



Education Executive

West Lothian Civic Centre
Howden South Road
LIVINGSTON
EH54 6FF

2 June 2022

A virtual meeting of the **Education Executive** of West Lothian Council will be held within the **MS Teams Virtual Meeting Room** on **Tuesday 7 June 2022 at 10:00am**.

For Chief Executive

BUSINESS

Public Session

1. Apologies for Absence
2. Declarations of Interest - Members must declare any interests they have in the items of business for consideration at the meeting, identifying the relevant agenda items and the nature of their interests.
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. Minutes:-
 - (a) Confirm Draft Minutes of Meeting of Education Executive held on 22 March 2022 (herewith)
 - (b) Correspondence arising from previous decisions (herewith)

Public Items for Decision

5. School Session Dates 2023/24 - report by Head of Education (Primary Schools, Early Years and Resources) (herewith)

Public Items for Information

6. Education Recovery Update - report by Depute Chief Executive (herewith)
7. Summer Holiday Provision 2022 - report by Head of Education (Secondary, Community Learning and Inclusion) (herewith)

NOTE **For further information please contact Karen McMahon on tel. no. 01506 281621 or email karen.mcmahon@westlothian.gov.uk**



CODE OF CONDUCT AND DECLARATIONS OF INTEREST (2021)

This form is a reminder and an aid. It is not a substitute for understanding the Code of Conduct and guidance.

Interests must be declared at the meeting, in public.

Look at every item of business and consider if there is a connection.

If you see a connection, decide if it amounts to an interest by applying the objective test.

The objective test is whether or not a member of the public with knowledge of the relevant facts would reasonably regard your connection to a particular matter as being so significant that it would be considered as being likely to influence your discussion or decision-making.

If the connection does not amount to an interest then you have nothing to declare and no reason to withdraw.

If the connection amounts to an interest, declare it as soon as possible and leave the meeting when the agenda item comes up.

When you declare an interest, identify the agenda item and give enough information so that the public understands what it is and why you are declaring it.

Even if the connection does not amount to an interest you can make a statement about it for the purposes of transparency.

More detailed information is on the next page.

Look at each item on the agenda, consider if there is a “connection”, take advice if necessary from appropriate officers in plenty of time. A connection is any link between the item of business and:-

- you
- a person you are associated with (e.g., employer, business partner, domestic partner, family member)
- a body or organisation you are associated with (e.g., outside body, community group, charity)

Anything in your Register of Interests is a connection unless one of the following exceptions applies.

A connection does not exist where:-

- you are a council tax payer, a rate payer, or a council house tenant, including at budget-setting meetings
- services delivered to the public are being considered, including at budget-setting meetings
- councillors’ remuneration, expenses, support services or pensions are being considered
- you are on an outside body through a council appointment or nomination unless it is for regulatory business or you have a personal conflict due to your connections, actions or legal obligations
- you hold a view in advance on a policy issue, have discussed that view, have expressed that view in public, or have asked for support for it

If you see a connection then you have to decide if it is an “interest” by applying the objective test. The objective test is whether or not a member of the public with knowledge of the relevant facts would reasonably regard your connection to a particular matter as being so significant that it would be considered as being likely to influence your discussion or decision-making.

If the connection amounts to an interest then:-

- declare the interest in enough detail that members of the public will understand what it is
- leave the meeting room (physical or online) when that item is being considered
- do not contact colleagues participating in the item of business

Even if decide your connection is not an interest you can voluntarily make a statement about it for the record and for the purposes of transparency.

The relevant documents are:-

- [Councillors’ Code of Conduct, part 5](#)
- [Standards Commission Guidance, paragraphs 129-166](#)
- [Advice note for councillors on how to declare interests](#)

If you require assistance, contact:-

- James Millar, Interim Monitoring Officer and Governance Manager, 01506 281613, james.millar@westlothian.gov.uk
- Carol Johnston, Chief Solicitor and Depute Monitoring Officer, 01506 281626, carol.johnston@westlothian.gov.uk
- Committee Services Team, 01506 281604, 01506 281621
committee.services@westlothian.gov.uk

January 2022

MINUTE of MEETING of the EDUCATION EXECUTIVE held within MS TEAMS MEETING ROOM, on 22 MARCH 2022.

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 and Kirsteen Sullivan; Appointed Members Derek Cornwall, Heather Hughes and Margaret Russell

Apologies – Councillors Dom McGuire and Moira Shemilt; Appointed Members Lynne McEwen and Myra MacPherson

1. DECLARATIONS OF INTEREST

All Items of Business

Appointed Member Heather Hughes declared a connection in that she was an employee of West Lothian Council and the National President of The Educational Institute of Scotland. However, having applied the objective test she considered that this did not amount to an interest and would make comment on the agenda items in that respect.

Agenda Item 6 - Update on Progress on the Building Programme and Operational Arrangements for Occupation of the New Schools in the Winchburgh Core Development Area

Councillor Tom Conn declared a connection in that he was a council appointed member to the Board of West Lothian Leisure. However, having applied the objective test he considered that this did not amount to an interest and so took part in the item of business.

Councillor Andrew Miller declared a connection in that he was a council appointed member to the Board of West Lothian Leisure. However, having applied the objective test he considered that this did not amount to an interest and so took part in the item of business.

Councillor Chris Horne declared a connection in that he was a council appointed member to the Board of West Lothian Leisure. However, having applied the objective test he considered that this did not amount to an interest and so took part in the item of business.

2. MINUTES

The Education Executive confirmed the Minute of its meeting held on 18 January 2022 as a correct record subject to adding the attendance of Appointed Member Derek Cornwall.

3. SECONDARY SCHOOL SQA UPDATE AND EASTER SCHOOL

The Education Executive considered a report (copies of which had been circulated) by the Head of Education (Secondary) informing of the SQA supports for pupils with external exams, and secondary school plans for

Easter school.

It was recommended that the Education Executive note the SQA arrangements and agree the West Lothian approach to deliver Easter revision supports.

Following a concern raised regarding the timescale available for schools to assess appeals the Education Executive agreed to highlight the matter with the Education Secretary and request additional time.

Decision

1. To approve the contents of the report; and
 2. To unanimously agree that officers contact the Education Secretary to request additional time for the consideration of appeals.
4. UPDATE ON PROGRESS ON THE BUILDING PROGRAMME AND OPERATIONAL ARRANGEMENTS FOR OCCUPATION OF THE NEW SCHOOLS IN THE WINCHBURGH CORE DEVELOPMENT AREA

The Education Executive considered a report (copies of which had been circulated) by the Head of Education (Learning, Policy and Resources) updating on the progress of the building programme of the new schools in Winchburgh and the operational proposals and arrangements for Winchburgh Academy, Holy Family Primary School and Sinclair Academy.

It was recommended that the Education Executive note:

1. the headway made in recovery to the pre-pandemic timescales contained within the statutory education consultations;
2. that the hub South East had confirmed that Winchburgh Academy and the Sport and Wellbeing Hub was due to be delivered to the council on 8 July 2022 thereby enabling operational occupation to commence in August 2022 in line with the proposed timescale contained in the statutory consultation;
3. that the tier one contractor hoped to be in a position by the end of March 2022 to confirm to hub South East that delivery of Holy Family Primary School to the council could be accelerated to Summer 2022 to permit the relocation of the school to take place early in the new academic year;
4. that Sinclair Academy would be delivered as contractually agreed to enable operational occupation to take place in August 2023 in line with the timescale contained in the statutory consultation; and
5. that good progress had been made in establishing Winchburgh Academy including the appointment of the head teacher.

The Education Executive were informed that following submission of the

report an update had been received with regards to Holy Family Primary School and the sports block, the handover date of which had been confirmed as 1 August 2022. This would support the availability of the school and nursery for the new academic term in August 2022.

The community use of leisure facilities within the schools was queried with officers. Education Executive were informed that meetings were taking place in order to establish the management arrangements of the facilities following which discussion would take place with the relevant community groups. A report on the outcome of these discussions would be provided at a future meeting.

Decision

1. To note the contents of the report
2. To note the update to bullet point three in section B of the report in that confirmation had been received that Holy Family Primary School and the sports block would be due for delivery to the council on 1 August 2022; and
3. To note that officers undertook to provide future reports to Education Executive regarding the management arrangements for community leisure use of the schools and the outcome of discussions with community groups regarding the available usage of the facilities.

5. EDUCATION RECOVERY - UPDATE

The Education Executive considered a report (copies of which had been circulated) by the Depute Chief Executive informing of the updated Scottish Government Guidance on reducing the risk in schools from coronavirus (COVID-19), and the implications for mitigations in place in West Lothian Schools.

It was recommended that Education Executive note the updated Scottish Government Guidance on reducing the risk in schools from coronavirus (COVID-19), and the implications for mitigations in place in West Lothian Schools.

Education Executive were informed that further guidance had been published on 17 March 2022, which would come into effect following the Easter holiday, details of which included confirmation that asymptomatic testing arrangements would no longer apply in schools from 18 April 2022. Concern was raised that school staff and pupils would be required to test in future yet not be in receipt of the free tests currently distributed. Education Executive were asked to write to the Cabinet Secretary requesting that COVID-19 testing for all school young people and school staff remain free when testing kits were no longer distributed in schools.

Decision

1. To note the contents of the report; and
2. To unanimously agree that officers write to the Cabinet Secretary requesting that COVID-19 tests remain free for all school young people and school staff after 18 April 2022.

6. EDUCATION REFORM - UPDATE - PUBLICATION OF 'PUTTING LEARNERS AT THE CENTRE: TOWARDS A FUTURE VISION FOR SCOTTISH EDUCATION' (THE MUIR REPORT)

The Education Executive considered a report (copies of which had been circulated) by the Depute Chief Executive informing of the publication of the report 'Putting Learners at the Centre: Towards a Future Vision for Scottish Education' and its implications for national education bodies.

It was recommended that Education Executive note the publication of the report 'Putting Learners at the Centre: Towards a Future Vision for Scottish Education' and its implications for national education bodies.

Decision

To note the contents of the report.

7. CLOSING REMARKS

The Education Executive wished to thank the following who would no longer serve on the committee :

- Myra MacPherson for her service and contribution on various Education committees since May 2003 providing the benefit of her knowledge and experience;
- James Cameron who had performed various roles within Education, latterly as Head of Education (Learning, Policy and Resources), for his service to West Lothian; and
- The Chair, Councillor David Dodds, for his service to the committee and commitment and dedication to the wellbeing of young people in West Lothian and their educational attainment.

Executive Office**Dr Elaine Cook
Depute Chief Executive**

West Lothian Civic Centre
Howden South Road
Livingston
West Lothian
EH54 6FF

Our Ref: EC/TS

Your Ref:

Tel: 01506 283050
email – Elaine.Cook@westlothian.gov.uk

By email – CabSecES@gov.scot

Shirley-Anne Somerville
Cabinet Secretary for Education and Skills
Scottish Government
St Andrew's House
Regent Road
EDINBURGH
EH1 3DG

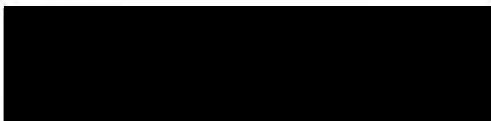
25 March 2022

Dear Cabinet Secretary

The Education Executive which took place on 22 March 2022, have instructed that I write to call for an extra Inservice Day in August. This is required to deal with the expected significant increase in appeals requests and the increase in workload this will inflict on secondary teachers.

I would be grateful to receive a response.

Yours sincerely



**Dr Elaine Cook
Depute Chief Executive**



Dr Elaine Cook
Tracy.Sinton@westlothian.gov.uk

Our Reference: 202200291451

Your Reference: Education Executive - 22 March (Inservice Day

6 April 2022

Dear Dr Elaine Cook,

Thank you for your email of 28 March 2022, to Shirley-Anne Somerville MSP, Cabinet Secretary for Education and Skills, requesting an in-service day for West Lothian Council. I have been asked to reply as this falls within the policy responsibility for the Learning Directorate.

As you will be aware local authorities have a duty in law (Section 5 of the Schools General (Scotland) Regulations 1975) to ensure their schools are open for 190 days a year. When a local authority wants to “exceptionally” close a school(s) which would result in being open fewer than 190 days they must request permission from the Scottish Government (under Section 133(4) of the Education (Scotland) Act 1980) to be relieved of their duty at that point, they will be able to regard this as an “Exceptional School Closure”. This includes additional in-service days.

I would be grateful if you could submit the exceptional school closure request, to exceptionalclosure@gov.scot with details of the date and reason for the exceptional school closure request.

Yours sincerely

Annabella Balloch
WIR : School Funding, Infrastructure and Organisation

Scottish Ministers, special advisers and the Permanent Secretary are covered by the terms of the Lobbying (Scotland) Act 2016. See www.lobbying.scot



Executive Office**Dr Elaine Cook
Depute Chief Executive**

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Our Ref: EC/TS
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Tel: 01506 283050
email – Elaine.Cook@westlothian.gov.uk

By email – CabSecES@gov.scot

Shirley-Anne Somerville
Cabinet Secretary for Education and Skills
Scottish Government
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Regent Road
EDINBURGH
EH1 3DG

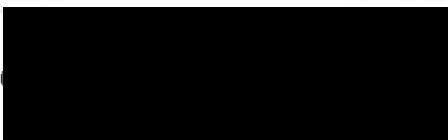
25 March 2022

Dear Cabinet Secretary

The Education Executive which took place on 22 March 2022, has instructed that I write to call for the continued supply of free testing kits to schools for staff and secondary pupils. Given the increase in Covid-19 infection, this is a critical step in contributing to the safety of our pupils and staff.

I would be grateful to receive a response.

Yours sincerely



**Dr Elaine Cook
Depute Chief Executive**

Cabinet Secretary for Education and Skills
Rùnaire a' Chaibineit airson Foghlam agus Sgilean
Shirley-Anne Somerville BPA/MSP



Scottish Government
Riaghaltas na h-Alba
gov.scot

T : 0300 244 4000
E : scottish.ministers@gov.scot

Dr Elaine Cook
Tracy.Sinton@westlothian.gov.uk

Our Reference: 202200291445
Your Reference: Education Executive - 22 March (Free Testing Kits-

20 April 2022

Dear Dr Elaine Cook,

Thank you for your email of 28 March sharing your request to retain the free LFD testing programme in schools. As you will of course be aware, in common with the rest of the UK, we have considered the latest evidence and data and implemented our Test and Protect Transition Plan, which sets out a more targeted approach to COVID-19 testing across all parts of society.

The plan makes clear that going forward the primary purpose of testing is targeted to support clinical care. As I indicated above, this reflects the positive impact of vaccination and treatment options. This approach is expected to best protect those in the highest risk settings (such as hospitals and care homes), where testing will be retained primarily to protect the large numbers of vulnerable people in those settings from a greater risk of severe health outcomes. As part of this society-wide transition, the decision has been made that regular asymptomatic testing in all other workplaces and settings, including education settings, is no longer proportionate, and we have moved to general public health guidance to stay at home if unwell.

I fully appreciate that those school staff who have to date been testing regularly may feel anxious about these changes in our overarching approach to dealing with COVID-19. However, please reassure your constituent that all of our decisions on this issue have been informed by expert advice provided by the National Incident Management Team, Public Health Scotland, senior clinicians and the Advisory Sub-group on Education and Children's Issues.

That advice makes clear that the population currently has much stronger protection against COVID-19 than at any other point in the pandemic, due to the vaccination programme (levels of vaccination are very high amongst school staff) and the development of natural immunity to the infection. In contrast to

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Tha Ministearanna h-Alba, an luchd-comhairleachaidh sònraichte agus Rùnaire Maireannach fo chumhachan Achd Coiteachaidh (Alba) 2016. Faicibh www.lobbying.scot

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www.gov.scot



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Until 2020



the position when the testing programme was first introduced, severe health outcomes for all age groups are far less likely to arise due to this protection, availability of and access to antiviral treatments, and increased scientific and public understanding about how to manage risk.

Yours sincerely



SHIRLEY-ANNE SOMERVILLE

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Tha Ministearanna h-Alba, an luchd-comhairleachaidh sònraichte agus Rùnaire Maireannach fo chumhachan Achd Coiteachaidh (Alba) 2016. Faicibh www.lobbying.scot

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DATA LABEL: PUBLIC



EDUCATION EXECUTIVE

SCHOOL SESSION DATES 2023/24

REPORT BY HEAD OF EDUCATION (PRIMARY SCHOOLS, EARLY YEARS AND RESOURCES)

A. PURPOSE OF REPORT

To seek Education Executive approval of the proposed school session dates for 2023/24.

B. RECOMMENDATION

To approve the proposed school session dates for academic session 2023/24.

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)	The proposal conforms to Council practice regarding local holidays. There is a statutory requirement for schools to provide 190 teaching days for pupils. No environmental, health or risk issues have been identified.
III	Implications for Scheme of Delegations to Officers	None.
IV	Impact on performance and performance Indicators	The timing of school holidays is a factor in successful examination preparation and therefore may impact on Council attainment performance indicators.
V	Relevance to Single Outcome Agreement	The timing of school holidays is a factor in successful examination preparation and therefore may impact on Council attainment performance indicators.
VI	Resources - (Financial, Staffing and Property)	None.
VII	Consideration at PDSP	N/A
VIII	Other consultations	West Lothian Parent Council Forum, Parent

Councils, Headteachers, Operational Services,
LNCT and Non-Teaching Union.

D. TERMS OF REPORT

The proposed session dates are in line with the policy as agreed by the Education Executive at its meeting of 9 June 2015, following consultation with Parent Councils, Headteachers and the Local Negotiating Committee for Teachers (LNCT) that “The Spring Break shall start on the last Monday of March except where Easter would fall outwith this period, in which case the Council would consult on a suitable pattern of holidays to incorporate the Easter public holiday.”

Appendix 1 lists the proposed school session dates for 2023/24. Appendix 2 shows these dates in a calendar format for ease of reference. The proposed session dates include a week off in February (as per the approved dates in 2022/23) which was a change to previous years where this break had been shorter.

Appendix 3 shows the proposed session dates in those neighbouring authorities which have published dates so far for session 2023/24. Members should note that as usual these dates differ from each other, and so it will not be possible to set holiday which coincide with all neighbouring authorities. Some authorities have not yet published their dates for 2023/24.

Consultation has taken place with the LNCT and Non-Teaching Unions, Headteachers, Parent Councils and Pupil Councils.

A small number of responses were received to the consultation, as follows:-

St Mary’s Primary School, Bathgate – Pupil Council

The Pupil Council voted that they would rather have a longer summer than a week in February. Some pupils advised that they would prefer the summer to begin earlier and some pupils would prefer the summer to end later.

There was a discussion about the holidays being in line with Edinburgh schools too.

Bellsquarry Primary School

A small number of parents felt that the last day of term was too close to Christmas.

The February week provides some consistency now across neighbouring Council Educational establishments and reflects historic parent council requests in previous consultation exercises.

The summer break remains at seven weeks so this will allow for infrastructure and IT projects to be carried out within this timeframe.

Calderwood Primary School

The feedback from our Parent Forum was a question about whether the term/holiday dates could be arranged to coincide more closely with Edinburgh schools.

This would facilitate childcare arrangements for parents of Calderwood children who work in education in the Edinburgh area, and for staff at Calderwood Primary whose children are at school in the Edinburgh area.

Many families in Calderwood have also been using the Kings Camp holiday club (based at Herriot Watt). This year a number of families in East Calder had signed up for the first week of the Kings Camp summer session that had been offered. Unfortunately there weren't sufficient numbers for Kings to keep that week on - they said it was because, when planning, they hadn't realised that Edinburgh schools don't break up until later. Can this request to align with Edinburgh term dates be considered.

E. CONCLUSION

The Education Executive is invited to consider the proposals and to approve session dates for 2023/24.

F. BACKGROUND REFERENCES

Education Executive of 9 June 2015.

Appendices/Attachments:

1. Proposed session dates for 2023/24.
2. Proposed session dates 2023/24 calendar format.
3. Neighbouring authorities' session dates.

Contact Person: Hannah Haywood, Customer Services Manager.

E-mail: Hannah.haywood@westlothian.gov.uk

Greg Welsh, Head of Education (Primary Schools, Early Years, and Resources)

Date of Meeting: 7 June 2022

DRAFT SCHOOL SESSION DATES 2023/2024 (Appendix 1)

			STAFF WORKING DAYS	TEACHING DAYS
TERM 1				
<u>Return after Summer</u>	Staff resume Pupils resume	* Monday, 14 August 2023 Tuesday, 15 August 2023	24	23
<u>September Holiday</u>	All break Staff resume Pupils resume	Thursday, 14 September 2023 * Tuesday, 19 September 2023 Wednesday, 20 September 2023	14	13
<u>October Holiday</u>	All break Staff resume Pupils resume	Friday, 6 October 2023 * Monday, 16 October 2023 Tuesday, 17 October 2023	50	49
<u>Last day of term</u>	All break	Friday, 22 December 2023	88	85
TERM 2				
<u>Return after Christmas</u>	All resume	Monday, 8 January 2024	25	25
<u>February Holiday</u>	All break Staff resume Pupils resume	Friday, 9 February 2024 * Monday, 19 February 2024 Tuesday, 20 February 2024	29	28
<u>Last day of term</u>	All break	Thursday, 28 March 2024	54	53
Good Friday Easter Monday	All off All off	Friday, 29 March 2024 Monday, 1 April 2024		
TERM 3				
<u>Return after Easter</u>	All resume	Monday, 15 April 2024	15	15
<u>May Holiday</u> May Public Holiday	All break All off All Staff resume Pupil resume	Friday, 3 May 2024 Monday, 6 May 2024 * Tuesday, 7 May 2024 Wednesday, 8 May 2024	38	37
1 day local holiday as detailed below #				
<u>Last day of term</u>		Friday, 28 June 2024	53	52

Appendix 2 DRAFT 2023/2024 School Calendar

Education Executive - 7 June 2022
Item 5

August 2023						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2023						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2023						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2023						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2023						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January 2024						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2024						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

March 2024						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April 2024						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May 2024						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June 2024						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

July 2024						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				



= pupils on holiday



= pupils on holiday & staff in-service



= public holiday - everybody off



= Linlithgow Marches (Linlithgow Schools only)



= Spring Day



= Procession Day (Bathgate Schools only)

Neighbouring Authority Session Dates 2022/2023 (Pupils)

Council	Falkirk	Scottish Borders	Edinburgh	Mid Lothian	North Lanarkshire	South Lanarkshire	Glasgow	West Lothian (Proposed)
Start of Session	16 August 23	16 Aug 23	16 Aug 23	16 Aug 23	Not available	Not available	16 Aug 23	15 August 23
September	11 September 23	N/A	18 Sep 24	15-18 Sept 23			22-25 Sept 23	15-19 September 23
October	9-20 October 23	16-23 Oct 23 27 Nov 23	16-23 Oct 23	16-23 Oct 23			13-20 Oct 23	9-16 October 23
Christmas	25 December 23 – 5 January 24	22 Dec 23 – 5 Jan 24	25 Dec 23 – 8 Jan 24	25 Dec 23 – 8 Jan 24			25 Dec 23 – 5 Jan 24	(Last teaching day of term Fri 22 Dec 23) Hols 25 December 23 – 5 January 24
February	9 – 12 February 24	12-16 Feb 24	12-16 Feb 24	12-16 Feb 24			12-14 Feb 24	12-19 February 24
Easter	Good Friday 29 March 2023, Easter Monday 1 April 2023							
Spring	29 March -12 April 24	29 Mar 24 – 12 Apr 24	29 Mar 24 – 15 Apr 24	29 Mar 24 – 15 Apr 24			29 Mar 24 – 12 Apr 24	29 March -12 April 24
May	6 May 24	6-7 May 24	6-7 May 24	6 May 24 20 May 24			6-7 May 24	6 - 7 May 24 1 Local Holiday
End of session	28 June 24	Last day of term 28 Jun 24	Last day of term 28 Jun 24	Last day of term 28 Jun 24			Last day of term 28 Jun 24	Last day of term 28 June 24

DATA LABEL: PUBLIC



EDUCATION EXECUTIVE

EDUCATION RECOVERY UPDATE

REPORT BY DEPUTE CHIEF EXECUTIVE

A. PURPOSE OF REPORT

To update members of the Education Executive on changes to national guidance on COVID-19 in schools and early learning and childcare, and the impact on COVID-19 related measures in schools; and to update members on arrangements for 2022 examinations and 2022/23 assessment.

B. RECOMMENDATION

- 1) To note the changes to national guidance on COVID -19 in schools and early learning and childcare, and the impact on COVID-19 related measures in schools.
- 2) To note arrangements for 2022 examinations and 2022/23 assessment.

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)	<p>Routine Protective Measures in Schools – Guidance published 3 May 2022.</p> <p>Coronavirus (COVID-19): Early Learning and Childcare Services Guidance for early learning, school aged childcare and childminder settings on reducing the risks of COVID-19 published on 2 May 2022.</p> <p>West Lothian Schools Risk Assessment.</p>
III	Implications for Scheme of Delegations to Officers	Delegated authority to the Depute Chief Executive to implement further changes to the Education Recovery Plan.
IV	Impact on performance and performance Indicators	Continued risk of impact on performance due to disruption to learning and teaching caused by COVID-19
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)	The approved revenue budget for 2022/23 includes one off resources of £4.133 million for education recovery.
VII	Consideration at PDSP	N/A
VIII	Other consultations	Engagement has continued with Headteachers; Teaching and Non-Teaching Unions, Financial Management Unit, Operational Services and Health partners.

D. TERMS OF REPORT

D.1 Background

Throughout the pandemic, West Lothian Council Education Services has followed statutory guidance on Reducing Risks in Schools published by the Scottish Government. This guidance was based on scientific and clinical evidence and judgement, as well as the views of the COVID-19 Education Recovery Group and the Advisory Group on Education and Children's Issues which gathered, at a national level, the views of educational experts and wider stakeholders.

The statutory guidance on Reducing Risks in Schools was replaced by non-statutory guidance on Routine Protective Measures in Schools, in line with the Scottish Government's strategic framework for managing COVID-19. This new guidance was published on 17 March 2022 for implementation after the Easter holidays. Minor updates have been made to reflect changes to guidance and measures in place in wider society.

This new, non-statutory guidance continues to be based on expert advice and evidence from the Chief Medical Officer's Office and Public Health Scotland, as well as the Advisory Sub-Group on Education and Children's Issues and the COVID-19 Education Recovery Group (CERG) including local government, the teaching professional associations and representatives of parents/carers and young people.

The guidance on Routine Protective Measures in Schools is based on principles that mitigations in schools should be retained for no longer than is necessary, and that there should be a presumption against placing a greater restriction on children and young people than on the rest of society. It has taken careful account of the evolving risk environment in schools and wider communities, and seeks to ensure that only those mitigations that are necessary and proportionate to ensure the safety of school communities are retained.

D.2 Guidance on Routine Protective Measures in Schools

The Guidance on Routine Protective Measures in Schools sets out a reduced range of measures local authorities and schools should retain. All other measures previously applied in schools were removed following the Easter holidays, as they were no longer judged necessary or proportionate to ensure the safety of school communities.

This guidance does not represent a recommendation for schools to return to previous practice that pre-dates the pandemic, however. Schools will retain a number of routine protective measures and all children, young people, staff and visitors to schools should continue to implement and strictly observe these measures.

The West Lothian Schools Risk Assessment has been updated in line with the guidance, and Council decisions in relation to its staff, and schools will continue to follow this risk assessment in all of their activities.

Guidance on when children and young people should attend school has been revised to align with the guidance in place in wider society. Children and young people aged 18 and under with mild symptoms such as a runny nose, sore throat or a slight cough, who are otherwise well, do not need to stay at home and can continue to attend education settings. Children and young people should only stay at home if they are unwell and have a high temperature.

Routine Protective Measures that remain in place include good hand hygiene (which includes washing hands frequently, using hand sanitiser etc.), good cough and respiratory hygiene (which includes using a tissue, covering nose and mouth when sneezing/coughing, turning away from others when sneezing/coughing etc.) and regular surface cleaning in schools and on school transport. Previous guidance on ventilation remains in force.

Face coverings are no longer a legal requirement. Any individual who chooses to wear a face covering in a school setting should continue to be supported to do so.

Children, young people and staff should follow the wider societal guidance on physical distancing in schools or on dedicated school transport. As in wider society it will remain important to be cautious and exercise personal responsibility, recognising that, where possible, it is safer to keep a distance from other people.

Previous restrictions, including those on curricular areas (including drama, dance, music and PE), large group gatherings, school trips and visitors to schools have been removed.

D.3 Early Learning and Childcare

Early Learning and Childcare establishments continue to apply the separate national guidance in relation to Early Learning and Childcare services. This was also updated in March 2022, in line with the Scottish Government's strategic framework for managing COVID-19, with subsequent minor updates. It closely mirrors advice to schools, but includes some specific and more detailed guidance relevant to early learning settings. This includes on how young children can be supported in hand hygiene and respiratory and cough hygiene, and some specific guidance on cleaning equipment

D.4 2022 Examinations and 2022/23 Assessment

The Scottish Qualifications Authority (SQA), has confirmed arrangements for the Examination Exceptional Circumstances Consideration Service which supports candidates who are unable to attend the exam or prevented from completing the exam due a personal circumstance out with their control (such as a medical issue) or affected during the exam by a disruption.

The only supporting documentation that SQA requires is a statement from the head of centre to confirm the individual candidate reported having confirmed COVID-19 or symptoms of COVID-19 before 1 May, or having a high temperature (37.8C or greater as per the [NHS Inform website](#)) and feeling unwell from 1 May onwards. Learners who are absent from an exam owing to COVID-19 or COVID-19-related symptoms as per the relevant public health guidance, may have an Examination Exceptional Circumstance request submitted for them, by their centre.

SQA made significant modifications to the assessment of National Courses at the start of the 2020-21 session to take account of the disruption caused by COVID-19. These modifications were introduced to reduce the volume of assessment and ease the workload of learners, teachers, and lecturers. The modifications included removing an exam or an item of coursework, reducing elements of an exam and/or coursework, providing learners with more choice in an assessment, removing one or more topics or sub-topics from the exam, and providing advance notice of topics, contexts or content that will or will not be directly assessed.

After careful consideration, and reflecting on feedback from teachers and learners, SQA has decided to keep the current modifications to assessment in full for session 2022-23. This will help to provide some certainty for learners, teachers and lecturers going into next session and help free up more time for learning and teaching of the course content, while maintaining the credibility and integrity of the qualifications.

E. CONCLUSION

West Lothian Council Schools and Early Learning and Childcare Establishments continue to apply national guidance, and the West Lothian Schools Risk Assessment.

Members of the Education Executive are asked to note the changes in national guidance, and that risk assessments have been updated accordingly.

Members are also asked to note the arrangements for 2022 examinations and 2022/23 assessment.

F. BACKGROUND REFERENCES

Coronavirus (COVID-19): Guidance on reducing the risks from COVID-19 in schools – published 22 November 2021, 17 December 2021, 5 and 7 January 2022, and 1 and 17 February 2022.

Guidance on Routine Protective Measures in Schools 17 and 25 March 2022, 13 and 29 April 2022 and 3 May 2022.

Coronavirus (COVID-19): Early Learning and Childcare Services Guidance for early learning, school aged childcare and childminder settings on reducing the risks of COVID-19 published on 2 May 2022.

Appendices/Attachments: None

Contact Person: Andrew Sneddon, Service Manager, Education Services.

Elaine Cook, Depute Chief Executive

Date of meeting: 7 June 2022

DATA LABEL: PUBLIC



EDUCATION EXECUTIVE

SUMMER HOLIDAY PROVISION 2022

REPORT BY HEAD OF EDUCATION (SECONDARY, COMMUNITY LEARNING AND INCLUSION)

A. PURPOSE OF REPORT

To inform members of funding announced by the Scottish Government to support the Summer Holiday Provision 2022, to vulnerable children and young people in West Lothian.

B. RECOMMENDATION

To note the development of targeted summer provision to support vulnerable children and young people in West Lothian, which will complement the direct payments to be made to the families of children and young people entitled to free school meals, and build on the 'Summer of Play 2021' seeking to ensure the sustainability of support for vulnerable children and young people in the longer term within West Lothian.

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)	Design of services will take account of the Council's equalities duties and be informed by an equality relevance/impact assessment.
III	Implications for Scheme of Delegations to Officers	None.
IV	Impact on performance and performance Indicators	<p>Direct payments will result in a significant increase in the number of children and young people entitled to and claiming free school meals who are supported during the school holidays.</p> <p>The model of holiday provision will be better targeted, increasing the number of vulnerable</p>

children and young people receiving support to participate in activities during the summer holidays.

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>West Lothian Council revenue budget provision of £235,000 for summer activities.</p> <p>West Lothian Council revenue budget provision of £1.323m for direct payment to families of children and young people entitled to and claiming free school meals.</p> <p>West Lothian Council share of Targeted Holiday Provision for Children and Young People, 5-14 years, £353,756.</p>
VII	Consideration at PDSP	“Summer of Play 2021” – Report to Education Policy Development and Scrutiny Panel 26 October 2021
VIII	Other consultations	Consultation will take place with children, young people and their families to inform design of services.

D. TERMS OF REPORT

D.1 Introduction

The Scottish Government has nationally allocated £10m to support the wellbeing of children and young people during the 2022 summer holidays. The West Lothian share has been confirmed as £353,756 and forms part of the overall local funding for the 2022 summer holiday provision.

West Lothian Council has also made a further revenue budget provision of £235,000 for summer activities for school pupils.

In addition, West Lothian Council has made a significant financial commitment in the revenue budget of £1.323m to make direct payment to families of children and young people entitled to and claiming free school meals for a cash payment for meals during the summer holidays.

This report provides an overview of the planning process with a more detailed report about provision to follow at the next Education Executive meeting on the 21st June 2022.

D.2 Summer Holiday Provision 2022

As reported to Education Executive in May and June 2021 and to Education PDSP in October 2021 the model for summer activities in Summer 2022 would be developed to support vulnerable children and young people in West Lothian and build on the 'Summer of Play 2021'. This model would seek to ensure the sustainability of support for vulnerable children and young people in the longer term within West Lothian.

The purpose of Scottish Government investment 2022 (£353,756), is to enhance and expand existing work, making best use of the mix of holiday provision to meet the needs of children, young people and families. The funding is aimed at school age children age 5-14 from low income households, with a focus on areas with highest levels of deprivation based on the Scottish Index of Multiple Deprivation (SIMD) and support access for the six priority groups highlighted in the Tackling Child Poverty Delivery Plan:

- Children from lone parent families
- Children from ethnic minority families
- Children from families with a disabled adult or child
- Children from families with a young mother (under 25)
- Children from families with a child under 1 year old
- Children from larger families (3+ children)

In order to maximise impact of £10m budget Ministers have agreed the 2022 Summer Programme will be:

- Targeted at low income families, aligning to Tackling Child Poverty Priority Groups, and will allow for some local discretion (85%/15% split).
- Aligned with School Age Childcare expansion, offer for children age 5-14 with some local discretion to flex to needs of priority groups.
- Place Based, with funding distributed to support local authorities with high concentration of deprivation.
- Partnership Focused, with an emphasis on building capacity across sectors and deepening local learning.
- Stigma free approaches to delivery and engaging eligible families.
- Integrated, with a focus on driving up capacity to deliver food in conjunction with activities or childcare.

There is limited local discretion for partner providers to support other children and households they identify who may benefit most from the programme. The programme is also being developed to further widen access to children throughout West Lothian Council.

Funding is being provided to deliver coordinated access to holiday food, childcare and activities across Local Authority areas in a targeted, place-based manner.

The key objectives are to give children from low income families equity of access to quality experiences and promote mental and physical wellbeing, tackle child poverty and food insecurity, and help parents and carers work, train, study or enjoy respite.

It is important that any local offers aim to meet the needs of children, young people and families, is accessible, and provides flexibility and choice where possible.

The 2022 summer offer provides the opportunity for local partner providers, including children and young people services and Community Learning and Development partnerships to work collaboratively to create a fit for purpose holiday provision, building capacity for delivery and generating new learning on what works best.

D.3 West Lothian Provision

Building on the partnership working with regulated childcare providers, the third sector and empowerment of community groups to design and deliver services, officers are developing a revised model of targeted summer provision to support vulnerable children and young people in West Lothian in Summer 2022. This approach will also complement the direct payments to be made to the families of children and young people entitled to free school meals. It also embeds support for the most vulnerable children and young people, making it sustainable in future years, ensuring that vulnerable children and young people can continue to be supported within their local community over the extended holiday period.

Officers have employed the funding application process used locally in Summer 2021, which proved successful in engaging a wider range of delivery partners. Applicants seeking to provide summer activities apply for grant funding to enhance their offer or to deliver activities in areas where there are identified needs and gaps in provision. The grant application process opened on 4 May and closed on 16 May 2022. Applicants are in the process of being notified of awards from week commencing 23 May. Providers include voluntary organisations, community learning and schools who have also applied for grant funding. There will also be spot purchasing of places with regulated childcare and specialist providers for vulnerable children and young people, and those with disabilities/complex care needs. Council services will work collaboratively to improve identification and referral to the programme, and ensure that there is a good offer across West Lothian, including holiday provision that supports opportunities for families to learn together.

The 2022 model will offer a summer programme of activities, delivered by council staff and in partnership, as outlined below:

- Purchase of places from regulated childcare providers, third sector or social enterprise groups that will offer opportunities for vulnerable children to participate in existing activities within their local community. Where a weekly opportunity is not available, the young people will be encouraged to participate in alternative community programmes.
- Small grants to support existing community groups offering scheduled activities over the summer period, funding will be targeted towards extending places to vulnerable young people and administered in a manner adopted for the Third Sector Community Support Fund.
- Community capacity will be supplemented or targeted support undertaken, by Council services.

Activities will range from arts, sports, play or will be targeted towards building skills for young people. Feedback from children, young people and families participating in previous programmes has been considered to ensure that activities are appropriately planned and targeted. Existing council services staff will aim to supplement or support this approach to ensure an equitable distribution to meet the identified need and demographic of vulnerable children across West Lothian. Adopting this approach will not only provide opportunity for vulnerable young people to engage locally in activities, but will support local businesses, the third sector, and other community groups, helping with their financial sustainability.

D4 PROGRAMME COMMUNICATION

A clear communication strategy is being developed between all partner providers to implement the summer programme effectively including key workers, from within schools, external providers, Social Policy and Community Learning & Development services, supporting parents and carers to access the booking systems to book their child's place. There will be a spread of activities across all council areas which will be publicised through the council website and promoted regularly through social media. Details on the full programme of activities will be included in the overview to the next Education Executive on the 21st June 2022.

E. CONCLUSION

The summer 2022 model of targeted summer activities to support vulnerable children and young people in West Lothian will complement direct payments to be made to families of children and young people entitled to free school meals, and embed support for the most vulnerable children and young people within their local community over the holiday period.

F. BACKGROUND REFERENCES

'Summer of Play 2021 and a new model of holiday activities' – Report to Education Executive 18 May 2021

'Summer of Play 2021 and a new model of holiday activities: Update' – Report to Education Executive 22 June 2021

Appendices/Attachments: None

Contact Person: Alison Raeburn, Service Manager, Education Services

Siobhan McGarty, Head of Education (Secondary, Community Learning and Inclusion)

Date of meeting: 7 June 2022