



Education Executive

West Lothian Civic Centre
Howden South Road
LIVINGSTON
EH54 6FF

3 December 2020

A meeting of the **Education Executive** of West Lothian Council will be held within the **MS Teams Virtual Meeting Room** on **Tuesday 8 December 2020** 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, declarations of interest in any urgent business and consideration of reports for information.

The Chair will invite members to identify any such reports they wish to have fully considered, which failing they will be taken as read and their recommendations approved.

4. Confirm Draft Minutes of Meeting of Education Executive held on Tuesday 17 November 2020 (herewith)

Public Items for Decision

5. Proposal to Review Admission Arrangements as a Result of Alteration of the Catchment Areas of St Paul's Primary School, East Calder, St Ninian's Primary School, Dedridge and St Mary's Primary School, Polbeth - Report by Head of Education (Learning, Policy and Resources) (herewith)

6. Proposal to Vary Admission Arrangements by Altering the Catchment Areas of Polkemmet Primary School, Croftmalloch Primary School and Greenrigg Primary School - Report by Head of Education (Learning, Policy and Resources) (herewith)

NOTE **For further information please contact Anastasia Dragona on tel. no. 01506 281601 or email anastasia.dragona@westlothian.gov.uk**



Education Executive

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4 December 2020

The following additional item(s) of business will be dealt with at the meeting of the **Education Executive** to be held within **MS Teams Virtual Meeting Room** on **8 December 2020 at 10:00am**.

for Chief Executive

BUSINESS

Public Items for Information

7. Education Recovery - Update - report by Depute Chief Executive (herewith).

NOTE **For further information please contact Anastasia Dragona on tel. no. 01506 281601 or email anastasia.dragona@westlothian.gov.uk**

CODE OF CONDUCT AND DECLARATIONS OF INTEREST

This form is to help members. It is not a substitute for declaring interests at the meeting.

Members should look at every item and consider if they have an interest. If members have an interest they must consider if they have to declare it. If members declare an interest they must consider if they have to withdraw.

NAME	MEETING	DATE

AGENDA ITEM NO.	FINANCIAL (F) OR NON- FINANCIAL INTEREST (NF)	DETAIL ON THE REASON FOR YOUR DECLARATION (e.g. I am Chairperson of the Association)	REMAIN OR WITHDRAW

The objective test is whether a member of the public, with knowledge of the relevant facts, would reasonably regard the interest as so significant that it is likely to prejudice your discussion or decision making in your role as a councillor.

Other key terminology appears on the reverse.

If you require assistance, please ask as early as possible. Contact Julie Whitelaw, Monitoring Officer, 01506 281626, julie.whitelaw@westlothian.gov.uk, James Millar, Governance Manager, 01506 281695, james.millar@westlothian.gov.uk, Carol Johnston, Chief Solicitor, 01506 281626, carol.johnston@westlothian.gov.uk, Committee Services Team, 01506 281604, 01506 281621, committee.services@westlothian.gov.uk

SUMMARY OF KEY TERMINOLOGY FROM REVISED CODE

The objective test

“...whether a member of the public, with knowledge of the relevant facts, would reasonably regard the interest as so significant that it is likely to prejudice your discussion or decision making in your role as a councillor”

The General Exclusions

- As a council tax payer or rate payer or in relation to the council's public services which are offered to the public generally, as a recipient or non-recipient of those services
- In relation to setting the council tax.
- In relation to matters affecting councillors' remuneration, allowances, expenses, support services and pension.
- As a council house tenant, unless the matter is solely or mainly about your own tenancy, or you are in arrears of rent.

Particular Dispensations

- As a member of an outside body, either appointed by the council or later approved by the council
- Specific dispensation granted by Standards Commission
- Applies to positions on certain other public bodies (IJB, SEStran, City Region Deal)
- Allows participation, usually requires declaration but not always
- Does not apply to quasi-judicial or regulatory business

The Specific Exclusions

- As a member of an outside body, either appointed by the council or later approved by the council
- The position must be registered by you
- Not all outside bodies are covered and you should take advice if you are in any doubt.
- Allows participation, always requires declaration
- Does not apply to quasi-judicial or regulatory business

Categories of “other persons” for financial and non-financial interests of other people

- Spouse, a civil partner or a cohabitee
- Close relative, close friend or close associate
- Employer or a partner in a firm
- A body (or subsidiary or parent of a body) in which you are a remunerated member or director
- Someone from whom you have received a registrable gift or registrable hospitality
- Someone from whom you have received registrable election expenses

MINUTE of MEETING of the EDUCATION EXECUTIVE held within WEBEX VIRTUAL MEETING ROOM, on 17 NOVEMBER 2020.

Present – Councillors David Dodds (Chair), Lawrence Fitzpatrick, Stuart Borrowman, Harry Cartmill, Pauline Clark, Tom Conn, Peter Heggie, Chris Horne, Charles Kennedy, Sarah King, John McGinty, Andrew McGuire, Andrew Miller, Cathy Muldoon, George Paul, Moira Shemilt, Kirsteen Sullivan; Appointed Members Elsie Aitken, Heather Hughes, Lynne McEwen and Myra MacPherson

Apologies – Councillor Dave King and Appointed Member Margaret Russell

1 DECLARATIONS OF INTEREST

Heather Hughes declared an interest in that she was Vice President of EIS and would be speaking as such when referring to certain policies during the course of the meeting.

2 ORDER OF BUSINESS

The Education Executive agreed, in accordance with Standing Order 8(3), that agenda item 7 was to be taken as read and the recommendations approved without further consideration.

3 MINUTES

The Education Executive approved the minute of its meeting held on 8 September 2020 as a correct record. The minute was thereafter signed by the Chair.

4 ANNUAL PLAN AND REPORT - NATIONAL IMPROVEMENT FRAMEWORK AND REDUCING INEQUALITIES OF OUTCOME

The Education Executive considered a report (copies of which had been circulated) by the Heads of Service (Education) informing members of the West Lothian Annual Report for 2019/20, and the Annual Plan for the National Improvement Framework and Reducing Inequalities of Outcome 2020/21.

It was recommended that the Education Executive approve the Annual Plan and Report – National Improvement Framework and Reducing Inequalities of Outcome for submission to the Scottish Government.

Decision

To approve the terms of the report.

5 EDUCATION RECOVERY - UPDATE

The Education Executive considered a report (copies of which had been circulated) by the Depute Chief Executive (Education, Planning, Economic Development and Regeneration Services) inviting members to note the implications of the revised Scottish Government national guidance issued on 30 October 2020; the plans for National Assessments in 2020; progress in education recovery; steps being taken to reduce digital exclusion; and contingency planning.

There was further discussion on the remote teaching of practical subjects, standardisation of blended learning, teacher absences and resourcing, and ventilation and heating in schools. Members were assured that the council aimed to meet every child's needs.

It was recommended that the Education Executive:

1. Note the implications of the revised Scottish Government Guidance issued on 30 October 2020; the plans for National Assessments in 2020; progress in education recovery; steps being taken to reduce digital exclusion; and contingency planning; and
2. Note that local guidance to schools to reflect changes to national guidance, and to support education recovery and contingency planning will be developed and updated under the delegated authority of the Depute Chief Executive, and that previous plans for blended learning remain as a contingency.

Decision

To note the terms of the report.

6 SCOTTISH QUALIFICATIONS AUTHORITY UPDATE

The Education Executive considered a report (copies of which had been circulated) by the Interim Head of Education (Secondary) (Curriculum, Quality Improvement and Performance inviting members to note the changes to the Scottish Qualifications Authority (SQA) arrangements for Session 2020–21 and subsequent arrangements for West Lothian Secondary Schools.

It was recommended that the Education Executive:

1. Note the implications for schools following the Scottish Qualifications Authority update; and
2. Note the arrangements across West Lothian Schools to address the changes.

Decision

To note the terms of the report.

7 EARLY LEARNING AND CHILDCARE - EXPANSION PLAN UPDATE

The Education Executive considered a report (copies of which had been circulated) by the Depute Chief Executive (Education, Planning, Economic Development and Regeneration Services) informing members of the expansion of hours and increased flexibility and choice available to all service users; the revenue pressures relating to the full implementation of the approved Early Learning and Childcare (ELC) Expansion Plan to deliver 1140 hours of free, high quality ELC within West Lothian in 2020/21 and future years; and the plan to implement 1140 hours from April 2021.

It was recommended that the Education Executive:

1. Note the expansion of hours and increased flexibility and choice available to all service users;
2. Note the revenue budget pressure within the ELC expansion budget for 2020/21 and 2021/22 onwards; and
3. Note the plan to implement 1140 hours from April 2021, maintaining flexibility and choice and maximising equity of access for all parents and carers.

Decision

To note the terms of the report.

DATA LABEL: PUBLIC



EDUCATION EXECUTIVE

PROPOSAL TO REVIEW ADMISSION ARRANGEMENTS AS A RESULT OF ALTERATION OF THE CATCHMENT AREAS OF ST PAUL'S PRIMARY SCHOOL, EAST CALDER, ST NINIAN'S PRIMARY SCHOOL, DEDRIDGE AND ST MARY'S PRIMARY SCHOOL, POLBETH

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

A. PURPOSE OF REPORT

To seek Education Executive approval, following formal public consultation, of the proposal to review admission arrangements as a result of alteration to the denominational primary school catchment areas of:-

- St Paul's Primary School, East Calder
- St Ninian's Primary School, Dedridge
- St Mary's Primary School, Polbeth.

To present to Education Executive with details of the outcome of the formal consultation, and the comments of Education Scotland (HMle) on the consultation.

B. RECOMMENDATION

It is recommended that Education Executive:-

1. Approves the proposal to review admission arrangements as a result of alteration to the denominational primary school catchment areas of:-
 - St Paul's Primary School, East Calder
 - St Ninian's Primary School, Dedridge
 - St Mary's Primary School, Polbeth.
2. Notes the outcome of the formal consultation, and the comments of Education Scotland (HMle) on the consultation.

C. SUMMARY OF IMPLICATIONS

I	Council Values	Focusing on our customers' needs; being honest, open and accountable; making best use of our resources; working in partnership.
II	Policy and Legal (including Strategic Environmental)	The consultation does not change any existing policies.

	Assessment, Equality Issues, Health or Risk Assessment)	Legal. 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 school provision and catchment area arrangements in the context of the West Lothian Local Development Plan.
III	Implications for Scheme of Delegations to Officers	None.
IV	Impact on performance and performance Indicators	None.
V	Relevance to Single Outcome Agreement	We are better educated and have access to increased and better quality learning and employment opportunities. Our economy is diverse and dynamic, and West Lothian is an attractive place for doing business.
VI	Resources - (Financial, Staffing and Property)	Approved financial resources will meet obligations for printing and postage, costs associated with public meetings, for advertisements for the public meetings and for dedicated staff time required for the process.
VII	Consideration at PDSP	01 May 2018
VIII	Other consultations	Finance and Property Services, Operational Services, Planning Economic Development and Regeneration Services, Legal Services. Formal consultation involved Parent Councils, parents/carers, pupils, staff and trade unions at affected schools. Community Councils within the catchment areas of the affected schools were also consulted.

D. TERMS OF REPORT

D1. Background to Consultation Proposal

This proposal is intended to address anomalies in current catchment areas, specifically:-

- 1) Wellhead and Oakbank - a small area of land south of Murieston with no residential properties which is not currently within any denominational catchment area.
- 2) Balgreen – 5 residential properties currently in the catchment area of St

Paul's Primary School, but within the Murieston Community Council area and Bellsquarry Primary School catchment area.

- 3) Burnbank, Blackhall and Linnhouse – 4 residential properties currently in the catchment area of St Paul's Primary School, but within the West Calder and Harburn Community Council area and Parkhead Primary School catchment area.
- 4) Crosswood Reservoir – 5 residential properties currently in the catchment area of St Paul's Primary School, but within the West Calder and Harburn Community Council area and Parkhead Primary School catchment area.

In each case it is intended to associate each of the identified areas of change to the associated secondary school of the new primary school, in order to ensure that all secondary school catchment areas align with primary school catchment areas.

This proposal will address potential school capacity issues at St Paul's Primary School, East Calder, St Ninian's Primary School, Dedridge and St Mary's Primary School, Polbeth, and will better match denominational primary school catchment areas to local community ties.

A copy of the Consultation Document is appended to this report as Appendix 1.

D2. Consultation Process

The consultation period incorporated a period of 30 school days (excluding any school holiday) from Wednesday 30 October to Tuesday 10 December 2019.

The Education Service proposal information was available as follows:-

- West Lothian Council Website
- 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

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 public meeting was conducted at Bellsquarry Community Hall, Livingston, on Thursday 14 November 2019. Council officers outlined the key elements of the proposal to review admission arrangements and answered question from meeting attendees.

During the consultation period views on the proposal were welcomed in writing.

D3. Outcome of Consultation

No written responses were received.

The pupil council at St Paul's Primary School considered the proposal. Pupils felt the changes described did not really affect them and therefore they were happy

with the proposals. Pupils were happy to know that pupils from St Paul's Primary School would still attend St Margaret's Academy.

Two parent council members attended the Statutory Consultation Meeting and sought and received clarification of a number of points.

No expression of opposition to the proposal was received during the statutory consultation.

A copy of the Council's Report of the statutory consultation is appended to this report as Appendix 2.

D4. Comments of Education Scotland (HMle) on the Consultation

Education Scotland has written a report on West Lothian Council's proposal to review admission arrangements as a result of alteration to the denominational primary school catchment areas of:-

- St Paul's Primary School, East Calder
- St Ninian's Primary School, Dedridge
- St Mary's Primary School, Polbeth.

Education Scotland agrees that the Council provides a strong case for its proposal to vary admission arrangements by altering the catchment areas of St Paul's, St Ninian's, and St Mary's (Polbeth) Primary Schools. The council outlines the associated educational benefits. HM Inspectors endorse this view. All children, parents and school staff who met with HM Inspectors were supportive of the proposal. The council's proposal, should it proceed, will see improved alignment of localities to school catchment areas. This forward planning will assist the authority in managing the rolls in all affected schools.

The full Education Scotland report is appended to this report as Appendix 3.

D5. Future Capacity at St Pauls Primary School, East Calder

Education Scotland noted that if housebuilding continues at the current expected rate St Paul's will exceed the current capacity of 171. Plans to extend St Paul's to an initial extended capacity of 231 and eventually to 360 or 462 capacity have been developed by the council and are included in the current West Lothian Council capital programme. The extension of St Paul's will be funded by developers and the required new access road for construction traffic and land for extended playing fields have been secured as part of the residential development of the Raw Holdings area of East Calder.

E. CONCLUSION

The proposal to review admission arrangements as a result of alteration to the denominational primary school catchment areas of:-

- St Paul's Primary School, East Calder
- St Ninian's Primary School, Dedridge
- St Mary's Primary School, Polbeth

will address potential school capacity issues at St Paul's Primary School, East Calder, St Ninian's Primary School, Dedridge and St Mary's Primary School, Polbeth, in order to better match denominational primary school catchment areas to local community ties.

The outcome of the consultation process was that those participating supported the proposal.

Education Scotland agrees that the proposal, should it be approved, will bring educational benefit to the children at the three primary schools.

F. BACKGROUND REFERENCES

Schools (Consultation)(Scotland) Act 2010

Education Executive report 29 May 2018

Appendices/Attachments:

Appendix 1 - Consultation Document

Appendix 2 - Report of the Statutory Consultation

Appendix 3 - Education Scotland (HMIE) Report

Contact Person: Andrew Sneddon, Service Manager – Learning Policy and Performance

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

Date of meeting: 8 December 2020

DATA LABEL: PUBLIC

EDUCATION SERVICES
CONSULTATION DOCUMENT
OCTOBER 2019

**REVIEW OF ADMISSION ARRANGEMENTS AS A
RESULT OF ALTERATION TO THE
DENOMINATIONAL PRIMARY SCHOOL
CATCHMENT AREAS OF:**

- **ST PAUL'S PRIMARY SCHOOL**
- **ST NINIAN'S PRIMARY SCHOOL; AND**
- **ST MARY'S PRIMARY SCHOOL POLBETH**

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4.1 Consultation Process: How To Have Your Say

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Appendix 1	Current St Pauls, St Ninian's and St Mary's Polbeth Catchment Area Map
Appendix 2	Proposed St Pauls, St Ninian's and St Mary's Polbeth Catchment Area Map

West Lothian Council Consultation **2019**

SECTION ONE

This section introduces the reason for the consultations. It provides information about why West Lothian Council is proposing to review admission arrangements as a result of alteration to the denominational primary school catchment areas of St Paul's Primary School, St Ninian's Primary School and St Mary's Primary School Polbeth.

1.1 PURPOSE OF THE DOCUMENT

The purpose of this document is to advise:

1. West Lothian Council's proposals to review admission arrangements as a result of alteration to the denominational primary school catchment areas of:
 - I. Proposal 1 - St Paul's Primary School East Calder;
 - II. Proposal 2 - St Ninian's Primary School Dedridge; and
 - III. Proposal 3 - St Mary's Primary School Polbeth
2. The educational benefits of the proposals and how they will make things better; and
3. Information on how you can give your views and take part in the consultation process.

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

Public consultations are necessary when a local authority is proposing to make a change to the school estate and/or the surrounding catchment area. To carry out a public consultation the Council requires to follow the statutory guidance outlined in the Schools (Consultation) (Scotland) Act 2010. With this in mind this document is organised into four sections:

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

Section 2 contains the educational benefits statement and provides an assessment of the effects of the proposals on the children/young people and their families of the affected schools.

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

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

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1.2. BACKGROUND

On 18 January 2011 West Lothian Council Education Executive approved a paper to remove from St Paul's Primary School catchment areas which crossed the boundary with City of Edinburgh Council. As part of the process new maps showing the catchment for St Paul's Primary School were produced. It was not intended at that time to make any alteration to the catchment boundary of St Paul's Primary School within West Lothian.

As a result of this 2011 address, the adoption of new catchment maps inadvertently left a small area of land south of Murieston out with the St Paul's Primary School catchment without including it in the catchment area of any other school.

The proposed 2019 catchment review is intended to address the undernoted anomalies and move a small number of properties (14 in total) that are currently in the St Paul's Primary School catchment area however are associated with Livingston or West Calder as opposed to Mid and East Calder.

Adopting the proposed approach alleviates potential school capacity issues at St Paul's Primary School, St Ninian's Primary School and St Mary's Primary School Polbeth and will better match the areas identified in Sections 1.2.1- 1.2.4 of this report to denominational primary schools and to local community ties.

The table below offers school roll capacity forecasts:

School Roll Forecast from the 2018 Based Forecasts

School	Capacity	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29
St Paul's	171	158	168	184	207	232	256	271	283	291	299	301
St Ninian's	387	268	269	266	264	273	269	272	266	263	258	257
St Mary's	252	133	170	173	183	189	197	205	209	207	202	196

1.2.1 Wellhead and Oakbank

There is an area of agricultural land and Industrial Estate which does not currently have any catchment denominational primary school. There are currently no residential properties in this area although housing development has been proposed for part of the area. It is proposed that the area should become part of St Ninian's Primary School catchment as the area is within the Murieston Community Council area and is associated with Livingston including for non-denominational education where the catchment school is Williamston Primary School.

1.2.2 Balgreen

There are five residential dwellings in the vicinity of Balgreen Farm. They are currently within the catchment of St Paul's Primary School. It is proposed that the area should become part of St Ninian's Primary School catchment as the area is within the Murieston Community Council area and is associated with Livingston, including for non-denominational education where the catchment primary school is Bellsquarry Primary School. No children from the associated properties are currently in either denominational or non-denominational education in West Lothian.

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1.2.3 Burnbank, Blackhall and Linnhouse

There are four residential dwellings in the vicinity of Burnbank, Blackhall and Linnhouse. They are currently within the catchment of St Paul's Primary School. It is proposed that the area should become part of St Mary's Primary School Polbeth catchment as the area is within the West Calder & Harburn Community Council area and is associated with West Calder, including for non-denominational education where the catchment primary school is Parkhead Primary School. The only children living in the associated properties are currently in the non-denominational sector in West Lothian.

1.2.4 Crosswood Reservoir

There are five residential dwellings in the vicinity of Crosswood Reservoir. They are currently within the catchment of St Paul's Primary School. It is proposed that the area should become part of St Mary's Primary School Polbeth catchment as the area is within the West Calder & Harburn Community Council area and is associated with West Calder, including for non-denominational education where the catchment primary school is Parkhead Primary School. No children from the associated properties are currently in either denominational or non-denominational education in West Lothian.

1.2.5 DENOMINATIONAL SECONDARY SCHOOL CATCHMENT AREAS

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

Primary to secondary school alignment for the denominational primary schools detailed in this report are as follows:

- St Paul's Primary School– St Margaret's Academy
- St Ninian's Primary School – St Margaret's Academy
- St Mary's Primary School Polbeth – St Kentigern's Academy

Further to proposed amendments to primary school catchments as detailed in sections 1.2.1 – 1.2.4 of this report it is further proposed to associate each of the identified areas of change to the designated secondary school to ensure all secondary school catchments align with primary school catchments.

1.3. SUMMARY OF PROPOSALS

Proposal 1 – Review admission arrangements as a result of alteration to the current denominational primary school catchment area of St Paul's Primary School.

Proposal 2 – Review admission arrangements as a result of alteration to the current denominational primary school catchment area of St Ninian's Primary School.

Proposal 3 – Review admission arrangements as a result of alteration to the current

West Lothian Council Consultation **2019**

denominational primary school catchment area of St Mary's Primary School Polbeth.

It is proposed to transfer only the specified areas set out in section 1.2 of this report. All other existing catchment area criteria for St Paul's Primary School, St Ninian's Primary School and St Mary's Primary School Polbeth will remain unchanged.

Current and proposed catchment area maps are attached to this report as Appendices 1 and 2.

SECTION TWO

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

2.1.1 EDUCATIONAL BENEFIT STATEMENT

Whilst assessing the educational benefits of the proposals, the undernoted factors are considered:

- **Curriculum For Excellence**

A key educational advantage of the proposals is that St Paul's Primary School, St Ninian's Primary School and St Mary's Primary School Polbeth will continue to be fully equipped to deliver the full breadth of Curriculum for Excellence.

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

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

- Challenge
- Enjoyment
- Breadth
- Progression
- Depth
- Personalisation and Choice
- Coherence
- Relevance

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

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- **Admission**

It is proposed to transfer only the specified areas set out in section 1.2 of this report. All other existing catchment area criteria for St Paul's Primary School, St Ninian's Primary School and St Mary's Primary School will remain unchanged.

Criteria for admission will continue to be in accordance with West Lothian Council's current admission arrangements. [West Lothian Council Primary School Admission Policy](#)

- **School Capacity**

West Lothian Council do not anticipate any impact to the current school capacities at St Paul's Primary School, St Ninian's Primary School and St Mary's Primary School Polbeth as a result of the proposed school catchment alterations.

- **School Management/Staff Teams**

There are no anticipated alterations to existing school management and staffing structures as a result of the proposed changes. All existing staffing facilitations and day to day operations will continue as is.

Any amendments to current staffing at St Paul's Primary School, St Ninian's Primary School and St Mary's Primary School Polbeth will be undertaken in accordance to West Lothian Councils statutory recruitment processes.

- **Class Structure**

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

- **Accommodation**

No alterations to the fabrication of premises both inside and out are required as a result of these proposals. St Paul's Primary School, St Ninian's Primary School and St Mary's Primary School Polbeth will continue to offer internal and external provisions fully equipped to deliver a purposeful and resourceful education facility.

- **School Transport**

There are no anticipated amendments to existing school transport provisions as a result of this proposal. Any requests for school transport provisions will be considered in accordance with West Lothian Council's School Transport Policy. [West Lothian Council Transport Policy Mainstream Schools](#)

- **Primary to Secondary Transition**

St Paul's Primary School and St Ninian's Primary School will continue to be associated primary schools and aligned to St Margaret's Academy with St Mary's Primary School Polbeth continuing to be aligned to St Kentigern's Academy.

Transition programmes currently adopted will be unaffected by the proposed amendment to catchment allocation. The relative establishments will endeavour as always to ensure the primary to secondary transition process will continue to be a seamless and positive experience for those pupils involved.

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

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The school grounds and playground areas at St Paul's Primary School, St Ninian's Primary School and St Mary's Primary School Polbeth will continue to offer ample scope for development of the outdoor classroom. This will have a positive impact on the learning environment for all 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.

Car parking and pupil drop off / uplift areas will continue to ensure safe and efficient traffic flow in. Appropriate car park protocols and risk assessments will be maintained.

- **Breakfast / After School Clubs**

The Breakfast Club at the aforementioned primary schools will continue to provide pupils with a healthy breakfast and offer opportunity to sample and develop preferences for healthy options. A further aim of the Breakfast Club is to establish positive relationships at the start of the school day and improve attitude, behaviours and motivation to learn.

Pupils will be invited to take part in extracurricular activities which usually take place in blocks throughout the school session. These after school clubs are ordinarily led by school staff on a voluntary basis but can, at times, be organised by specialist providers. Participation in these activities promotes and encourages social interaction, confident individuals, effective contributors and responsible citizens.

- **Parental Involvement**

Parents and carers are an integral part of the school community at St Paul's Primary School, St Ninian's Primary School and St Mary's Primary School Polbeth with their ongoing contributions and working partnerships key to the success of the school.

West Lothian Council do not foresee any impact to existing opportunities for parental involvement and engagement as a result of the proposed alterations to school catchment areas.

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

- **Community Links**

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

Existing external links that St Paul's Primary School, St Ninian's Primary School and St Mary's Primary School Polbeth have established will remain with each establishment continuing to have clear and distinct associations within the local community.

- **Benefits for Any Other School Users**

The proposed changes will have no impact on existing external school users. All existing provisions for other school users will continue as a result of the proposed catchment area review.

West Lothian Council Consultation **2019**

SECTION THREE

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

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

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

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

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

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SECTION FOUR

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

In terms of the Schools (Consultation) (Scotland) Act 2010, any proposal to alter the catchment area of a school requires a formal consultation process.

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

The statutory consultees are prescribed as follows:

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

As stated in the terms of the Schools (Consultation) (Scotland) Act 2010 statutory consultation periods should last a minimum of six weeks continuous and incorporate a minimum of 30 school days (excluding school holidays). Therefore the consultation period for this particular proposal will run from Wednesday 30 October 2019 until Tuesday 10 December 2019.

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

A public meeting will be held in respect of the proposals at:

Bellsquarry Village Hall	Thursday 14 November 2019 6.30pm – 8.00pm
--------------------------	-------------------------------------------

West Lothian Council Consultation **2019**

This meeting will give interested parties a formal opportunity to express their views.

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

The Council website will contain information on the consultation. The web address is: www.westlothian.gov.uk/Denominational-Primary-School-Catchment-Review

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

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

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

All responses to be received by no later than 5.00pm on Tuesday 10 December 2019.

Consultation Timeline:

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

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

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

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

West Lothian Council will not make any decisions, or put any changes into effect until the Final Consultation Report has been concluded, published and subsequently presented to the Education Executive in March 2020.

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

West Lothian Council Consultation | 2019

بلدية ويست لوثيان West Lothian ، عرض لإعادة النظر حول مناطق القبول العائدة للمدارس الدينية وهي مدرسة سانت بول
St Paul ومدرسة سانت نينيان St Ninian الابتدائية ومدرسة سانت ماري St Mary الابتدائية في بولبيث Polbeth

إذا رغبت بالحصول على نسخة من هذه الوثيقة ، فيرجى منك الاتصال مع ميلاني لوري MELANIE LAURIE على رقم الهاتف:
01506 281666 وذكر اسمك وعنوانك واللغة التي ترغب بترجمة الوثيقة إليها

西洛錫安議會政府關於對 St Paul's Primary School (圣保羅小學)、St Ninian's Primary School (圣妮妮安小學) 以及 St Mary's Primary School Polbeth (波爾比茲圣瑪麗小學) 的教派小學所覆蓋的區域進行審核的建議

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

বিশেষ ধর্মীয় গোষ্ঠীভুক্ত প্রাইমারী স্কুল, সেন্ট পল'স প্রাইমারী স্কুল, সেন্ট নিনিয়ান'স প্রাইমারী স্কুল এবং পলবেথ-এর সেন্ট মেরীজ প্রাইমারী স্কুলের ক্যাচমেন্ট এরিয়ার পুনর্বিন্যাস করে দেখার জন্য ওয়স্ট লোথিয়ান কাউন্সিল-এর প্রস্তাব।

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

Vestloziānas domes (*West Lothian Council*) priekšlikums pārskatīt konfesionālo pamatskolu – St Paul's pamatskolas, St Ninian's pamatskolas un St Mary's pamatskolas Polbetā (*Polbeth*) mikrorajonus

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

West Lothian Council, propozycja zweryfikowania rejonizacji wyznaniowych szkół podstawowych St Paul's Primary School, St Ninian's Primary School oraz St Mary's Primary School Polbeth

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

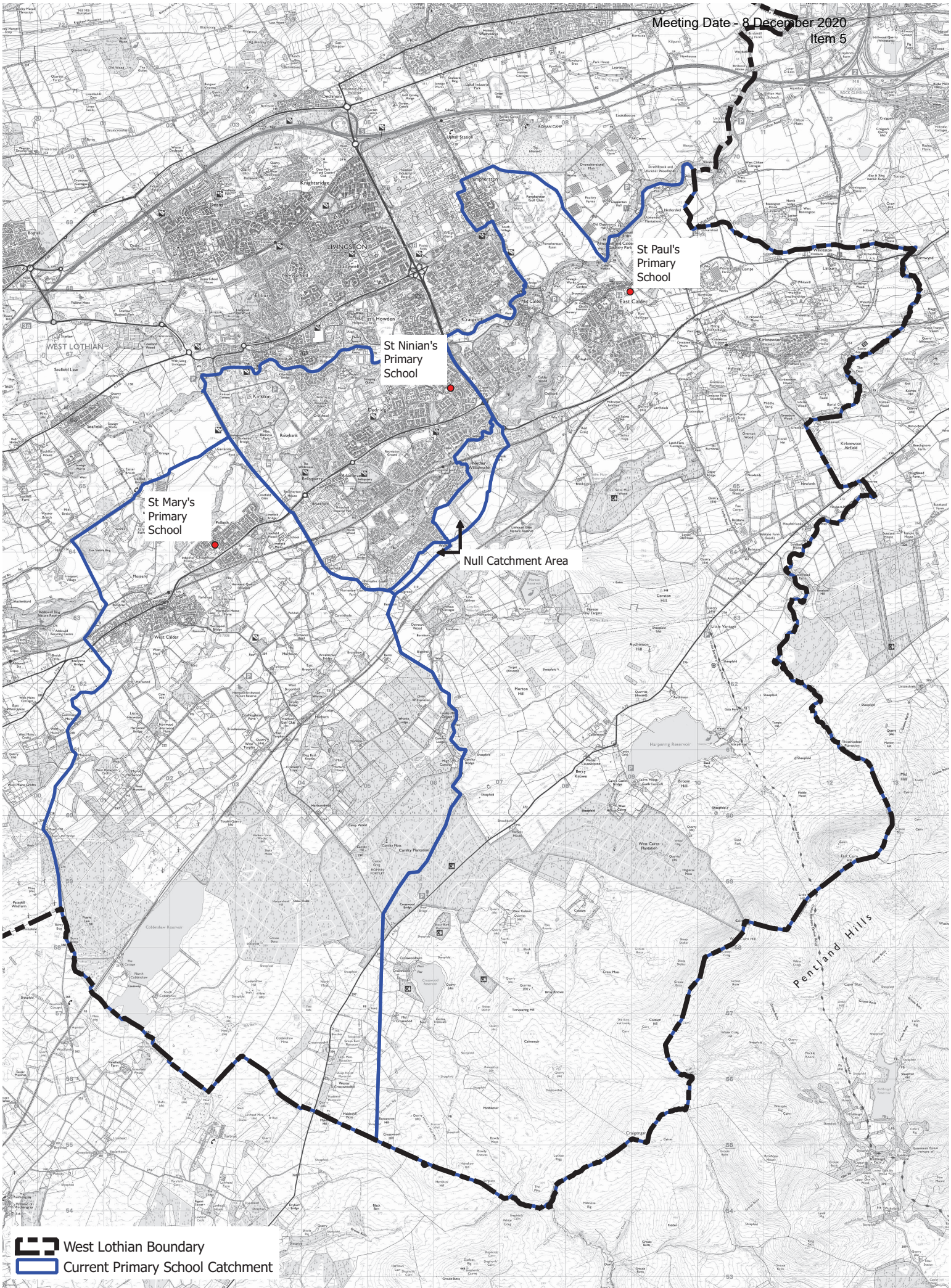
West Lothian Council Consultation | 2019



ویسٹ لوٹھین کونسل، سینٹ پالز پرائمری اسکول، سینٹ نننیز پرائمری اسکول اور سینٹ میریز پرائمری اسکول پولیبتھ پر غیر طبقاتی پرائمری اسکول کیچمنٹ ایریاز کا جائزہ لینے کی تجویز

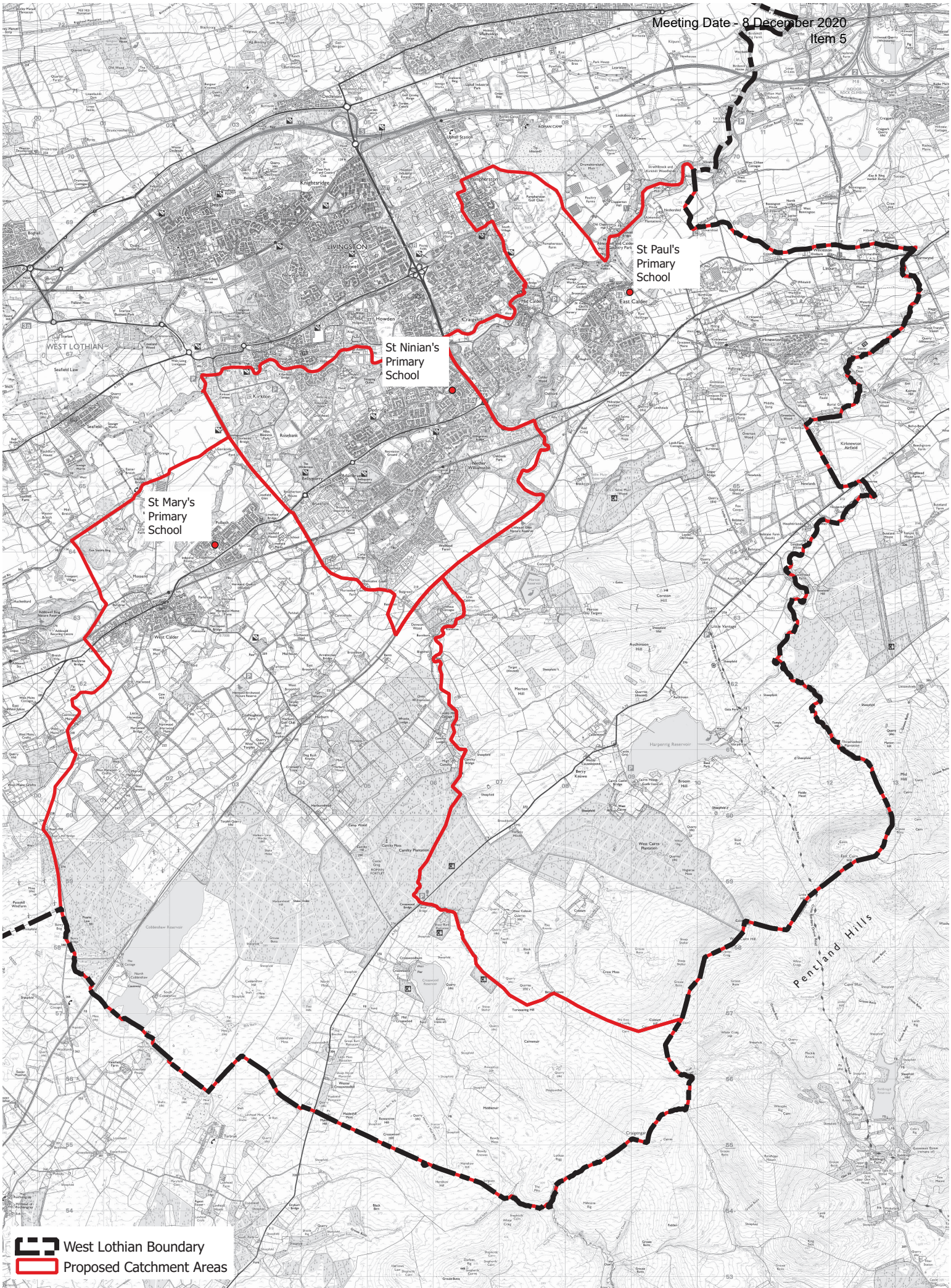
اگر آپ کو اس دستاویز کی ایک نقل چاہیے تو برائے مہربانی 01506 281666 پر میلینی لافری سے رابطہ کریں، اپنا نام پتہ اور اس زبان کے بارے میں بتاتے ہوئے جس میں آپ اس دستاویز کا ترجمہ کروانا چاہتے ہیں



West Lothian savivaldybės siūlymas peržiūrėti denominacinių pradinų mokyklų pasiekiamumo zonas šv. Pauliaus (st Paul), šv. Triniano (st Ninian) ir šv. Marijos (st Mary) pradinėms mokykloms Polbeth'e.

Jeigu norėtumėte šio dokumento kopijos prašome skambinti MELANIE LAURIE telefonu 01506 281666. PATEIKITE SAVO VARDĄ, ADRESĄ IR KALBĄ Į KURIĄ NORĖTUMĖTE, KAD DOKUMENTAS BŪTŲ IŠVERSTAS.



 West Lothian Boundary
 Current Primary School Catchment



 West Lothian Boundary
 Proposed Catchment Areas

**REVIEW OF ADMISSION ARRANGEMENTS AS A RESULT OF ALTERATION TO
THE DENOMINATIONAL PRIMARY SCHOOL CATCHMENT AREAS OF:**

- ST PAUL'S PRIMARY SCHOOL
- ST NINIAN'S PRIMARY SCHOOL; AND
- ST MARY'S PRIMARY SCHOOL POLBETH.

A REPORT OF THE STATUTORY CONSULTATION

Wednesday 30 October to Tuesday 10 December 2019

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1. INTRODUCTION

1.1 PURPOSE OF THE REPORT

The purpose of this report is to give information on:

- West Lothian Council's proposal to review admission arrangements as a result of alteration to the denominational primary school catchment areas of:-
 - St Paul's Primary School, East Calder
 - St Ninian's Primary School, Dedridge
 - St Mary's Primary School, Polbeth
- the Consultation Process
- Consultee Responses
- Notes of Public Meeting

1.2 SUMMARY OF PROPOSAL

West Lothian Council, Education Services proposes to review admission arrangements to:-

- St Paul's Primary School, East Calder
- St Ninian's Primary School, Dedridge
- St Mary's Primary School, Polbeth

1.3 BACKGROUND

This proposal is intended to address anomalies in current catchment areas, specifically:-

- 1) Wellhead and Oakbank - a small area of land south of Murieston with no residential properties which is not currently within any denominational catchment area.
- 2) Balgreen – 5 residential properties currently in the catchment area of St Paul's Primary School, but within the Murieston Community Council area and Bellsquarty Primary School catchment area.
- 3) Burnbank, Blackhall and Linnhouse – 4 residential properties currently in the catchment area of St Paul's Primary School, but within the West Calder and Harburn Community Council area and Parkhead Primary School catchment area.
- 4) Crosswood Reservoir – 5 residential properties currently in the catchment area of St Paul's Primary School, but within the West Calder and Harburn Community Council area and Parkhead Primary School catchment area.

In each case it is intended to associate each of the identified areas of change to the associated secondary school of the new primary school, in order to ensure that all secondary school catchment areas align with primary school catchment areas.

This proposal will address potential school capacity issues at St Paul's Primary School, East Calder, St Ninian's Primary School, Dedridge and St Mary's Primary School, Polbeth, and will better match denominational primary school catchment areas to local community ties

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 March 2020.

Date	Event	Description
29 May 2018	Education Executive Meeting	Meeting to discuss proposal and agree continuation to pre consultation phase
30 October 2019	Start of Statutory Consultation	Beginning of formal public consultation (min 6 continuous weeks consultation period including min of 30 school days)
14 November 2019	Public Meetings	Public Meetings to discuss proposal
13 December 2019	End of Consultation	End of Public Consultation
20 December 2019	Submit report to Education Scotland	West Lothian Council Education Services relays report on proposal and consultation findings to Education Scotland
25 February 2020	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
3 March 2020	Publication of final consultation report	A minimum of three weeks after publication of consultation report Authority will make final decision
24 March 2020	Education Executive Meeting	Decision made

1.5 CONSULTEES

In terms of the Schools (Consultation) (Scotland) Act 2010, any proposal to make amendments to the school estate in this case, relocation of a school, requires a formal consultation.

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 relocate an education establishment 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

1.6 CONSULTATION PROCESS

The consultation period incorporated a period of 30 school days (excluding any school holiday) from **Wednesday 30 October to Tuesday 10 December 2019**. 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
- 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 conducted at Bellsquarry Community Hall, Livingston, on Thursday 14 November 2019. Council officers outlined the key elements of the proposal to review admission arrangements and answered question from meeting attendees. Comprehensive minutes of the public meetings are detailed in Section 3 of this report.

During the consultation period views on the 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

All interested parties were invited to submit their comments by close of business Tuesday 10 December 2019.

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 meetings.

2.1 RESPONSES RECEIVED

2.1.1. Email Responses:

There were no individual electronic responses received.

2.1.2 St Paul's Primary School Pupil Council

St Paul's Primary School Pupil Council 7 November 2019 –

8 pupils in attendance

West Lothian Council Education Services Consultation on review of Denominational Primary School Catchment Areas has been issued.

We discussed the proposed changes to catchment areas. Our pupils felt the changes described did not really affect them and therefore they were happy with the proposals. They raised concern that their local cluster catchment school would change but were happy to know that both St Paul's and St Ninian's Primary would still attend St Margaret's. The pupils commented that they were aware there would be local changes in the near future as they are aware a new school is being built at Calderwood and that many of them leave within this development. They are also aware that our own school is growing as we no longer have a GP room as it is needed as a classroom.

Response By West Lothian Council

Only a very small number of residential properties, as detailed in the consultation document, would experience any change to catchment arrangements. No current residents are affected by the change. Primary-Secondary associations are not affected by the proposal, and St Paul's Primary School remains associated with St Margaret's Academy.

3 NOTES OF PUBLIC MEETING

3.1 Bellsquarry Community Hall:

WEST LOTHIAN COUNCIL

PROPOSAL TO REVIEW ADMISSION ARRANGEMENTS ARISING FROM SCHOOL CATCHMENT AREA VARIATIONS AT ST PAUL'S PRIMARY SCHOOL EAST CALDER, ST NINIAN'S PRIMARY SCHOOL DEDRIDGE AND ST MARY'S PRIMARY SCHOOL POLBETH

MINUTES OF STATUTORY CONSULTATION MEETING BELLSQUARRY COMMUNITY HALL THURSDAY 14 NOVEMBER 2019, 6.30pm

Present:

In attendance from West Lothian Council:

Cllr Lawrence Fitzpatrick, Depute Executive Councillor for Education
James Cameron, Head of Education
Catherine Campbell, Education Officer
Andrew Cotton, Senior Education Planning Officer

Meeting Attendees:

2 parent council members, 3 Head Teachers, 2 Teachers.

Introductions and Overview

Aims of Statutory Consultation Exercise:

- Formal consultation required in accordance with Schools (Consultation)(Scotland) Act 2010
- Information sharing opportunity – details the specifics and the reasoning behind the proposal
- Opportunity to capture the views of consultees
- Invaluable research approach

Summary of Proposal:

- Proposal to Review Admission Arrangements arising from School Catchment Area Variations at St Paul's Primary School East Calder, St Ninian's Primary School Dedridge and St Mary's Primary School Polbeth

Rationale:

- West Lothian Council obligation to meet demands of housing developments in the area
- Ensure all areas of West Lothian have a denominational primary school catchment.

- West Lothian Council ongoing commitment to providing quality and long term sustainable educational provisions for all pupils

Group Discussion

Cllr Lawrence Fitzpatrick opened the floor for discussion:

Question / Comment:

Are any existing children affected?

Response:

No children live in the Wellheads Farm area as development is just commencing. The other areas with minor changes do not have any children living there.

Question / Comment:

Do the proposed changes reflect Community Council boundaries?

Response:

Yes, the changes better reflect community ties by following community council boundaries.

Question / Comment:

What would happen if changes do not take place and people move into Wellheads Farm?

Response:

We would likely treat St Ninian's as their catchment denominational school as it is the closest geographically to the development site but would also give priority admission to St Paul's denominational primary if an application is supported by a RC baptismal certificate.

Question / Comment:

Can St Ninian's accommodate the children from the Wellheads Farm development?

Response:

Yes there is sufficient capacity.

Next Steps

- Collate and review feedback received during Statutory Consultation period
- December 2020 - West Lothian Council submit report on findings of Public Consultation to Education Scotland for review
- February 2020 - West Lothian Council prepare and publish final Consultation Paper
- March 2020 - West Lothian Council Education Executive meet to review the final Consultation Paper and make final decision on proposal

Close

Cllr Fitzpatrick concluded the meeting by thanking attendees for their attendance and participation in discussions.

4. ANALYSIS OF CONSULTATION RESPONSES

Pupils at St Paul's Primary School did not feel that the proposals affected them significantly but were happy with the proposals and that their associated secondary school would still be St Margaret's Academy. The concern that catchment would change affected only a very small number of residential properties, as detailed in the consultation document, and no current residents are affected by the change.

Attendees at the Statutory Consultation meeting sought and received clarification of a number of points.

No expression of opposition to the proposal was received during the statutory consultation.

Contact: James Cameron

Tel 01506 281680

E-mail: james.cameron@westlothian.gov.uk

30 October 2019

Dear Consultee

West Lothian Council Education Services Proposal to Review Denominational Primary School Catchment Areas

West Lothian Council's Education Executive at its meeting on 29 May 2018, authorised Education Services to commence statutory consultation on the proposal to review admission arrangements arising from proposed variations to the school catchment areas at:

- St Paul's Primary School
- St Ninian's Primary School; and
- St Mary's Primary School Polbeth

The consultation document outlining the proposal is available online from 30 October 2019 on the following webpage: www.westlothian.gov.uk/Denominational-Primary-School-Catchment-Review

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 30 October 2019 to 5pm on 10 December 2019.

A public meeting to discuss the consultation document will be held at Bellsquarry Village Hall on Thursday 14 November 2019 at 6.30pm-8.00pm.

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

For written representations to be considered they must be received no later than 5pm on Tuesday 10 December 2019.

A decision on the proposal is planned to be made in March 2020 by the Council's Education Executive. This decision will be based on feedback received from all stakeholders through written responses and through information gathered from public meetings. Feedback received from Education Scotland will also be offered due regard.

Yours sincerely

A handwritten signature in black ink that reads "James Cameron". The signature is written in a cursive style with a large initial 'J'.

James Cameron

Head of Education (Learning, Policy and Resources)

Schools (Consultation) (Scotland) Act 2010

Report by Education Scotland addressing educational aspects of the proposal by West Lothian Council to review admission arrangements for St Paul's Primary School, St Ninian's Primary School and St Mary's Primary School Polbeth.

December 2019

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 review admission arrangements for St Paul's Primary School, St Ninian's Primary School and St Mary's Primary School Polbeth. 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 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.

1.2 HM Inspectors considered:

- the likely effects of the proposal for children and young people of the schools; 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 sites of St Paul's Primary School, St Ninian's Primary School and St Mary's Primary School Polbeth, 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 undertook the consultation between 30 October 2019 and 10 December 2019. A public meeting held at Bellsquarry Village Hall on 14 November 2019 was attended by two parents and five members of staff from the affected schools. Children at the three schools affected were given the opportunity to discuss the proposal and provide their views. The council received no written responses to its consultation.

2.3 West Lothian Council's proposal is of potential educational benefit. The council proposes to change the catchment areas of the three schools to address some anomalies to existing denominational primary school zones. None of the four geographical areas listed as affected by the proposal currently have children attending denominational primary schools. The council's

proposal will ensure the Wellhead and Oakbank area which currently has no denominational primary school catchment area is appropriately zoned. The effect of its proposal on schools is minor with no significant impact on learning, staffing, transport or school accommodation. The main benefits arising from the council's proposal is that anomalies in denominational primary school catchment areas will be addressed, families moving into the areas affected in future will have clarity on their denominational primary school zones and that the schools affected could have potentially better links with their local communities.

2.4 The council has provided school roll forecast information but it is not wholly clear that these forecasts take full account of the proposed new housing developments referred to in its proposal document. The council will need to clarify this in its final proposal paper. The council's school roll forecast for St Paul's Primary School shows that its roll will exceed the school's capacity by 2020-21 and continue to grow. It would be helpful for stakeholders if the council could make reference to its separate plans to address the increase in St Paul's Primary School roll in its final proposal paper.

2.5 Staff, parents and children from all three schools who spoke with HM Inspectors supported the council's proposal. They thought the proposed school catchment areas made sense and had no concerns. Children were reassured that there would be no change to the secondary school they would move to at the end of P7.

2.6 Representatives of the Roman Catholic Church saw merit in the council's proposal and agreed that it would result in clearer school catchment areas.

3. Summary

West Lothian Council's proposal is of potential educational benefit. It will remove anomalies in existing catchment areas for denominational primary schools. In its final paper, the council should clarify that its school roll forecasts take full account of proposed new housing developments. It should make reference to its separate plans to address the increase in the school roll at St Paul's Primary School.

**HM Inspectors
December 2019**

DATA LABEL: PUBLIC



EDUCATION EXECUTIVE

PROPOSAL TO VARY ADMISSION ARRANGEMENTS BY ALTERING THE CATCHMENT AREAS OF POLKEMMET PRIMARY SCHOOL, CROFTMALLOCH PRIMARY SCHOOL; AND GREENRIGG PRIMARY SCHOOL.

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

A. PURPOSE OF REPORT

To seek Education Executive approval, following formal public consultation, of the proposal to vary admission arrangements by altering the catchment areas of the following non-denominational primary schools:-

- Polkemmet Primary School
- Croftmalloch Primary School
- Greenrigg Primary School.

To present to Education Executive with details of the outcome of the formal consultation, and the comments of Education Scotland (HMle) on the consultation.

B. RECOMMENDATION

It is recommended that Education Executive:-

1. Approves the proposal to vary admission arrangements by altering the catchment areas of the following non-denominational primary schools:-
 - Polkemmet Primary School
 - Croftmalloch Primary School
 - Greenrigg Primary School.
2. Notes the outcome of the formal consultation, and the comments of Education Scotland (HMle) on the consultation.

C. SUMMARY OF IMPLICATIONS

I	Council Values	Focusing on our customers' needs; being honest, open and accountable; making best use of our resources; working in partnership.
II	Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	The consultation does not change any existing policies. Legal.

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 school provision and catchment area arrangements in the context of the West Lothian Local Development Plan.

III	Implications for Scheme of Delegations to Officers	None.
IV	Impact on performance and performance Indicators	None.
V	Relevance to Single Outcome Agreement	<p>We are better educated and have access to increased and better quality learning and employment opportunities.</p> <p>Our economy is diverse and dynamic, and West Lothian is an attractive place for doing business.</p>
VI	Resources - (Financial, Staffing and Property)	Approved financial resources will meet obligations for printing and postage, costs associated with public meetings, for advertisements for the public meetings and for dedicated staff time required for the process.
VII	Consideration at PDSP	26 March 2019
VIII	Other consultations	<p>Finance and Property Services, Operational Services, Planning Economic Development and Regeneration Services, Legal Services.</p> <p>Formal consultation involved Parent Councils, parents/carers, pupils, staff and trade unions at affected schools. Community Councils within the catchment areas of the affected schools were also consulted.</p>

D. TERMS OF REPORT

D1. Background to Consultation Proposal

The Heartlands site is a major development with more than 2,500 new houses planned in the West Lothian Local Development Plan. Almost the entire site is currently located within Greenrigg Primary School catchment area which does not have the capacity to accommodate children from all the new houses and does not reflect the location of Heartlands as part of the Whitburn community.

The proposal would move 443 residential properties from the Greenrigg Primary School catchment area to the Polkemmet Primary School catchment area. It is also proposed to transfer 13 existing residential properties and a large area of the

proposed Heartlands development to the Croftmalloch Primary School catchment area.

A copy of the Consultation Document is appended to this report as Appendix 1.

D2. Consultation Process

The consultation period incorporated a period of 30 school days (excluding any school holiday) from Wednesday 30 October to Tuesday 10 December 2019.

The Education Service proposal information was available as follows:-

- West Lothian Council Website
- 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

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 public meeting was conducted at Polkemmet Primary School, Whitburn, on Wednesday 13 November 2019. Council officers outlined the key elements of the proposal to vary admission arrangements and answered questions from meeting attendees.

During the consultation period views on the proposal were welcomed in writing.

D3. Outcome of Consultation

No written responses were received. One e-mail response sought clarification on whether pupils already attending Greenrigg Primary School would be required to change school, and was reassured that they would not.

The four parents who attended the Statutory Consultation Meeting sought clarification of various aspects of it.

No expression of opposition to the proposal was received during the statutory consultation.

A copy of the Council's Report of the statutory consultation is appended to this report as Appendix 2.

D4. Comments of Education Scotland (HMle) on the Consultation

Education Scotland has written a report on West Lothian Council's proposal to vary admission arrangements by altering the catchment areas of the following non-denominational primary schools:-

- Polkemmet Primary School
- Croftmalloch Primary School
- Greenrigg Primary School.

Education Scotland agrees that the council's proposal provides a strong case for its proposal to vary admission arrangements by altering the catchment areas of Polkemmet Primary, Croftmalloch Primary and Greenrigg Primary Schools. The council outlines the associated educational benefits. HM Inspectors endorse this view. All children, parents and school staff who met with HM Inspectors were supportive of the proposal. The council's proposal, should it proceed, will see improved alignment of localities to school catchment areas. This forward planning will assist the authority in managing the rolls in all affected schools.

The full Education Scotland report is appended to this report as Appendix 3.

E. CONCLUSION

The Heartlands site is a major development with more than 2,500 new houses planned in the West Lothian Local Development Plan. Almost the entire site is currently located within Greenrigg Primary School catchment area which does not have the capacity to accommodate children from all the new houses and does not reflect the location of Heartlands as part of the Whitburn community.

The proposal would move 443 residential properties from the Greenrigg Primary School catchment area to the Polkemmet Primary School catchment area. It is also proposed to transfer 13 existing residential properties and a large area of the proposed Heartlands development to the Croftmalloch Primary School catchment area.

The outcome of the consultation process was that those participating supported the proposal.

Education Scotland agrees that the proposal, should it be approved, will bring educational benefit to the children at the three primary schools.

F. BACKGROUND REFERENCES

Schools (Consultation)(Scotland) Act 2010

Education Executive report 29 May 2018

Appendices/Attachments:

Appendix 1 - Consultation Document

Appendix 2 - Report of the Statutory Consultation

Appendix 3 - Education Scotland (HMIE) Report

Contact: Andrew Sneddon, Service Manager – Learning Policy and Performance

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

Date of meeting: 8 December 2020

DATA LABEL: PUBLIC

**EDUCATION SERVICES
CONSULTATION DOCUMENT
OCTOBER 2019**

**PROPOSALS TO VARY ADMISSION
ARRANGEMENTS BY ALTERING THE CATCHMENT
AREAS OF:**

- **POLKEMMET PRIMARY SCHOOL**
- **CROFTMALLOCH PRIMARY SCHOOL; AND**
- **GREENRIGG PRIMARY SCHOOL**

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SECTION 4

4.1 Consultation Process: How To Have Your Say

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- Appendix 6 - Proposed Croftmalloch Primary School Catchment Area Map
- Appendix 7 - Heartlands Proposed Areas of Change

SECTION ONE

This section introduces the reason for the consultation. It provides information about why West Lothian Council is proposing to review the non-denominational primary school catchment areas at Polkemmet Primary School, Croftmalloch Primary School and Greenrigg Primary School.

1.1 PURPOSE OF THE DOCUMENT

The purpose of this document is to advise on:

1. West Lothian Council proposals to vary admission arrangements by altering the catchment areas of the following non-denominational primary schools:
 - I. Proposal 1 - Polkemmet Primary School
 - II. Proposal 2 - Croftmalloch Primary School; and
 - III. Proposal 3 - Greenrigg Primary School
2. The educational benefits of these proposals and how they will make things better; and
3. Information on how you can give your views and take part in the consultation process.

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

Public consultations are necessary when a local authority is proposing to make a change to the school estate including variation to admission arrangements by altering school catchment areas. To carry out a public consultation West Lothian Council requires to follow the statutory guidance outlined in the Schools (Consultation) (Scotland) Act 2010. With this in mind this document is organised into three sections:

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

Section 2 contains the educational benefits statement and provides an assessment of the effects of the proposals on the children/young people and their families at the affected schools.

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

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

West Lothian Council Consultation **2019**

1.2. BACKGROUND

The Heartlands site is a major development with more than 2,500 new houses planned in the West Lothian Local Development Plan. At present, almost the entire site is located within Greenrigg Primary School catchment area which does not have the capacity to accommodate children from all the new houses and does not reflect the location of Heartlands as part of the Whitburn community.

The proposed revised admission arrangements affect 443 properties that are currently in the Greenrigg Primary School catchment. In the proposed arrangement these properties would be in the Polkemmet Primary School catchment. 427 of these are new build properties constructed as part of the Heartlands development. 16 are older properties in the Cultsykefoot and Polkemmet Country Park areas.

Only 9 out of 37 primary aged children within the area affected by the Greenrigg/Polkemmet revised arrangement currently attend Greenrigg Primary School.

In order to balance demand across the Whitburn primary non-denominational school estate it is also proposed to expand the catchment area at Croftmalloch Primary School.

The proposed revised admission arrangements affect 13 existing properties and a large area of the proposed Heartlands development that are currently in the Polkemmet Primary School catchment. In the proposed arrangement these properties would be in the Croftmalloch Primary School catchment.

There are no children in the area affected by the revised Polkemmet/Croftmalloch arrangement attending West Lothian Schools.

There are no anticipated alterations to the existing capacities at Polkemmet Primary School, Croftmalloch Primary School and Greenrigg Primary School as a result of these proposals.

The tables below offer school roll predictions, details of which are taken from the 2018 based forecasts:

Polkemmet Primary School:

Capacity	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29
306	144	146	157	165	166	162	158	155	153	145	142

Croftmalloch Primary School:

Capacity	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29
387	185	173	172	167	159	148	135	140	139	132	126

Greenrigg Primary School:

Capacity	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29
171	118	121	124	130	135	141	150	163	177	188	207

West Lothian Council Consultation **2019**

Current and proposed school catchment area maps are attached to this report as Appendices 1-7.

1.2.1 NON-DENOMINATIONAL SECONDARY SCHOOL CATCHMENT AREAS

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

All of the non-denominational primary schools detailed in this report have a primary to secondary school association and are in the catchment of Whitburn Academy.

Further to proposed amendments to primary school catchments as detailed in sections 1.2 of this report it is further proposed to associate the identified areas of change to the designated secondary school to ensure all secondary school catchments align with primary school catchments.

1.3. SUMMARY OF PROPOSALS

West Lothian Council Education Services proposal to vary admission arrangements by altering the non-denominational primary school catchment areas of:

- Proposal 1 - Polkemmet Primary School
- Proposal 2 - Croftmalloch Primary School
- Proposal 3 - Greenrigg Primary School

SECTION TWO

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

2.1 EDUCATIONAL BENEFIT STATEMENT

Whilst assessing the educational benefits of these proposals, the undernoted factors are considered:

- **Curriculum For Excellence**

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

The national guidance from Education Scotland encourages education authorities to ensure that curricular provisions offer opportunities for learners to achieve across all curricular areas and develop skills, attributes and capabilities through courses aligned with the key principles of Curriculum for Excellence: challenge and enjoyment, breadth, progression, depth, personalisation and choice, coherence and relevance.

West Lothian Council Consultation **2019**

A key educational advantage of the proposals is that Polkemmet Primary School, Croftmalloch Primary School and Greenrigg Primary School will continue to be fully equipped to deliver the full breadth of Curriculum for Excellence.

The continued engagement of creative teaching and learning approaches in viable and sustainable school establishments will broaden scope for attainment and achievement and maintain a positive ethos for staff and pupils alike.

- **Admission Arrangements**

Variations to existing admission arrangements at Polkemmet Primary School, Croftmalloch Primary School and Greenrigg Primary School are anticipated as a result of the proposed alterations to school catchment areas, details of which are highlighted in Section 1.2 of this report and are shown in Appendices 1-7.

All criteria for admission will be in accordance with West Lothian Council's Admission Arrangements Policy. [West Lothian Council Primary School Admission Policy](#)

- **School Management/Staff Teams**

The proposals do not foresee any amendment to current school management structures. All existing staffing facilitations and day to day operations within Polkemmet Primary School, Croftmalloch Primary School and Greenrigg Primary School will continue as is.

Any amendments to current staffing will be undertaken in accordance to West Lothian Council's statutory recruitment processes.

- **School Transport**

There are no anticipated amendments to existing school transport provisions as a result of the proposals. Any requests for school transport provisions will be considered in accordance with West Lothian Council's School Transport Policy. [West Lothian Council Mainstream School Transport Policy](#)

- **Primary to Secondary Transition**

Polkemmet Primary School, Croftmalloch Primary School and Greenrigg Primary School will continue to be associated primary schools and aligned to Whitburn Academy. Transition programmes currently adopted will be unaffected by the proposed amendment to catchment allocation. The relative establishments will endeavour as always to ensure the primary to secondary transition process will continue to be a seamless and positive experience for those pupils involved.

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

The school grounds and playground areas at each of the aforementioned schools will continue to offer ample scope for development of the outdoor classroom. This will have a positive impact on the learning environment for all 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.

Car parking and pupil drop off / uplift areas will continue to ensure safe and efficient traffic flow in. Appropriate car park protocols and risk assessments will be maintained.

- **Breakfast / After School Clubs**

West Lothian Council Consultation **2019**

Breakfast clubs at Polkemmet Primary School, Croftmalloch Primary School and Greenrigg Primary School will continue to provide pupils with a healthy breakfast and offer opportunity to sample and develop preferences for healthy options.

A key aim of offering breakfast club facilities is to establish positive relationships at the start of the school day and improve attitude, behaviours and motivation to learn.

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

- **Parental Involvement**

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

West Lothian Council do not foresee any impact to existing opportunities for parental involvement and engagement at Polkemmet Primary School, Croftmalloch Primary School and Greenrigg Primary School as a result of the proposals.

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

- **Community Links**

All external links that each of the aforementioned schools has established will remain with each school continuing to have clear and distinct associations within the local community.

Community interaction provides pupils with valuable life and interpersonal skills and promotes acknowledgement and respect for the local area.

- **Benefits for Any Other School Users**

The proposed changes will have no impact on existing external school users. All existing provisions will remain.

SECTION THREE

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

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

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

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

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

SECTION FOUR

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

THE CONSULTATION PROCESS - HOW TO HAVE YOUR SAY

In terms of the Schools (Consultation) (Scotland) Act 2010, any proposal to vary admission arrangements by varying the catchment area of a school requires a formal consultation process.

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

The statutory consultees are prescribed as follows:

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

West Lothian Council Consultation **2019**

Church, Denominational Body or Scottish Hierarchy of the Roman Catholic Church.

As stated in the terms of the Schools (Consultation) (Scotland) Act 2010 statutory consultation periods should last a minimum of six weeks continuous and incorporate a minimum of 30 school days (excluding school holidays). Therefore the consultation period for these particular proposals will run from Wednesday 30 October 2019 until Tuesday 10 December 2019.

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

A public meeting will be held in respect of the proposals at Polkemmet Primary School Whitburn on Wednesday 13 November 2019, 6.30pm-8.00pm.

This meeting will give interested parties a formal opportunity to express their views.

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

The Council website contains information on the consultation. The web address is: www.westlothian.gov.uk/Primary-School-Catchment-Review-Whitburn-Greenrigg

During the consultation period any views on the proposals should be sent in writing to:

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

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

All responses to be received by no later than 5.00pm Tuesday 10 December 2019.

Consultation Timeline:

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

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

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

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

West Lothian Council will not make any decisions, or put any changes into effect until the final Consultation Report has been concluded, published and subsequently presented to the Education Executive in March 2020.

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

West Lothian Council Consultation **2019**

Propozycja samorządu lokalnego West Lothian Council dotycząca poddania przeglądowi obszarów rejonizacji następujących bezwyznaniowych szkół podstawowych: Polkemmet Primary School, Croftmalloch Primary School and Greenrigg Primary School

Jeżeli wymagana jest kopia powyższego dokumentu prosimy o telefon do MELANIE LAURIE 01506 281666 PODAJĄC IMIĘ I NAZWISKO INTERESANTA I WYMAGANY JĘZYK TŁUMACZENIA

西洛錫安市政委員會關於審查 Polkemmet 小學、Croftmalloch 小學和 Greenrigg 小學的非宗派小學劃片區域提案

若您欲索取一份本文件的副本，請致電MELANIE LAURIE 01506 281666。請給出您的姓名地址和文件所需譯成的語種

West Lothian 议会，提议审查非教派小学Polkemmet小学， Croftmalloch小学和Greenrigg小学所接受学生的区域。

如果您想要一份本文件的副本，请致电MELANIE LAURIE 01506 281666。留下您的姓名地址和您所需要文件被翻译成的语言。

ویسٹ لوٹھین کونسل، پولکیمیٹ پرائمری اسکول، کروفٹ میلوخ پرائمری اسکول اور گرینرگ پرائمری اسکول پر غیر طبقاتی پرائمری اسکول کیجمنٹ ایریاز کا جائزہ لینے کی تجویز

اگر آپ کو اس دستاویز کی ایک نقل چاہیے تو براہ مہربانی 01506 281666 پر میلینی لاوری سے رابطہ کریں، اپنا نام پتہ اور اس زبان کے بارے میں بتاتے ہوئے جس میں آپ اس دستاویز کا ترجمہ کروانا چاہتے ہیں

بلدیہ ویسٹ لوٹھین West Lothian ، عرض لإعادة النظر حول مناطق القبول العائدة للمدارس غير الدينية وهي مدرسة بولکیمیٹ Polkemmet الابتدائية ومدرسة کروفٹمولوک Croftmalloch الابتدائية ومدرسة جرينرگ Greenrigg الابتدائية.

إذا رغبت الحصول على نسخة من هذه الوثيقة ، فيرجى منك الاتصال مع ميلاني لوري MELANIE LAURIE على رقم الهاتف: 01506 281666 وذكر اسمك وعنوانك واللغة التي ترغب بترجمة الوثيقة إليها

West Lothian Council Consultation **2019**

ওয়েস্ট লোথিয়ান কাউন্সিল - পল্‌কীমটে (**Polkemmet**) প্রাইমারি স্কুল, ক্রফটমাল্লোচ (**Croftmalloch**) প্রাইমারি স্কুল এবং গ্রীণরীগ (**Greenrigg**) প্রাইমারি স্কুলগুলোর ক্ষেত্রে ধর্ম নিরপেক্ষ ও অসম্প্রদায়ভিত্তিক প্রাইমারি স্কুল ক্যাচমেন্ট এলাকাগুলো (শিক্ষার্থী গ্রহণ সীমানা) পর্যালোচনা করার প্রস্তাব।


যদি আপনি এই দলিলটির একটি কপি পতে চান, তাহলে অনুগ্রহ করে **01506 281666** নম্বরে ম্যালানী লোওরীকে (**MELANIE LAURIE**) ফোন করুন। উনাকে আপনার নাম, ঠিকানা দিন এবং কোন ভাষায় দলিলটি অনুবাদ আকারে পতে চান তা বলুন।

West Lothian savivaldybės siūlymas peržiūrėti nedominacinių pradinųjų mokyklų pasiekiamumo zonas Polkemmet, Croftmalloch ir Greenrigg pradinėms mokykloms.

Jei norėtumėte šio dokumento kopijos prašome skambinti MELANIE LAURIE telefonu 01506 281666. PATEIKITE SAVO VARDĄ, ADRESĄ IR KALBĄ J KURIA NORĖTUMĖTE, KAD DOKUMENTAS BŪTŲ IŠVERSTAS.

Vestloziānas domes (*West Lothian Council*) priekšlikums pārskatīt nekonfesionālo pamatskolu – Polkemmet pamatskolas, Croftmalloch pamatskolas un Greenrigg pamatskolas mikrorajonus

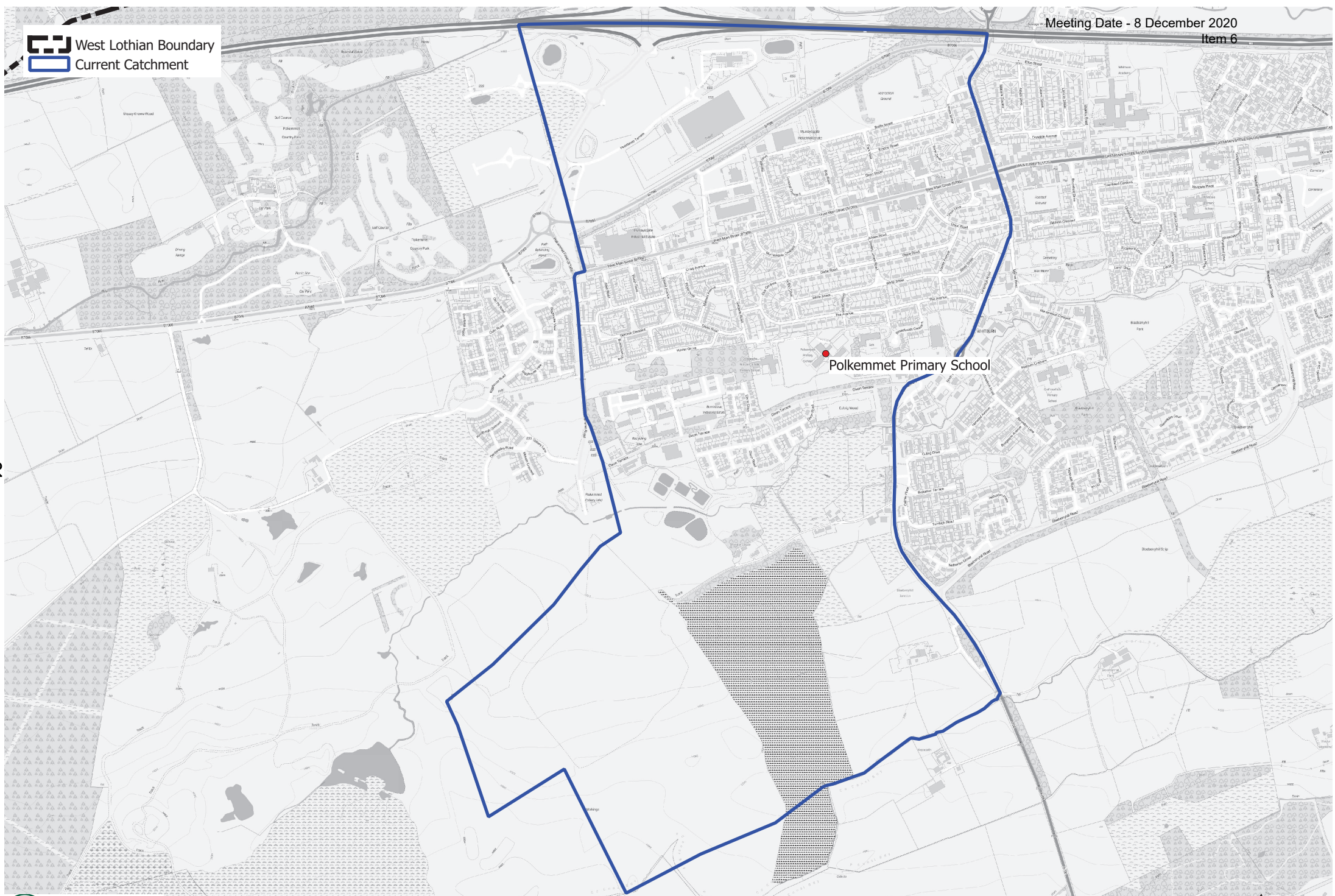
Ja jūs vēlaties saņemt šī dokumenta eksemplāru, lūdzam zvanīt MELANIE LAURIE uz 01506 281666. JUMS JĀNORĀDA JŪSU VĀRDS, UZVĀRDS UN ADRESE, KĀ ARĪ VALODA, KURĀ JŪS VĒLATIES ŠO DOKUMENTU SAŅEMT

 West Lothian Boundary
 Current Catchment

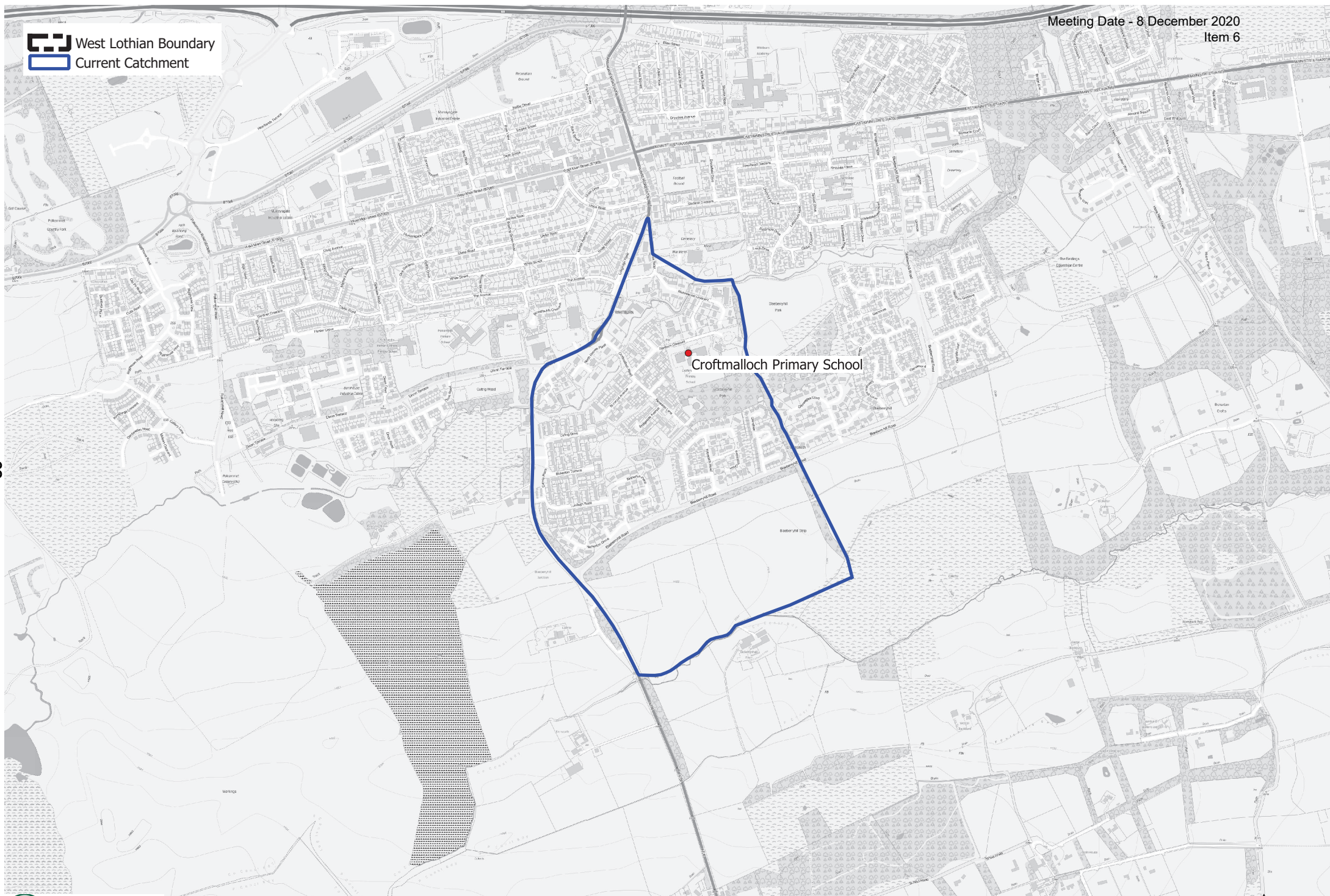
Greenrigg Primary School

Current Greenrigg Primary School Catchment Area

West Lothian Boundary
Current Catchment



Polkemmet Primary School



Croftmalloch Primary School

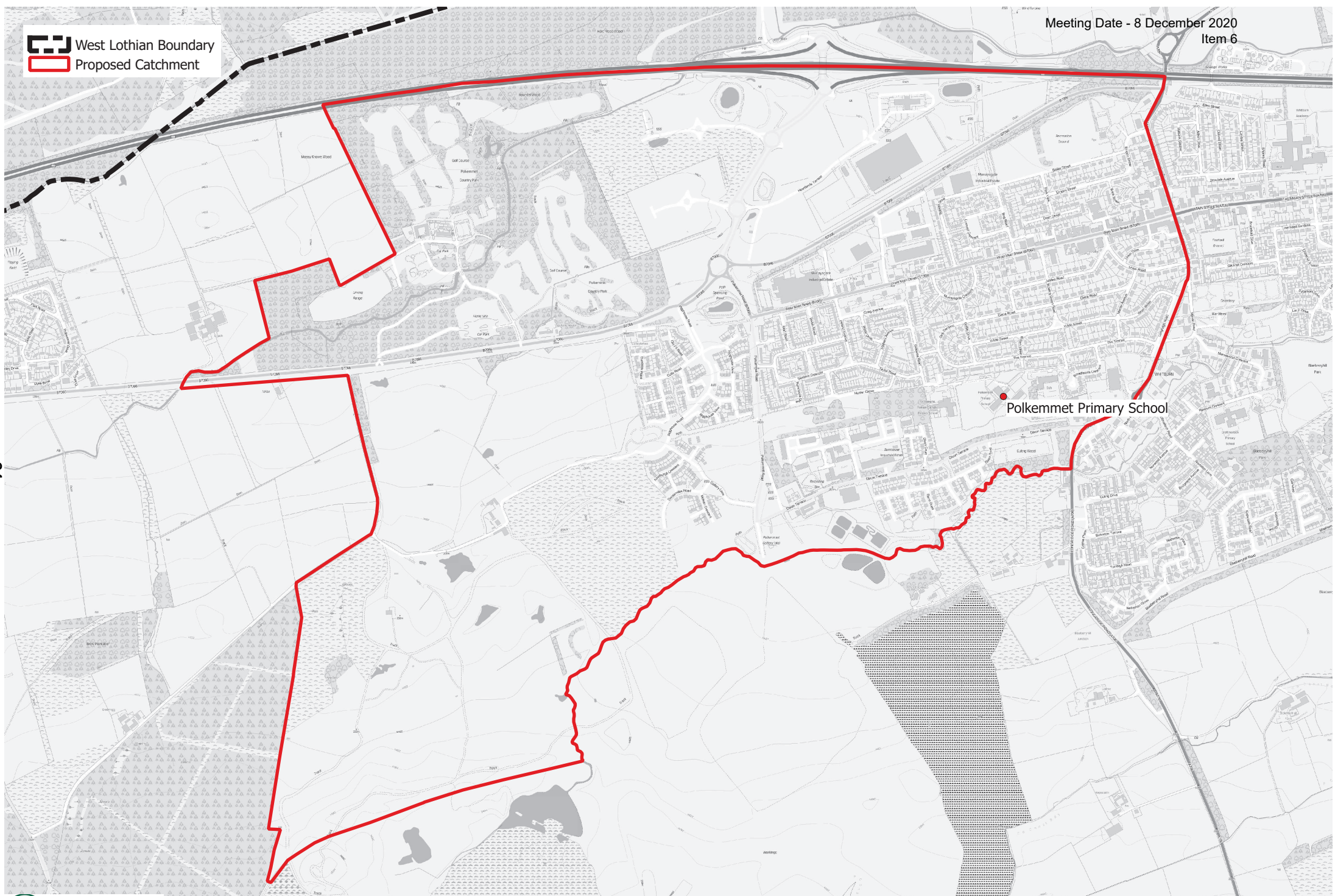
Current Croftmalloch Primary School Catchment Area

 West Lothian Boundary
 Proposed Catchment

Greenrigg Primary School

Proposed Geenrigg Primary School Catchment Area

 West Lothian Boundary
 Proposed Catchment



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 West Lothian Boundary
 Proposed Catchment

Meeting Date - 8 December 2020
Item 6

Croftmalloch Primary School

Proposed Croftmalloch Primary School Catchment Area

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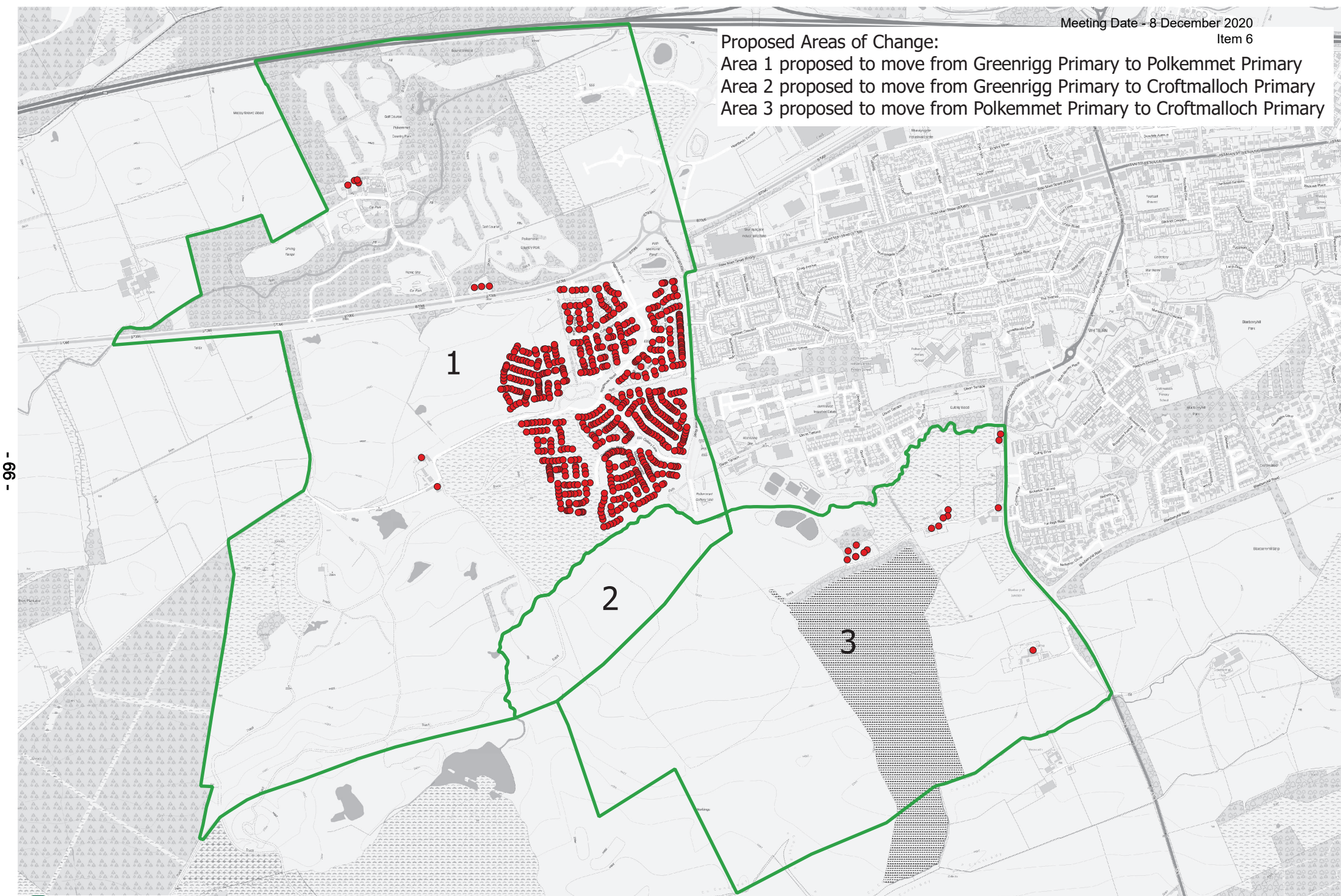
Proposed Areas of Change:

Area 1 proposed to move from Greenrigg Primary to Polkemmet Primary

Area 2 proposed to move from Greenrigg Primary to Croftmalloch Primary

Area 3 proposed to move from Polkemmet Primary to Croftmalloch Primary

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Heartlands proposed areas of change



**PROPOSAL TO VARY ADMISSION ARRANGEMENTS BY ALTERING THE
CATCHMENT AREAS OF:**

- **POLKEMMET PRIMARY SCHOOL**
- **CROFTMALLOCH PRIMARY SCHOOL; AND**
- **GREENRIGG PRIMARY SCHOOL.**

A REPORT OF THE STATUTORY CONSULTATION

Wednesday 30 October to Tuesday 10 December 2019

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1. INTRODUCTION

1.1 PURPOSE OF THE REPORT

The purpose of this report is to give information on:

- West Lothian Council's proposal to vary admission arrangements by altering the catchment areas of the following non-denominational primary schools:-
 - Polkemmet Primary School
 - Croftmalloch Primary School
 - Greenrigg Primary School
- the Consultation Process
- Consultee Responses
- Notes of Public Meeting

1.2 SUMMARY OF PROPOSAL

West Lothian Council, Education Services proposes to vary admission arrangements by altering the catchment areas of the following non-denominational primary schools:-

- Polkemmet Primary School
- Croftmalloch Primary School
- Greenrigg Primary School

1.3 BACKGROUND

The Heartlands site is a major development with more than 2,500 new houses planned in the West Lothian Local Development Plan. Almost the entire site is currently located within Greenrigg Primary School catchment area which does not have the capacity to accommodate children from all the new houses and does not reflect the location of Heartlands as part of the Whitburn community.

The proposal would move 443 residential properties from the Greenrigg Primary School catchment area to the Polkemmet Primary School catchment area. It is also proposed to transfer 13 existing residential properties and a large area of the proposed Heartlands development to the Croftmalloch Primary School catchment area.

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 March 2020.

Date	Event	Description
29 May 2018	Education Executive Meeting	Meeting to discuss proposal and agree continuation to pre consultation phase
30 October 2019	Start of Statutory Consultation	Beginning of formal public consultation (min 6 continuous weeks consultation period including min of 30 school days)
13 November 2019	Public Meetings	Public Meetings to discuss proposal
10 December 2019	End of Consultation	End of Public Consultation
20 December 2019	Submit report to Education Scotland	West Lothian Council Education Services relays report on proposal and consultation findings to Education Scotland
25 February 2020	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
3 March 2020	Publication of final consultation report	A minimum of three weeks after publication of consultation report Authority will make final decision
24 March 2020	Education Executive Meeting	Decision made

1.5 CONSULTEES

In terms of the Schools (Consultation) (Scotland) Act 2010, any proposal to make amendments to the school estate in this case, relocation of a school, requires a formal consultation.

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 relocate an education establishment 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

1.6 CONSULTATION PROCESS

The consultation period incorporated a period of 30 school days (excluding any school holiday) from **Wednesday 30 October to Tuesday 10 December 2019**. 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
- 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 conducted at Polkemmet Primary School, Whitburn, on Wednesday 13 November 2019. Council officers outlined the key elements of the proposal to Vary admission arrangements and answered question from meeting attendees. Comprehensive minutes of the public meetings are detailed in Section 3 of this report.

During the consultation period views on the 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

All interested parties were invited to submit their comments by close of business Tuesday 10 December 2019.

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 meetings.

2.1 RESPONSES RECEIVED

2.1.1. Email Responses:

Responder	Response	West Lothian Council Comment
Parent	<p>My son currently attends Greenrigg Primary School and we are a residence of the Heartlands Development.</p> <p>After moving him from school to school due to the house move we where happy he is finally in a stable and well-supported school.</p> <p>A question on the catchment review I have is would existing pupils attend Greenrigg who are within the heartlands development be required to move?</p>	No pupil would be required to move school as a result of the proposal.

3 NOTES OF PUBLIC MEETING

WEST Lothian Council

PROPOSAL TO REVIEW ADMISSION ARRANGEMENTS ARISING FROM SCHOOL CATCHMENT AREA VARIATIONS AT POLKEMMET PRIMARY SCHOOL, CROFTMALLOCH PRIMARY SCHOOL AND GREENRIGG PRIMARY SCHOOL

MINUTES OF STATUTORY CONSULTATION MEETING POLKEMMET PRIMARY SCHOOL WEDNESDAY 13 NOVEMBER 2019, 6.30pm

Present:

In attendance from West Lothian Council:

Cllr Lawrence Fitzpatrick, Depute Executive Councillor for Education
James Cameron, Head of Education
Catherine Campbell, Education Officer
Andrew Cotton, Senior Education Planning Officer

Meeting Attendees:

4 parents, 3 Head Teachers.

Introductions and Overview

Aims of Statutory Consultation Exercise:

- Formal consultation required in accordance with Schools (Consultation) (Scotland) Act 2010
- Information sharing opportunity – details the specifics and the reasoning behind the proposal
- Opportunity to capture the views of consultees
- Invaluable research approach

Summary of Proposal:

- Review admission arrangements arising from proposed alterations to the catchment areas at: Polkemmet Primary School, Croftmalloch Primary School and Greenrigg Primary School

Rationale:

- West Lothian Council obligation to meet demands of housing developments in the area
- Review of current and projected pupil roll indicators for Polkemmet Primary School, Croftmalloch Primary School and Greenrigg Primary School.
- West Lothian Council ongoing commitment to providing quality and long term sustainable educational provisions for all pupils

Group Discussion

Cllr Lawrence Fitzpatrick opened the floor for discussion:

Question / Comment:

Will children already attending Greenrigg Primary School be able to remain there?

Response:

Yes, no child is ever asked to change school as a result of a catchment review

Question / Comment:

Will transport continue to be provided to children remaining at Greenrigg Primary School?

Response:

Yes, children already attending the school will continue to receive transport provision.

Question / Comment:

Will younger siblings of those attending Greenrigg Primary School be able to get a place at Greenrigg Primary School?

Response:

Yes, applications from younger siblings of current catchment pupils after a catchment review will be treated as if they were catchment applications.

Question / Comment:

Will younger siblings be able to receive transport provision?

Response:

Yes, younger siblings of current catchment pupils would be treated as catchment so transport provision would be included.

Question / Comment:

Could Greenrigg school accommodate children from all 2000 houses proposed at Heartlands?

Response:

No, it could not and it is not possible to easily extend Greenrigg school.

Question / Comment:

What education provision was proposed as part of the Heartlands development?

Response:

Development funded extensions to Croftmalloch and St Joseph's were proposed as part of the Heartlands development so the intention was always to do a catchment review to ensure the children from Heartlands attended existing schools in Whitburn that had spare and extended capacity.

Question / Comment:

Is Polkemmet School within walking distance of the Heartlands development.

Response:

Yes, it is less than a mile

Question / Comment:

Would other pre-school children from Heartlands be able to apply for places at Greenrigg Primary School?

Response:

Yes, any child can apply for any school as at present and if space is available it would be granted. At

present Greenrigg Primary school does have capacity for any applications but these would be granted as out of catchment placing requests.

Question / Comment:

When will the new catchments come into force?

Response:

If approved at the March 2020 Education Executive as currently proposed then they would be used for applications for children starting school in August 2020.

Question / Comment:

It would be better if children from Heartlands had Polkemmet and Croftmalloch as catchment schools as it reflects where the majority of children already attend.

Response:

Noted. The proposal reflects existing parental preference in this regard.

Question / Comment:

It would be better if children from Heartlands had Polkemmet and Croftmalloch as catchment schools as it would better integrate Heartlands into activities such as Whitburn Gala Day.

Response:

Noted.

Next Steps

- Collate and review feedback received during Statutory Consultation period
- December 2020 - West Lothian Council submit report on findings of Public Consultation to Education Scotland for review
- February 2020 - West Lothian Council prepare and publish final Consultation Paper
- March 2020 - West Lothian Council Education Executive meet to review the final Consultation Paper and make final decision on proposal

Close

Cllr Fitzpatrick concluded the meeting by thanking attendees for their attendance and participation in discussions.

4. ANALYSIS OF CONSULTATION RESPONSES

An e-mail respondent and attendees at the Statutory Consultation meeting sought and received clarification on a number of points.

No expression of opposition to the proposal was received during the statutory consultation.

30 October 2019

Dear Consultee

West Lothian Council Education Services Proposal to Review Non-Denominational Primary School Catchment Areas

West Lothian Council's Education Executive at its meeting on 23 April 2019, authorised Education Services to commence statutory consultation on the proposal to review admission arrangements arising from proposed variations to the school catchment areas at:

- Polkemmet Primary School,
- Croftmalloch Primary School; and
- Greenrigg Primary School

The consultation document outlining the proposal is available online from 30 October 2019 on the following webpage: www.westlothian.gov.uk/Primary-School-Catchment-Review-Whitburn-Greenrigg

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 30 October 2019 to 5pm on 10 December 2019.

A public meeting to discuss the consultation document will be held at Polkemmet Primary School, Whitburn on Wednesday 13 November 2019 at 6.30pm-8.00pm.

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

For written representations to be considered they must be received no later than 5pm on Tuesday 10 December 2019.

A decision on the proposal is planned to be made in March 2020 by the Council's Education Executive. This decision will be based on feedback received from all stakeholders through written responses and through information gathered from public meetings. Feedback received from Education Scotland will also be offered due regard.

Yours sincerely

A handwritten signature in black ink that reads "James Cameron". The signature is written in a cursive style with a large initial 'J'.

James Cameron

Head of Education (Learning, Policy and Resources)

Schools (Consultation) (Scotland) Act 2010

Report by Education Scotland addressing educational aspects of the proposal by West Lothian Council to vary admission arrangements by altering the catchment areas of Polkemmet Primary School, Croftmalloch Primary School and Greenrigg Primary School.

December 2019

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 vary admission arrangements by altering the catchment areas of Polkemmet Primary School, Croftmalloch Primary School and Greenrigg Primary School. 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 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.

1.2 HM Inspectors considered:

- the likely effects of the proposal for children and young people of the school; 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 Polkemmet Primary School, Croftmalloch Primary School and Greenrigg Primary School, 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 The formal consultation ran from 30 October 2019 to 10 December 2019. Communication was issued to all statutory stakeholders at the affected schools and in the community informing them of this consultation. A public meeting was held at Polkemmet Primary School on 13 November 2019. This was attended by the seven stakeholders. All questions from attendees were responded to positively. During the consultation period there was one email response received, which was a question requiring clarification. There was no expression of opposition to the proposal received during the statutory consultation.

3. Educational aspects of proposal

3.1 The council has set out a strong case for its proposal to vary admission arrangements by altering the catchment areas of Polkemmet Primary School, Croftmalloch Primary School and Greenrigg Primary School. The proposal takes account of projected increase in roll numbers as a result of a major housing development in the area. The proposal will help to ensure West Lothian Council meets its statutory educational responsibilities.

3.2 The Heartlands site is a major development with more than 2,500 new houses planned in the West Lothian Local Development Plan. Almost the entire site is currently located within Greenrigg Primary School catchment area. The school does not have the capacity to accommodate children from all the new houses. The proposal would move over 400 residential properties from the Greenrigg Primary School catchment area to the Polkemmet Primary School catchment area. It is also proposed to transfer over ten existing residential properties and a large area of the proposed Heartlands development to the Croftmalloch Primary School catchment area.

3.3 Younger siblings of those pupils currently attending any of the non-denominational primary schools detailed in this report will retain catchment status of the older sibling. Similarly, they will continue to have a primary to secondary school association in the catchment of Whitburn Academy. There are no anticipated amendments to existing school transport provisions as a result of the proposals.

3.4 The council has considered a number of educational benefit factors. This includes the capacity of the non-denominational primary schools to meet growing roll numbers. The use of indoor and outdoor space by children. The provision of breakfast clubs which are helping to provide children with a healthy start to the school day.

3.5 HM Inspectors met with children, parents and school staff from the affected primary schools. All were supportive of the proposal. Parents and staff recognise potential changes to the demographics of the area and welcome opportunities for increased diversity within the school. Children are looking forward to making new friends within and outwith the school.

3.6 Staff at Greenrigg Primary School recognise that the proposed Heartlands site would potentially increase the school's roll beyond its capacity. The proposed catchment realignment would help to address this. However, staff and children in Polkemmet and Croftmalloch Primary Schools recognise that potential increased roll will impact in areas of the school that they currently use for music, drama and technology. These areas may now be needed as classrooms. Moving forward it will be important to consider the use of internal and external space in all non-denominational primary schools and ensure that they are used to their capacity.

4. Summary

The council's proposal provides a strong case for its proposal to vary admission arrangements by altering the catchment areas of Polkemmet Primary, Croftmalloch Primary and Greenrigg Primary Schools. The council outlines the associated educational benefits. HM Inspectors endorse this view. All children, parents and school staff who met with HM Inspectors were supportive of the

proposal. The council's proposal, should it proceed, will see improved alignment of localities to school catchment areas. This forward planning will assist the authority in managing the rolls in all affected schools.

**HM Inspectors
December 2019**

DATA LABEL: PUBLIC



EDUCATION EXECUTIVE

EDUCATION RECOVERY - UPDATE

REPORT BY DEPUTE CHIEF EXECUTIVE

A. PURPOSE OF REPORT

To provide members with an update on Education Recovery, in particular the implications of Protection Level 4 on West Lothian schools, the steps being taken to support the learning of pupils who are self-isolating or shielding, the decision not to extend the period during which schools are closed to pupils at Christmas, and the anticipated decision in relation to the Higher and Advanced Higher Examination Diets 2021.

B. RECOMMENDATIONS

To note the implications of Protection Level 4 on West Lothian schools, the steps being taken to support the learning of pupils who are self-isolating or shielding, the decision not to extend the period during which schools are closed to pupils at Christmas, and the anticipated decision in relation to the Higher and Advanced Higher Examination Diets 2021.

C. SUMMARY OF IMPLICATIONS

I	Council Values	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
II	Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	Educational Continuity Directions and related statutory guidance; non-statutory Scottish Government guidance.
III	Implications for Scheme of Delegations to Officers	Delegated authority to the Depute Chief Executive to implement further changes to the Local Phasing and Delivery Plan.
IV	Impact on performance and performance Indicators	Potentially significant impact on education outcomes, with mitigation steps set out in this report.
V	Relevance to Single Outcome Agreement	Our children have the best start in life and are ready to succeed.

- | | | |
|-------------|-------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| VI | Resources - (Financial, Staffing and Property) | <p>The Scottish Government has stated that it will work with Councils to address resources issues that they face in reopening schools.</p> <p>The net revenue cost of the plan for the full re-opening schools was estimated at £1.958 million excluding further additional teaching costs. This position is subject to further monitoring and review.</p> |
| VII | Consideration at PDSP | <p>Due to frequent changes to circumstances and guidance it has not been possible to consult PDSP members and representatives.</p> |
| VIII | Other consultations | <p>Headteachers, teaching and non-teaching trade unions.</p> |

D. TERMS OF REPORT

D.1 Background

The Education Executive, at its meeting of 23 June 2020, approved a Local Phasing Delivery Plan based on the planning assumption that physical distancing would require a reduction in the number of pupils who could attend school at any one time, and that as a consequence Blended Learning would be required. The Scottish Government subsequently changed its planning assumption to the full time re-opening of schools to all pupils from the 11 August 2020. This was conditional on infection rates being sufficiently low to continue to control the virus, public health and testing systems being in place and protective measures and risk assessments being carried out in schools.

A revised Local Recovery Plan was produced in terms of the authority delegated to the Depute Chief Executive. Schools and Early Learning and Childcare establishments subsequently opened successfully during week beginning 10 August 2020.

All schools have produced a School Recovery Plan which takes account of local circumstances and includes establishment specific risk assessments and risk assessments for individual children where required particularly in regard to complex needs.

The Local and School Recovery Plans have remained dynamic to reflect changing national guidance and the developing national and local situation with regard to suppression of the virus.

Previous updates have covered changes to Scottish Government Guidance and set out the steps being taken to ensure recovery of learning and reduce digital exclusion, as well as contingency planning.

D.2 Scottish Government Guidance – Protection Level 4

West Lothian was placed in Protection Level 4 from 6pm on Friday 20 November until 6pm on Friday 11 December.

In addition to the protective measures outlined in previous reports to the Executive, and set out in the core National Guidance, additional enhanced and targeted protective measures are also required as a result of this placement in Protection Level 4. These are set out below:-

- Children on the shielding list should not attend in person. However, individualised risk assessments will be undertaken, informed by the secondary care (hospital) clinical team caring for the child or young person, with a view to maximising school attendance, and removing barriers to access to regulated childcare services, for children who continue to shield during Level 4 restrictions.
- Individualised risk assessments for school staff members with the highest clinical risk are in place and updated appropriately. Staff should speak to their employer to ensure all appropriate protections are in place.
- The Chief Medical Officer has issued a letter which is similar to a fit note that will last for as long as the local area is under Level 4 restrictions. This letter can be used in the few cases where, following updating of risk assessments and discussions with employers, it is not possible to make a workplace safe for staff. Being in receipt of one of these letters does not automatically mean that staff should not attend work if appropriate protections are in place. Staff should use the period covered by the letter to discuss any concerns further with their employer or an occupational health adviser, and if, following individualised risk assessments, action results in adequate protection in the workplace then they may continue to attend work.
- Decisions on appropriate protections are informed by individual risk assessments, and may include protective measures in the workplace, mitigations such as working remotely (e.g. at home or in different settings), or carrying out different tasks within their usual workplace.
- Schools are prepared to engage with enhanced testing where recommended by the Incident Management Team.
- Physical education within school settings is only taking place out of doors. Schools are considering what types of activity and clothing may be most appropriate in view of weather conditions. While physical education is continuing to be a priority, if weather is extremely bad then schools may use their judgement as to whether it is appropriate for children to be outside.
- Non-essential activities or clubs outside the usual school timetable have been paused. This does not include regulated childcare operating from school premises.

West Lothian Council and individual schools have taken appropriate steps to comply with these additional enhanced and targeted protective measures.

D.3 Managing the Learning of Pupils Who Are Self-Isolating or Shielding

West Lothian schools are very well placed to continue their digital journey in how they support children and young people who are self isolating. Continuity of learning is agreed with the class teacher and reflects the needs of the individual pupil in line with Getting It Right for Every Child principles. This will include a range of learning activities both accessed digitally and away from digital devices.

The online learning platforms (Microsoft Teams for P4–S6 and SeeSaw for P1–P3) underpin learning and teaching in all schools and is used with all pupils whether in school or learning at home. Across sectors staff are ensuring that digital work continues as an integral part of planning. Learners can access resources on an ongoing basis, communicate with teachers and other learners, and submit work for assessment via Teams. This supports continuity of learning if young people or cohorts of young people do have to self-isolate. Use of Teams and Seesaw will mean that pupils at home will also have opportunities to share evidence of their learning with teachers and classmates from home.

Using teacher professional judgement, teachers may determine it appropriate for pupils to access a live stream of the classroom or to follow along with a teacher shared screen. There will also be opportunities to facilitate pupils taking part in small group via video conferencing. For example, a pupil may take part in a reading/discussion activity with the other pupils in their group via Teams meetings. Staff who are self isolating are continuing to support learning from home.

Guidance and support for staff, pupils and parents in the use of the digital services to support learning and teaching is available via all schools.

Free School Meals are being provided to entitled pupils who are self isolating or shielding.

D.4 National Assessment

The national Education Recovery Group is considering whether the 2021 diet of Highers and Advanced Highers should be replaced by assessment, as has already been agreed for National 5 qualifications. An announcement is anticipated shortly.

West Lothian Schools will be prepared to submit robust evidence to demonstrate pupil attainment should this decision be taken.

D.5 Extended School Holidays - Christmas

The national Education Recovery Group has considered whether the Christmas school holidays should be extended in Scotland in order to limit the spread of Coronavirus.

The Scottish Government has reached the decision not to make any changes to the planned Christmas and new year holiday dates based on Public Health advice to keep schools open as planned as the controlled school environment is more preferable to social mixing outside of school if schools are closed early. In addition, vulnerable children may be at greater risk if they are out of school for an extended period. The view of the Chief Social Work Advisor is that being in school is a very significant protective factor for the most vulnerable children and the longer children are out of school the more chance there is of hidden harm. An extension to the school holidays could also cause significant difficulties for working parents and would require additional childcare for key worker children.

E. CONCLUSION

West Lothian schools continue to operate in accordance with national guidance, including that relating to Protection Level 4 authorities. Local and school guidance and risk assessments are produced and updated to reflect changes in national guidance and national and local circumstances.

West Lothian Schools continue to implement their recovery plans, including addressing digital exclusion. Contingency plans for blended learning exist, and will continue to be developed and updated, in case they are necessary.

Public Health advice is, on balance, that there would be less transmission of COVID-19 through children and young people being in school than mixing out of school. Adding this to the issues around vulnerable children and the need for childcare for key worker children, public health advice is to not change term dates.

An announcement is anticipated in relation to the possible replacement of the 2021 Higher and Advanced Higher Examination Diet with assessment, as has already been agreed in relation to National 5 qualifications.

The information in this report is as up to date as possible, but the national and local response to the coronavirus pandemic continues to evolve in light of changing circumstances. Any further changes will be reported verbally at the meeting.

F. BACKGROUND REFERENCES

Coronavirus (COVID-19): guidance on reducing the risks in schools – 30 October 2020

Coronavirus (COVID 19): Advisory Sub-Group on Education and Children's Issues – advisory note on school holidays over the festive season

<https://www.gov.scot/publications/coronavirus-covid-19-advisory-sub-group-on-education-and-childrens-issues---advisory-note-on-school-holidays-over-the-festive-season/>

Contact Person - Andrew Sneddon, Service Manager – Learning, Policy and Performance.

Elaine Cook, Depute Chief Executive

Date of meeting: 8 December 2020