost implications and delivery of a modern, well-equipped specialist provision

#### Identified Considerations

1. In taking forward this proposal, West Lothian Council needs to ensure ongoing consultation with stakeholders in relation to the practical implications of enacting

the proposal with particular regard to planning, traffic implications, building extension, interior and exterior design of Ogilvie School Campus.

Officer response:

West Lothian Council acknowledge that stakeholders should have opportunity to share their views and ideas and have opportunity to have questions answered. This was offered by way of a meeting with the Ogilvie School Campus Parent Council on Tuesday 6<sup>th</sup> November 2018 to which council officers attended. Council officers relayed draft plans and specifications for Phase 1a and 1b of the proposed building works. This meeting was received positively with Parent Council members content that said plans incorporate the introduction of a dedicated life skills room and a food technology teaching space.

In response to comments raised regarding concerns of disruption to teaching, learning and pupil wellbeing during construction works, consultees were encouraged when advised at the 6<sup>th</sup> November Parent Council meeting, that the majority of proposed Phase 1 works will take place during school the holiday period and weekends (April-June 2019).

Parent Council representatives were reassured to hear proposed Phase 1a and 1b works are scheduled for completion in advance of the S1 year stage intake in August 2019.

In matters pertaining to traffic and parking implications, council officers acknowledge comments raised by stakeholders and in response to this are actively involved in discussions to seek constructive solutions. Dialogue between all relevant parties involved in the traffic management planning process is ongoing. Council officers will meet with staff at Ogilvie School Campus to offer update on parking solution proposals.

West Lothian Council acknowledge that when proposing any changes to a school estate it is paramount that the pupil voice is welcomed. To this regard, a discussion opportunity is scheduled with pupils of Ogilvie School Campus to encourage dialogue with council officers on the proposed changes.

2. Moving forward, West Lothian Council needs to consider the views of staff, consider and fulfil staffing requirements to meet the day to day operations of the proposed all-through school, identify increased opportunities for professional learning and encourage effective leadership.

Officer Response:

West Lothian Council is actively developing staffing and management arrangements at Ogilvie School Campus and taking appropriate measures to ensure all parties benefit from the support and expertise of an effective staff and management team.

3. West Lothian Council requires to give careful consideration to the proposed timescale for implementing this proposal, specifically ensuring Phase 1 completion for the transition of current P7 pupils to S1 in August 2019

**Officer Response:**

West Lothian Council's Education Executive meets on 15 January 2019 to decide on the implementation, or otherwise, of secondary stage education, initially S1, within Ogilvie School Campus. If the proposal is agreed, the intended overall delivery of the development will be in 3 phases. Phase 1 would commence in April 2019 with internal alterations to existing provisions and the creation of new life skills and food technology teaching spaces.

With effective communication between all internal and external partners and with a continued pragmatic and timeous approach West Lothian Council does not foresee issues that would prevent Phase 1a and 1b implementation for August 2019 this being in time for the appropriately scheduled transition of existing Ogilvie School Campus P7 pupils to S1 stage education. This brief was reiterated by council officers to the Ogilvie School Campus Parent Council at the aforementioned meeting held on 6<sup>th</sup> November 2018.

## **5.2 RECOMMENDATION**

With regard to the 2010 Act and having considered all of the information received during the consultation process, officers of West Lothian Council are satisfied that no comments have been received which would have caused them to review the merits of the proposal to establish secondary stage education, initially S1, within Ogilvie School Campus.

Moreover, officers have listened carefully to the points made at the public meeting and have considered equally carefully the written representations, including the Education Scotland report, and conclude that measures to strengthen delivery of the original proposal should be made by way of inclusion of the actions detailed through the responses offered by council officers in section 5.1 above. It is considered that incorporating these further measures will enable optimum opportunity to enhance communication with all stakeholders and offer due regard to comments and enquiries made.

Should the aforementioned proposal to establish a new S1 stage of education at Ogilvie School Campus be approved, further proposals in relation to proposed establishment of year stages S2-S6 will be initiated on an annual basis commencing during 2019.

It is recommended that Education Executive agree to implement the proposal to establish secondary stage education at Ogilvie School Campus, with initial delivery of S1 stage,

based on the specifications intimated on the original proposal paper and the enhancements detailed as per section 5.1 of this report.

**Appendix A**

West Lothian Civic Centre  
Howden South Road  
Livingston  
West Lothian  
EH54 6FF  
**Contact: James Cameron**

20 August 2018

Dear Consultee

**West Lothian Council Education Services****Proposal to Establish Secondary Stage Education at Ogilvie School Campus**

West Lothian Council's Education Executive authorised, at its meeting on 29 May 2018, West Lothian Council's Education Services to commence statutory consultation on the establishment of secondary stage education within Ogilvie School Campus, Livingston.

The consultation document outlining the proposal is available online from 21 August 2018 on the following webpage: [www.westlothian.gov.uk/ogilvie-secondary-consultation](http://www.westlothian.gov.uk/ogilvie-secondary-consultation)

Hard copies of the consultation document are also available for uplift from the Civic Centre, Howden South Road, Livingston, EH54 6FF or can be requested in writing from:

Melanie Laurie, Project Officer, West Lothian Council Education Services, Civic Centre, Howden South Road, Livingston, EH54 6FF.

The consultation period is from 21 August 2018 to 5pm on 3 October 2018.

A public meeting to discuss the consultation document will be held at:

- Ogilvie School Campus on 11 September 2018 at 7pm.

You are also invited to submit your comments on the consultation in writing to Melanie Laurie at the above address or by e-mail to [Education.Consultation@westlothian.gov.uk](mailto:Education.Consultation@westlothian.gov.uk)

For written representations to be considered they must be received no later than 5pm on Wednesday 3 October 2018.

A decision on the proposal is planned to be made in January 2019 by the council's Education Executive. This decision will be based on feedback received from all stakeholders through written responses and feedback from meetings and from feedback received from Education Scotland.

Yours sincerely



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



## **WEST LOTHIAN COUNCIL, EDUCATION SERVICES**

### **ESTABLISHMENT OF SECONDARY STAGE OF EDUCATION WITHIN OGILVIE SCHOOL CAMPUS, LIVINGSTON**

#### **CONSULTATION DOCUMENT August 2018**

**SECTION 1: Purpose of this document**

**SECTION 2: The Proposal**

**SECTION 3: The Educational Benefit Statement**

**SECTION 4: Integrated Impact Assessment**

**SECTION 5: Consultation Process and How To Have Your Say**

## **SECTION 1: PURPOSE OF THE DOCUMENT**

The purpose of this document is to give information on:

- West Lothian Council's proposal to establish secondary stage education, initially with S1 provision, within Ogilvie School Campus as part of the council's continuing commitment to ensure equitable, quality and sustainable provision for pupils with additional support needs;
- the educational benefits to be gained through the implementation of this proposal; and
- 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 and their families and will enable the vast majority of pupils with severe and complex needs to be educated within West Lothian with tailored support to meet their needs.

Public consultations are necessary when a local authority is proposing to make a significant change including the opening of a new stage in a 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 further organised into the following sections:

Section 2 details the proposal, and gives the background and rationale to the proposal.

Section 3 contains the educational benefits statement in relation to the proposal and provides an assessment of the effects of this proposal on the children/young people and their families of the affected school.

Section 4 provides information on the Integrated Impact Assessment undertaken in reference to the proposal. An Integrated Impact Assessment (IIA)) is undertaken to ensure that the Council meets its statutory requirement to assess policies and practices and ensure that they meet the legislative requirements in relation to its equality, human rights and socioeconomic obligations.

Section 5 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.

## **SECTION 2: PROPOSAL AND BACKGROUND TO THE PROPOSAL**

### **2.1. THE PROPOSAL:- TO ESTABLISH A NEW S1 STAGE OF EDUCATION AT OGILVIE SCHOOL CAMPUS**

West Lothian Council, Education Services proposes to establish secondary stage

education within Ogilvie School Campus, Livingston, for pupils with severe and complex needs under the management of the Head Teacher of Ogilvie School Campus.

It is proposed that secondary education will be introduced on a phased basis, in line with primary (P7) to secondary (S1) transition requirements. That means that a new stage of S1 secondary education is proposed to commence in August 2019 when the existing P7 cohort have completed their P7 education and require to transition to secondary education. Therefore to meet the transition requirements of the current P7 cohort, it is proposed that a new stage of education constituting S1 will commence from August 2019.

If the existing proposal to establish a new S1 stage is approved, further consultation will take place on an annual basis commencing during 2019, in relation to proposals to establish stages of education from S2 – S6.

Education authorities have a statutory duty in terms of the Education (Scotland) Act 1980 to make adequate and efficient provision of school education across their area. This duty applies in respect of both the current school population and anticipated pattern of demand.

Furthermore, the Standards in Scotland's Schools Act 2000 details the education authority has a duty to provide every child or young person an education aimed at developing their personality, talents, mental and physical abilities to their fullest potential therefore to this regard, West Lothian Council have a duty to provide support to children and young people who have additional needs which may cause a barrier to their learning. Most pupils who experience barriers to learning can be supported in their mainstream school with specialist intervention, staff training and/or direct support. However, a number of pupils require more intensive support with specialised education and care. This is provided within specialist educational establishments and is in line with the council's commitment to promoting fairness and equality.

West Lothian Council wishes to optimise the educational experience for every pupil by providing the best possible education which meets the need of all learners. The expansion of severe and complex needs specialist provision at Ogilvie School Campus through the extension and modification to the existing site will create an inspiring learning environment for pupils aged 5 to 18 years that meets the needs of existing and projected potential pupils with severe and complex needs.

The proposal will ensure that future accommodation at Ogilvie School Campus will be fully accessible, specially built and equipped with modern solutions to provide opportunities for learners to achieve across all curricular areas, develop skills, attributes and capabilities through primary and secondary education based courses that are aligned with the key principles of Curriculum for Excellence.

## **2.2 BACKGROUND TO THE PROPOSAL**

West Lothian Council undertook public consultation regarding Additional Support Needs provision during 2013 to 2015. Extensive consultation with stakeholders took place and contributions provided valuable feedback on the requirements for future provision. Throughout the consultation period stakeholders confirmed a clear support for the continuation of an all-through school approach (5-18yrs) in relation to severe and complex needs provision within the authority.

In recognition of this and taking into account background research, the council expressed a commitment to *".....the development of Ogilvie School Campus as an*

*all through provision for pupils with severe and complex needs providing not only primary but also secondary education. The need for secondary provision will arise as the existing primary pupils within Ogilvie School Campus progress their school career. It will be necessary to have secondary provision available at Ogilvie School Campus commencing with S1 in 2019.”*

*(West Lothian Council, Education Services, Additional Support Needs Review 2014).*

It was therefore acknowledged at that time, that the council is committed to undertaking the necessary consultation process for the establishment of secondary stages within Ogilvie School Campus. The Council remains committed to this vision.

To this regard, investigation was initiated into reviewing the condition, suitability and capacities of the existing ASN properties, establishing feasible modification and relocation options to inform decisions on future delivery.

The outcome of this investigation was the recognition that there was a need to consider options for expansion of Ogilvie School Campus related to both (i) the increase in demand for placement of children and young people with severe and complex needs within high quality specialist provision and also (ii) existing property asset performance.

## **2.3 RECONFIGURATION AND EXTENSION**

The following options for Ogilvie School Campus have been established:

- Option 1 – Refurbishment and extension north to the existing Ogilvie School Campus premises. Indicative cost £3.31m
  - Option 2 – Refurbishment and extension south to the existing Ogilvie School Campus premises. Indicative cost £3.47m
- With the main focus being delivery of an efficient, sustainable specialist school the preferred option being taken forward in this proposal is Option 1 - refurbishment and extension north to the existing Ogilvie School Campus.

Other key determinants that strengthened the decision to progress with Option 1 were:

- West Lothian Councils duty and commitment to best value by maintaining regard to quality and cost.
- On evaluation of all existing specialist school estates and review of available land within the authority for relocation, it was considered that the Ogilvie site offered best opportunity for expansion both internally and externally.
- Initial design plans show future accommodation can incorporate all the required functions for the delivery of both primary and secondary phase education in a personalised specialist environment.
- Commitment to delivery of practical class teaching space for August 2019
- Day to day facilities required to provide individualised care and education for children and young people with severe and complex needs are already in place at the Ogilvie site.
- West Lothian Council offers a range of specialist establishments within the ASN School Estate. Each special school has a clear purpose that caters for the specific need of the child or young person attending. Ogilvie School Campus, having embedded excellent support to those pupils with severe and complex needs is in an excellent position to continue to facilitate this

dedicated approach.

Intended delivery of the proposed development at Ogilvie School Campus will be in 3 phases:

- Phase 1 – April 2019-June 2019 - internal alterations to existing provisions with the creation of new practical teaching space
- Phase 2 – June 2019 – August 2019 – Internal alterations to relocate entrance, reception, administration and staff room areas
- Phase 3 – June 2019 - Spring 2020 – Extension to building to provide new classroom space, breakout space and a general purpose room.

Whilst the Councils proposals for building the extension are being developed with the intention of avoiding the necessity for children and young people to decant during the construction, an unforeseen situation may arise that does require decant of pupils from Ogilvie School Campus to another facility within the authority, the existing West Lothian Council contingency for such an eventuality will be implemented. This would be managed and communicated sensitively and appropriately with all parties involved.

As a primary school establishment, Ogilvie School Campus currently has a school roll of 72 pupils and capacity for 72.

The intention, following completed works and completion of appropriate consultation exercises is for Ogilvie School Campus to have the capacity to accommodate a 13 class structure with 104 pupils, ranging from P1 to S6.

Class structure and pupil/teacher ratio will be arranged by school management and will ensure that the delivery of education at Ogilvie School Campus meets statutory guidelines and the particular needs of the individual.

## **2.4 ADMISSION CRITERIA**

There will be no amendment to criteria for admission to specialist provision in West Lothian as a result of this consultation exercise.

Admission will continue to be in accordance with West Lothian Councils current admission arrangements for specialist provision, details of which are detailed via the attached link:

[https://www.westlothian.gov.uk/media/9292/Admission-to-Specialist-Provision---Procedure/pdf/Admission\\_to\\_Specialist\\_Provision\\_-\\_Procedure.pdf](https://www.westlothian.gov.uk/media/9292/Admission-to-Specialist-Provision---Procedure/pdf/Admission_to_Specialist_Provision_-_Procedure.pdf)

For existing Ogilvie School Campus primary stage pupils there will be opportunity for transition to its secondary stage provision should this be the preference of the parent/carer/pupil. There will be no requirement for those individuals to make a placing request for secondary stage education at Ogilvie School Campus.

## **2.5 NON-DENOMINATIONAL EDUCATION PROVISIONS**

All specialist education establishments in West Lothian are non-denominational therefore the provisions offered to children and young people at Ogilvie School Campus are not affiliated to a particular religious denomination.

## **2.6 PRE-CONSULTATION EXERCISE**

As recommended in statutory guidance, West Lothian Council undertook pre-consultation engagement with all key stakeholders in advance of statutory consultation. The aim of the engagement was to inform key stakeholders of the intention to progress a statutory consultation commencing May 2018, to outline possible options, address identified issues and finalise proposals for consultation. The council found this exercise to be very valuable and consultees commented favourably on having the opportunity to engage with Education Services at this early stage.

## **SECTION 3: THE EDUCATIONAL BENEFIT STATEMENT**

The current proposal if agreed and implemented would result in Ogilvie School Campus providing additional support for both primary and S1 secondary aged pupils with severe and complex needs commencing August 2019. In subsequent years, subject to consultation of proposals for the opening of further senior stages at the school, the Councils vision is to open a full senior phase at Ogilvie School Campus.

The primary and secondary provision at Ogilvie School Campus will be available to meet the needs of pupils across West Lothian who have been assessed as having severe and complex needs and requiring significant additional support to access the curriculum in alternative provision to their mainstream school environment.

The specific educational benefits of the proposal are outlined below in terms of the following:

- 3.1 Curriculum For Excellence
- 3.2 Transition
- 3.3 Transport
- 3.4 Mainstream Links
- 3.5 School Management
- 3.6 Staff Teams
- 3.7 Accommodation
- 3.8 School Grounds/ Outdoor Learning
- 3.9 Playground
- 3.10 Community Links
- 3.11 Mentoring and Buddying
- 3.12 Benefits for Any Other School Users

### **3.1 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 each school's curriculum is designed on 7 key principles:

- Challenge and enjoyment
- Breadth
- Progression

- Depth
- Personalisation and choice
- Coherence
- Relevance.

The key educational benefits of the proposal in relation to Curriculum for Excellence are stated below with a specific focus on the 7 principles:

The curriculum for pupils with severe and complex needs is based on the same principles as all educational establishments across West Lothian. Design of the curriculum, taking cognisance of these principles will depend on the nature and complexity of the needs of the children and young people. Progression can be achieved through a well-planned, joint and individualised learning programme. In Ogilvie School Campus, staff will develop and refresh the curriculum on a regular basis and manage curriculum change and innovation to improve the range and quality of experiences and outcomes for children and young people and ensure delivery of curriculum entitlements.

The proposed establishment of secondary education for pupils with severe and complex needs within Ogilvie School Campus will enhance full and progressive participation in the curriculum and will support a clear strategy to provide entitlement to a broad general education. Location in Ogilvie School Campus will enhance access for pupils (both current and future) to a balanced curriculum that provides the best possible learning opportunities and experiences and will enable pupils to enjoy their education within a supportive specialist setting and develop positive attitudes towards learning.

As an all through school, Ogilvie School Campus will be well placed to ensure that the pupils experience challenge and progression through consistent, well-planned teaching which is flexible and responsive to distinctive geographical, cultural, social and special needs contexts.

Every young person is entitled to benefit from a senior phase education. The Senior Phase within Ogilvie School Campus will provide the opportunity for learners to achieve their maximum potential through their learning experiences, awards and qualifications.

Within Ogilvie School Campus this entitlement will involve working with a wider range of partnerships that broaden the scope for attainment and achievement. The skills and attributes which the pupils will develop will help them reach their full potential and the ability to become lifelong learners. Pupils will benefit from relevant experiences in learning at an appropriate level and will progress in achieving learning outcomes in National Qualification alongside other forms of certification.

The breadth of the curriculum will afford opportunities for exercising responsible personal choice as pupils move through the primary experience to their secondary education. This includes opportunities for achievement and celebration of success.

Through meaningful real life activities in Ogilvie School Campus and the local community such as cooking, shopping and visits to local amenities, pupils will see that what they are learning matters in their lives.

Good relationships and positive behaviour are key to the delivery of Curriculum for Excellence and pupils will be supported in this by experienced specialist teaching and non-teaching staff.

By focusing on the above concepts, the proposed 5 -18 all through school can provide the highest quality of individualised learning and teaching experiences that enable young people to thrive and achieve in their education through the development of positive attitudes towards learning.

### **3.2 TRANSITION**

Evidence suggests that pupils with additional support needs are much more at risk of being adversely affected by transition compared to their less vulnerable counterparts. For ASN pupils undergoing a key transition there are many possible areas of difficulty, including: forming relationships with new staff and support teams; understanding their new environment; loss of familiar groups and friends; feelings of instability and anxiety; increased isolation and misunderstanding; and disruption of external agency provision. All through special schooling (i.e. providing education from age 5 through to 18) for children with severe and complex needs, may serve to alleviate many of these concerns and ensure a less traumatic and arbitrary transition process. The all-through school negates the need for coordination across schools and other services to ensure a continuum of support to address individual special needs. The evidence suggests that all-through schooling for severe and complex needs pupils mitigates adverse transitional factors and improves the ability to cope with change throughout the pupil's education.

As the management of 5-18 through schools allows for more straightforward and effective transition planning at key transition stages, attainment can be raised by reducing the performance dips that can occur when pupils transfer from one school to another. Ease of transitions will be ensured within existing arrangements and minimisation of pupil movement will reduce the likelihood of impact upon attainment and achievement.

As the pupils develop and move through the school it is hoped that they will become more independent within the school and the local community. The fact that the movement of pupils has been minimised will enable families to continue, throughout the pupils' educational career, to enjoy feeling part of Ogilvie School Campus.

### **3.3 TRANSPORT**

The school transport provisions currently in place for pupils attending Ogilvie School Campus will remain. No alterations to existing entitlements and schedule of provisions are anticipated as a result of the proposal. All provisions offered will continue to be in conjunction with West Lothian Councils policy on transport.

### **3.4 MAINSTREAM LINKS**

The Standards in Scotland's Schools etc Act 2000 indicates that education authorities should provide education to school age children within mainstream settings, unless certain exceptions apply such as where a mainstream school would not be suited to the ability or aptitude of the child.

Within Ogilvie School Campus pupils build skills and strategies to help them cope with social and personal relationships, thus enabling them to interact as fully as possible with their mainstream peers and the outside world.

Strong partnerships between West Lothian Council and outside agencies are helping continue to improve and increase appropriate choices and challenges for the pupils



of Ogilvie School Campus with effective procedures and initiatives helping pupils move on from school successfully.

The proposal for establishment of a secondary phase of education within Ogilvie School Campus will enable Education Services to build upon, and to further embed, the positive approaches to relationships, attainment and achievement already developed within the primary classes at Ogilvie School Campus. The children will be encouraged to become involved in as many aspects of secondary school life as is possible to develop ownership of their learning and to become full members of this new school community. The proposal increases opportunities for providing a balance between the equally important elements of academic attainment and social development.

Mainstream links can be developed with neighbouring primary and secondary schools. This integration with mainstream schools will however only take place when timings appropriate and convenient to all establishments involved and after full consultation with all parent/carers.

Opportunities for inclusion through proximity to a mainstream location can create a positive school ethos based on mutual respect.

Where pupils with severe and complex needs feel included and respected they are more likely to develop self-confidence, resilience and positive views about themselves and others.

### **3.5 SCHOOL MANAGEMENT**

Should the proposal be agreed and implemented the establishment of an S1 secondary stage of education within Ogilvie School Campus (in addition to the existing primary stages) will be managed by the schools current Head Teacher who will have responsibility for the day-to-day operational management of the school.

Any changes to staffing and management structures would be taken forward in line with national staffing guidelines.

### **3.6 STAFF TEAMS**

An effective staff team would be in place to ensure that the learning and care needs of pupils can be fully met. Teachers and support staff work together to meet the needs of pupils and to help them to learn.

It is not anticipated that there would be implications for any staff currently employed at Ogilvie School Campus as a result of this proposal. Current staffing levels would be maintained or enhanced to meet the needs of children and young people appropriately. Support staff and specialist staff of music, art and drama, PE would remain in the staffing structure.

Agencies and partners will continue to work closely together to support and inform the planning process for learners. This involves a range of agencies and staff to meet the individual needs of each child. These include:

- Educational Psychology
- School community paediatrician
- School nurse
- Speech and language therapy

- Physiotherapy
- Occupational Therapy

Staffing arrangements will be consistent with West Lothian Council's local agreements. Detailed consultation will be undertaken with members of staff, Trade Unions and Professional Associations for staffing the new classes within the secondary phase of Ogilvie School Campus.

Learning episodes delivered by well qualified and skilled staff with high levels of expertise, working in partnership with other agencies and staff to meet individual needs will lead to improvements in teaching and learning

Within the all through school of Ogilvie School Campus there would be scope for the establishment of a stable and unified team of specialist staff and learning support assistants working closely with professionals from NHS Lothian, Social Policy and family services. This has the potential to further improve the standards of care provided for pupils with severe and complex needs. For many of these children the continuum of care and support is more important than the chronological age of the pupil concerned and there are obvious advantages in prolonging the relationships, in to secondary education, between teachers and other adults with support roles. This continuity enables more positive relationships among school staff and stronger links with parents and the local community. Families and their children can maintain relationships with the school and other agencies and professionals, and parents can become more involved and remain better informed. The all-through school structure, therefore, would appear better able to extend opportunities for parental and community engagement and to promote continuity of teaching and support provision. Additionally, the proposed establishment of a secondary stage within Ogilvie School Campus with staff who know the pupils well, will help develop the pupils' confidence and social skills and will support effective transition planning at key transition stages.

By providing specialist staff and quality facilities and resources, the proposal aims to enhance provision for pupils with Severe and Complex Needs, ensuring they are well supported in their education and in their social and emotional wellbeing. All through schools enable greater opportunity for collaboration between staff on curriculum development, learning and teaching, and professional development. Such professional dialogue can take place across stages within the primary through to the secondary stage.

Liaison between primary and secondary stages within Ogilvie School Campus will facilitate progression and support effective transition planning. The pupils progressing to secondary education within Ogilvie School Campus will benefit from working with existing staff who know the pupils well. This will help develop confidence and social skills.

### **3.7 ACCOMMODATION**

West Lothian Council believe that the needs of primary and secondary pupils with severe and complex needs are best met in a single integrated provision in a facility designed to support the severe and complex nature of their needs.

The present and future accommodation within Ogilvie School Campus will promote accessible, inclusive learning.

Ogilvie School Campus is in a strong position to become a primary through to secondary specialist school providing for pupils aged 5 years to 18 years as the

benefits of this building already include:

- Compliant with the Council's obligations under the Equality Act 2010
- Automatic doors
- Structured play room/GP room
- Play room- therapeutic and structured play
- Soft play room
- Sensory room
- Resource room
- Early years play area
- Meeting rooms
- Flexible working areas for children

Should the proposal be agreed, Ogilvie School Campus will be modified and developed as a primary through to secondary school for pupils aged 5 to 18 years, initially delivering primary and S1 stage education.

Future accommodation will be fully accessible, specially built and equipped with modern solutions to meet the learning and care needs of pupils and will provide opportunities for a wide range of learning experiences in line with Curriculum for Excellence.

Facilities would enable pupils to have full time placements to fulfil their entitlements to a broad, general education and senior phase education within a highly supportive environment.

Ogilvie School Campus will include meeting rooms to support partnership working with families, multi-agency partners and community partners. Dedicated teaching areas, in addition to small class sizes with a high staff to pupil ratio, will allow staff to plan flexibly to meet pupil needs.

In summary the pupils and parents of Ogilvie School Campus will have access to a purpose built educational establishment which will provide a high level of support relevant to meeting the needs of all pupils attending the specialist provision with severe and complex needs.

### **3.8 OUTDOOR LEARNING**

For pupils with severe and complex needs, outdoor learning is an integral feature of their education. On a programmed basis, pupils will be given regular opportunities to take their education outdoors into the local countryside and further afield.

The proposed establishment of secondary education within Ogilvie School Campus will provide the benefit of continued access to safe outdoor spaces that the pupils are already familiar with. This will enable learning to take place in the outside world, not only in the formal classroom.

There will be opportunities for spontaneous, planned and purposeful activities, use of the outdoors to develop literacy and numeracy, health and wellbeing and active outdoor learning. This will have a positive impact on the learning environment for pupils. Acquired skills can be applied in real life contexts.

The school grounds offer ample scope for development of the outdoor classroom.

This will continue to have a positive impact on the learning environment for Ogilvie

School Campus pupils and will support the development of good relationships and positive behaviour, not only in the classroom, but also outdoors and in the wider community.

Within Ogilvie School Campus the outdoor classroom is already used to support interdisciplinary learning, map reading skills, development of gross and fine motor skills, PE, Science, literacy and numeracy across the curriculum, weather experiments, charity events, project and graph work. Should the proposal be agreed these learning episodes would be further built upon in the secondary phase of the young person's education.

### **3.9 PLAYGROUND**

Ogilvie School Campus currently benefits from spacious outdoor space for the promotion of health and wellbeing. The outdoor play area already provides a safe and secure social space for more independent pupils in addition to pupils who require a higher level of support.

The playground will continue to promote social interaction and health and wellbeing and in order to maximise the opportunities for health promotion, all available space will be well utilised, with playground space being promoted, as appropriate, as an extension to the formal classroom.

The playground benefits from a secure fence which ensures that the playground is safe and secure for the pupils undertaking outdoor breaks and activities. Fencing also ensures out of hours, school security and reduces instances of vandalism for the school.

Multi Use Games Area (MUGA) can be accessed directly from the school and the playground. MUGA facilitates access to PE entitlements, increases opportunities for social inclusion, supports quality PE which meets the needs and talents of all, supports improvements in the PE curriculum, improves levels of participation, opportunities for learning out with the formal curriculum, experience positive aspects of healthy living and activity. To ensure pupil safety and security the MUGA is fully enclosed and benefits from line markings for a range of sports and games.

In addition to playground fixtures and fittings there is be a range of portable play equipment and games that pupils will be responsible for taking care of setting up on a daily basis, within a programme of pupil responsibilities.

Pupils who attend Ogilvie School Campus have a range of playground facilities including:

- multi use sports area- MUGA
- soft top-area which promotes taking indoor learning outside ( experiential learning- needs appropriate sand pit, musical instruments, gross and fine motor play equipment, role play)
- playground with trim track area
- pagoda structure for outdoor learning
- bottle greenhouse
- wide range of age and stage appropriate playground equipment

Planned playground improvements at Ogilvie School Campus would be created as safe, spacious areas to deliver a variety of activities in relation to both primary and secondary aged pupils. Further design of the playground will be taken forward in consultation with staff and pupils.

### **3.10 COMMUNITY LINKS**

A wide range of community links is available in the vicinity of Ogilvie School Campus. The existing strong community links will be built upon further as the children get older and progress through the school.

The welcoming ethos of the community of Knightsridge is acknowledged and strong community links already exist between the community and local schools.

The establishment of S1 secondary education within Ogilvie School Campus for pupils with severe and complex needs will enable pupils to further benefit from existing strong community links. Acquired skills will be practiced and applied in real life contexts.

Ogilvie School Campus has a wide range of existing strong community links including:

- Links with local mainstream primary and secondary schools
- Braid House Day Centre
- Deans Community High School Community Café
- Carmondean Library
- Horse Riding at Hopetoun House
- Swimming programme for all children at Deans Community High School
- The Vennie, shop, play park
- Community Skills Programme
- First Bus
- Business links- Pizza Express, Dobbies, Vue Cinema
- Morrison's Supermarket
- Post Office at Carmondean
- Community Police Officer
- Local church

The existing strong community links (many of which are within walking distance) shall remain and be further developed. For the pupils, this facilitates active involvement within communities where excellent support for pupils with additional support needs is acknowledged.

Community links facilitates the promotion of a wide range of skills, provides opportunities for new skills to be applied in real life contexts and enables learning to take place in the outside world as well as in the formal classroom.

### **3.11 MENTORING AND BULLYING**

As the school evolves into a primary through to secondary specialist provision, activities within Ogilvie School Campus, and in the school playgrounds, will lend themselves well to the establishment of whole school buddying/mentoring programmes.

Such interaction between older and younger pupils provides valuable life skills links. As a result, a supportive ethos for younger pupils is provided and responsibility for older pupils developed.

The larger combined roll will afford the pupils opportunities to broaden their social circles.

### **3.12 BENEFITS FOR ANY OTHER SCHOOL USERS**

Changes to the proposed use of the accommodation would not impact on any other parties.

There is no proposed change to arrangements for any other users of the educational establishment outlined in this proposal.

Ogilvie School Campus is used for the sole purpose of education and there are no other users of the school facilities there would therefore be no impact on any community group or organisation.

## **SECTION 4: 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 Report on the Outcome of Consultation.

## **SECTION 5: CONSULTATION PROCESS:HAVE YOUR SAY**

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 open a stage of education within 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 for a proposal to establish a stage of education 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 of the local authority in which affected school is situated.
- any other community planning partnerships considered relevant by the Authority.
- 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

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

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

It is appreciated that there is a limited time at meetings to discuss the subject matter fully and not everyone is comfortable with speaking at a public meeting. Therefore, to make sure that all issues are covered, and everyone gets the opportunity to contribute to the discussion, advance notice of specific questions or issues to be raised will be accepted, in writing only, up to 2 days in advance of the meetings.

The consultation period will incorporate a period of 30 school days (excluding any school holiday) from Tuesday 21 August 2018 until Wednesday 3 October 2018. This timescale adheres to the statutory consultation period for such circumstances which is a minimum of 6 consecutive weeks and include at least 30 school days.

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

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

Location: Ogilvie School Campus, Livingston	Date/Time: Tuesday 11 September 2018, 7.00pm
------------------------------------------------	----------------------------------------------------

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

Melanie Laurie, 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 interested parties are invited to submit their comments by close of business Wednesday 3 October 2018

An on-line version of this document and other items related to the consultation can be found on the West Lothian Council website using this link:

[www.westlothian.gov.uk/ogilvie-secondary-consultation](http://www.westlothian.gov.uk/ogilvie-secondary-consultation)

### **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 decision, or put any changes into effect, until the final Consultation Report has been concluded, published and subsequently presented to the Education Executive on Tuesday 15 January 2019

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



**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**

**بلدية ويست لوثيريان WEST LOTHIAN ، الخدمات التعليمية ، عرض لإنشاء مرحلة ثانوية تعليمية في حرم مدرسة اوجيلفي  
OGILVIE**

**إذا رغب بالحصول نسخة من هذه الوثيقة فيرجى منك الاتصال على ميلاني لوري MELANIE LAURIE على رقم الهاتف 281666  
01506. ويرجى ذكر اسمك وعنوانك واللغة التي ترغب بأن تتم ترجمة الوثيقة إليها.**

ওয়েস্ট লোথিয়ান কাউন্সিল, এডুকেশন সার্ভিসেস, সেকেন্ডারী স্টেইজ এডুকেশন চালুর প্রস্তাব, ওগিলভাই স্কুল  
(OGILVIE SCHOOL) ক্যাম্পাস।

যদি আপনি এই দলিলটির একটি কপি অথবা পেতে চান, তাহলে অনুগ্রহ করে ম্যালানী লোওরীর (MELANIE LAURIE)  
কাছে 01506 281666 নম্বরে ফোন করুন এবং আপনার নাম, ঠিকানা এবং কোন ভাষায় দলিলটির অনুবাদ পেতে চান  
তা প্রদান করুন।

**WEST LOTHIAN 地方政府 · 教育服务处创建中级教育的提议 · OGILVIE 学校校园 (WEST  
LOTHIAN COUNCIL, EDUCATION SERVICES, PROPOSAL TO CREATE SECONDARY STAGE EDUCATION,  
OGILVIE SCHOOL CAMPUS )**

**如果您想要这份文件的 副本, 请致电MELANIE LAURIE 01506  
281666, 提供您的姓名地址以及需要把文件翻译成的语言 (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)**

**西洛西安地方議會 ( WEST LOTHIAN COUNCIL ) 教育服務部門關於建立第二階段教育 —  
奧吉爾維學校 ( OGILVIE SCHOOL ) 校區的建議**

**如果您希望得到一份該文件的 復印件, 請您打電話給梅勒妮·勞瑞 ( MELANIE  
LAURIE ) , 電話號碼是01506  
281666 ; 請您將您的名字、地址以及您希望將該文件翻譯成的語言告訴我們。**

**WEST LOTHIAN PAŠVALDĪBA (COUNCIL), IZGLĪTĪBAS DIENESTS, PRIEKŠLIKUMS IZVEIDOT OTRĀS  
PAKĀPES IZGLĪTĪBU OGILVIE SKOLĀ**

Ja jūs vēlaties saņemt šī dokumenta eksemplāru lūdzu, zvaniet MELANIE LAURIE uz 01506 281666.  
Nosauciet savu vārdu, uzvārdu, adresi, un valodu, kurā jūs vēlaties saņemt šī dokumenta tulkojumu

**VAKARŲ LOTHIAN TARYBOS ŠVIETIMO TARNYBOS PASIŪLYMAS SUKURTI ANTROSIOS PAKOPOS  
STUDIJAS „OGILVIE“ MOKYKLOS MIESTELYJE**

Jei norite gauti šio dokumento kopiją skambinkite MELANIE LAURIE telefonu 01506 281666.  
NURODYKITE SAVO VARDĄ, PAVARDĘ, ADRESĄ IR KALBĄ, Į KURIĄ NORITE, KAD BŪTŲ IŠVERSTAS ŠIS  
DOKUMENTAS

**PROPOZYCJA RADY MIEJSKIEJ WEST LOTHIAN, WYDZIAŁU DS. KSZTAŁCENIA, ODNOŚNIE DO  
STWORZENIA PLACÓWKI KSZTAŁCENIA ŚREDNIEGO, KAMPUS SZKOŁY OGILVIE SCHOOL**

Jeśli chcieliby Państwo otrzymać kopię niniejszego dokumentu prosimy o kontakt z MELANIE LAURIE  
pod numerem 01506 281666, podając swoje imię i nazwisko, adres oraz język, w którym chcieliby  
Państwo otrzymać dokument.

**WEST LOTHIAN COUNCIL, EDUCATION SERVICES, PROPOSAL TO CREATE SECONDARY STAGE  
EDUCATION, OGILVIE SCHOOL CAMPUS**

ویسٹ لوڈنن کونسل، ایجوکیشن سروسز، سیکنڈری سٹیج کی تعلیم کی تخلیق کے لیے، اوگیلوی سکول کیمپس

**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**

اگر آپ اس دستاویز کی ایک نقل حاصل کرنا چاہیں تو برائے مہربانی میلنی لوری سے اس نمبر پر رابطہ کریں: 01506  
281666، اور اپنا نام پتہ اور اُس زبان کا نام جس میں آپ یہ معلومات حاصل کرنا چاہتے ہیں، مہیا کریں۔

**Appendix C**

**Report by Education Scotland addressing educational aspects of the proposal by West Lothian Council to establish secondary stage education, initially with S1 provision, within Ogilvie School Campus.**

**1. Introduction**

1.1 This report from Education Scotland has been prepared by Her Majesty's Inspectors of Education (HM Inspectors) in accordance with the terms of the Schools (Consultation) (Scotland) Act 2010 ("the 2010 Act"). The purpose of the report is to provide an independent and impartial consideration of West Lothian Council's proposal to establish secondary stage education, initially with S1 provision, within Ogilvie School Campus. Section 2 of the report sets out brief details of the consultation process. Section 3 of the report sets out HM Inspectors' consideration of the educational aspects of the proposal, including significant views expressed by consultees. Section 4 summarises HM Inspectors' overall view of the proposal. Upon receipt of this report, the Act requires the council to consider it and then prepare its final consultation report. The council's final consultation report should include a copy of this report and must contain an explanation of how, in finalising the proposal, it has reviewed the initial proposal, including a summary of points raised during the consultation process and the council's response to them. The council has to publish its final consultation report three weeks before it takes its final decision. Where a council is proposing to close a school, it needs to follow all statutory obligations set out in the 2010 Act, including notifying Ministers within six working days of making its final decision and explaining to consultees the opportunity they have to make representations to Ministers.

**1.2 HM Inspectors considered:**

- the likely effects of the proposal for children and young people of Ogilvie School Campus; any other users; children likely to become pupils within two years of the date of publication of the proposal paper; and other children and young people in the council area;
- any other likely effects of the proposal;
- how the council intends to minimise or avoid any adverse effects that may arise from the proposal; and
- the educational benefits the council believes will result from implementation of the proposal, and the council's reasons for coming to these beliefs.

**1.3 In preparing this report, HM Inspectors undertook the following activities:**

- consideration of all relevant documentation provided by the council in relation to the proposal, specifically the educational benefits statement and related consultation documents, written and oral submissions from parents and others; and
- visits to the site of Ogilvie School Campus, including discussion with relevant consultees.

## **2. Consultation Process**

2.1 West Lothian Council undertook the consultation on its proposal(s) with reference to the Schools (Consultation) (Scotland) Act 2010.

2.2 West Lothian Council formally consulted stakeholders between 21 August and 3 October 2018. A public meeting was held at Ogilvie School Campus on 11 September 2018 and was attended by 19 members of the public. The consultation was widely communicated through the council's website, digital media and in the local press. Copies of the consultation document were made available via central locations within West Lothian. A letter informing them of the consultation was issued to all parents of children attending Ogilvie School Campus. All other nursery, primary and secondary schools in the council area also distributed notification of the proposal via hard copy or through digital resources. All stakeholders were invited to submit their views through hard copy or email.

2.3 The council received 11 individual written responses to the consultation, all of which indicate agreement with the proposal. Pupil groups at Low Port Primary School, Kirkhill Primary School and Deans Community High School also provided written responses indicating approval of the proposal. NHS Stakeholders submitted a positive response with some details of accommodation and resource requirements to enable practitioners to work with and treat young people appropriately. No respondents objected to the proposal.

2.4 Those who attended the public meeting were generally in favour of the proposal. However, a number of questions were raised. Issues of concern mainly related to the council's ability to recruit adequate staffing for the secondary provision, the impact of proposed adjustments to the existing learning environment to create classrooms for the new S1 from August 2019 and the potential increase in traffic and parking requirements. A few attendees also raised concerns about placing requests in the future and whether there was an expectation that children would continue from the primary through to the secondary stage on the campus. A few asked for further information about the design and layout of the extended building. They sought reassurance that learners in the primary and secondary stages would have sufficient appropriate space for learning and teaching as well as for dining and other social activities. The note of the public meeting indicates that attendees were able to offer views on the design of the learning environment and were assured that this opportunity remains open until the plans are completed.

2.5 Parents who attended meetings with the HM Inspector were well informed about the consultation. They were all positive about the proposal to establish secondary education at the Ogilvie School Campus. They are keen to see current plans for the refurbishment and extension of the building. They have a number of questions including about the use of existing indoor and outdoor space which they would like an opportunity to discuss. They are worried about the increased pressure on existing communal spaces such as the dining/gym hall and the impact of this on their children. A few parents raised concerns about the potential increase in traffic and the need for more car park space. They would also value the opportunity to discuss their concerns about potential disruption to learning during the building works and how additional noise and change will affect their children's wellbeing.

Parents of those in the current P7 class are concerned about the time-line within the proposal. They would like more information to reassure them that the secondary provision will be

available on the campus from August 2019 as stated in the consultation document.

2.6 Staff at Ogilvie School Campus recognise that there are many benefits for children and families of having secondary education within the campus. During a discussion with the HM Inspector they highlighted the potential for smoother transition arrangements, continuity in learning pathways and the benefits of longer-term home/school relationships to support the children. They expressed caution about the timing of the proposed expansion of the school. They feel they need further professional learning and greater stability in staffing and leadership and management of the school in order to be ready confidently for the expansion. They would like more opportunities to discuss their concerns with West Lothian Council staff.

2.7 Partners working with the school to support children's needs are also positive about the potential for longer-term relationships which will enable them to build continuity in the way they work with the children and families.

### **3. Educational Aspects of Proposal**

3.1 There are a number of potential educational benefits to this proposal which all stakeholders recognise and agree with. Establishing secondary stage education at Ogilvie School Campus has the potential to strengthen the transition from P7 to S1. This could lead to improved continuity of learning and teaching strategies to better meet the needs of the children. An all-through experience could strengthen how staff, working in partnership with parents, use their knowledge of children's needs to plan appropriate learning pathways from P1 through to the senior phase. The children educated at Ogilvie School Campus can often suffer setbacks in their learning as a result of change and disruption so the proposal to minimise this is a positive one. The development of a secondary stage curriculum with specialist teaching areas, for example, for science and home economics, may also bring additional opportunities to strengthen the curriculum in the primary stages.

### **4. Summary**

HM Inspectors agree that there are a number of potential educational benefits which could be realised by establishing secondary education within Ogilvie School Campus. All staff parents and other stakeholders who have expressed their views during the consultation agree with the proposal and no-one has raised objections to the overall idea of introducing secondary education to the campus. However parents, staff and local residents have raised a number of concerns and questions about the practical implications of enacting the proposal. If the council decides to take this proposal further it will need to ensure ongoing consultation with stakeholders with regard to the planning, design and extension of the campus. All stakeholders need ongoing opportunities to share their views and ideas and to have their questions answered. This should include early access to proposed plans for the campus. Staff also need increased opportunities for professional learning and effective leadership so that they feel able confidently to support the growth of their school. West Lothian Council should also give careful consideration to the proposed timescale for implementing this proposal to ensure parents of children in the current P7 classes have certainty about arrangements for their transition from P7 to S1.

**HM Inspectors Education  
Scotland October 2018**





**EDUCATION EXECUTIVE**

**MARCH CONFERENCE FOR LOCAL AUTHORITY CHURCH REPRESENTATIVES**

**REPORT BY DEPUTE CHIEF EXECUTIVE (EDUCATION, PLANNING, ECONOMIC DEVELOPMENT AND REGENERATION SERVICES)**

**A. PURPOSE OF REPORT**

To seek approval from the Education Executive for the attendance of the three Religious Representatives at the 2019 March Conference for Local Authority Representatives in Edinburgh on Thursday 21 March 2019.

**B. RECOMMENDATION**

To approve the attendance of the three Religious Representatives at the 2019 March Conference for Local Authority Representatives in Glasgow on Thursday 21 March 2019.

**C. SUMMARY OF IMPLICATIONS**

<b>I</b>	<b>Council Values</b>	Focusing on our customers' needs; being honest, open and accountable; providing equality of opportunities; developing employees; making best use of our resources; working in partnership.
<b>II</b>	<b>Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)</b>	None.
<b>III</b>	<b>Implications for Scheme of Delegations to Officers</b>	None.
<b>IV</b>	<b>Impact on performance and performance Indicators</b>	None.
<b>V</b>	<b>Relevance to Single Outcome Agreement</b>	None.
<b>VI</b>	<b>Resources - (Financial, Staffing and Property)</b>	Nominal conference fee and travel costs.
<b>VII</b>	<b>Consideration at PDSP</b>	N/A

**VIII Other consultations** None.

**D. TERMS OF REPORT**

The Church of Scotland has issued an invitation to the three Religious Representatives to the 2019 March Conference for Local Authority Representatives in Edinburgh on Thursday 21 March 2019.

Previous attendees have found the conferences organised by the Church of Scotland to be a valuable opportunity to discuss their role and contribution with representatives from other parts of Scotland.

The conference will be held at the Church Offices at 121 George Street, Edinburgh. The Scottish Catholic Education Services will charge a small fee to cover catering and administration, with the exact amount still to be confirmed.

The conference will be based around the theme of health and wellbeing, and in particular mental health policies for schools and the impact of health and wellbeing on closing the attainment gap.

**E. CONCLUSION**

It is proposed that West Lothian Council is represented by the three Religious Representatives at the 2019 March Conference for Local Authority Representatives in Edinburgh on Thursday 21 March 2019.

**F. BACKGROUND REFERENCES**

None.

Appendices/Attachments: None.

Contact Person: Stuart Isbister, Senior Customer Service Officer, Education Customer Services

***Elaine Cook, Depute Chief Executive (Education, Planning, Economic Development and Regeneration Services)***

Date of meeting: 26 February 2019





## **EDUCATION EXECUTIVE**

### **YOUTH MUSIC INITIATIVE YEAR 17 PROPOSED PROGRAMME**

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

##### **A. PURPOSE OF REPORT**

The purpose of the report is to update Education Executive on progress with the Youth Music Initiative Year 17 application to Creative Scotland who grant the funding for the programme.

##### **B. RECOMMENDATION**

It is recommended that the Education Executive approves the application for submission to Creative Scotland.

##### **C. SUMMARY OF IMPLICATIONS**

<b>I</b>	<b>Council Values</b>	Focusing on our customers' needs; being honest, open and accountable; providing equality of opportunities; developing employees; making best use of our resources; working in partnership.
<b>II</b>	<b>Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)</b>	Enables West Lothian Council to meet the Youth Music Initiative Scottish Government commitment that every school pupil in Scotland should be offered a year of free music tuition by the time they leave primary school. This is universal provision open to all schools including those schools requiring additional learning support.  Equality relevance assessment undertaken.
<b>III</b>	<b>Implications for Scheme of Delegations to Officers</b>	None.
<b>IV</b>	<b>Impact on performance and performance Indicators</b>	Number of people participating in Youth Music Initiative Activities.
<b>V</b>	<b>Relevance to Single Outcome Agreement</b>	Our children have the best start in life and are ready to succeed.

We are better educated and have access to increased and better quality learning and employment opportunities.

<b>VI</b>	<b>Resources - (Financial, Staffing and Property)</b>	External funding from Creative Scotland, Youth Music Initiative Formula Funding, £220,896, subject to approval.
<b>VII</b>	<b>Consideration at PDSP</b>	This report was considered at Education PDSP on 14 February 2019.
<b>VIII</b>	<b>Other consultations</b>	Financial Management Unit and Education.

## **D. TERMS OF REPORT**

Youth Music Initiative funding enables schools to meet the refreshed Scottish Government commitment that “every school pupil in Scotland should be offered a year of free music tuition by the time they leave primary school.” Youth Music Initiative projects enable the council to tackle inequality and engage young people (of school age) who otherwise would not participate with meaningful, quality music making opportunities. These commitments are met by commissioning specialist individuals and organisations to deliver a range of music education projects to pupils in West Lothian.

Community Arts successfully applied to Creative Scotland for Year 16 funding for the Youth Music Initiative programme for 2018/19 and received the maximum award available: £220,896. This year’s programme will run from August 2019 to June 2020 and will include 13 projects plus investment in management, promotion and evaluation.

The outline cost for each project is as follows:

Project 1	Sound Orchestra	£23,080
Project 2	Band After School	£13,905
Project 3	Saturday Strings	£25,000
Project 4	Move to the Beat!	£17,409
Project 5	Voice Rocks	£13,600
Project 6	Sound Stories	£7,880
Project 7	Song Writing CLPL	£1,400
Project 8	Active Learning	£8,990
Project 9	Go for Bronze	£51,415
Project 10	Wee Story, Big Sound	£7,640
Project 11	Sing Out!	£9,650
Project 12	Jingle & Jump!	£11,280
Project 13	Makey Makey!	£3,850
	Management, promotion, contingency	£25,797
	<b>Total</b>	<b>£220,896</b>

All contracts have been advertised through Quick Quote. Contracts for the delivery of the projects outlined in the application will be awarded following confirmation of funding. Subject to Council Executive approval, the Year 17 application will be submitted to Creative Scotland by the deadline date in March 2018.

The projects outlined in the Youth Music Initiative application will be extremely beneficial to the young people who will participate, providing opportunities for them to work closely with professional musicians, creating performance opportunities and developing their listening, creative and critical thinking skills. They will develop increased self-confidence and self-esteem as well as having an enjoyable experience. The projects will make a significant contribution to enabling the participants to embrace the principles and capacities of Curriculum for Excellence. The programme will also be of benefit to teachers as the associated Career Long Professional Learning programme is designed to enhance teaching practice in the classroom and develop skills in using music as a tool for interdisciplinary learning across the curriculum.

#### **E. CONCLUSION**

Community Arts will deliver and manage the 2019/20 Youth Music Initiative programme which will make a significant contribution to enabling the participants to embrace the principles and capacities of Curriculum for Excellence through a high quality programme of music making activities.

#### **F. BACKGROUND REFERENCES**

A copy of the Youth Music Initiative Year 17 application is available from the Arts Officer - Learning, Community Arts, Education Services.

Appendices/Attachments: None

Contact Person: Laura Tyrrell, Community Arts and IMS Manager  
Telephone: 01506 280994 / Email: [laura.tyrrell@westlothian.gov.uk](mailto:laura.tyrrell@westlothian.gov.uk)

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

Date of meeting: 26 February 2019