



West Lothian  
Council

## ***Education Executive***

West Lothian Civic Centre  
Howden South Road  
LIVINGSTON  
EH54 6FF

5 June 2014

A meeting of the **Education Executive** of West Lothian Council will be held within **Council Chambers, West Lothian Civic Centre** on **Tuesday 10 June 2014** at **10:00 a.m.**

For Chief Executive

### **BUSINESS**

#### **Public Session**

1. Apologies for Absence
2. Order of Business, including notice of urgent business
3. 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.
4. Confirm Draft Minute of Meeting of the Education Executive held on Tuesday 29 April 2014 (herewith).
5. F1 Challenge
  - (a) Presentation by Deans Community High School Pupils
  - (b) Report by Head of Education (Quality Assurance) (herewith)

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

6. Wraparound Care - Report by Head of Schools with Education Support (herewith).
7. School Session Dates 2015/16 and 2014/15 - Report by Head of Schools with Education Support (herewith).

8. Additional In-Service Day for The New National Qualifications - Report by Head of Education (Quality Assurance) (herewith)

**Public Items for Information**

9. Children and Young People (Scotland) Act 2014: Provision of Early Learning and Childcare for Two Year Olds and Living in "Workless" Households - Report by Head of Schools with Education Support and Head of Social Policy (herewith).

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NOTE      **For further information please contact Elaine Dow on 01506 281594 or email [elaine.dow@westlothian.gov.uk](mailto:elaine.dow@westlothian.gov.uk)**

MINUTE of MEETING of the EDUCATION EXECUTIVE of WEST Lothian COUNCIL held within COUNCIL CHAMBERS, WEST Lothian CIVIC CENTRE on 29 APRIL 2014.

Present – Councillors Lawrence Fitzpatrick (Chair), David Dodds, Stuart Borrowman, Harry Cartmill, Alexander Davidson, Jim Dixon (substituting for Tom Conn), Carl John, Peter Johnston, Dave King, Danny Logue, John McGinty, Anne McMillan, Andrew Miller, Angela Moohan, George Paul, Frank Toner and Jim Walker; Appointed Members Elsie Aitken, John Hendrie and Myra MacPherson.

Apologies – Councillors Tony Boyle and Tom Conn; Appointed Members Eric Lumsden, Lynne McEwen and Graham Stormont.

1. ORDER OF BUSINESS

1. The Education Executive considered a request for a deputation under Standing Order 13, lodged by Armadale Primary School Parent Council in relation to agenda item 6 (Primary School Accommodation – Armadale). The Education Executive agreed to hear the deputation.
2. The Chair ruled under Standing Order 11 that agenda item 7 (Pit Stop Café) be heard before agenda item 6; and
3. The Chair ruled under Standing Order 11 that an amended report in relation to agenda item 7 (Pit Stop Café) be tabled.

2. DECLARATIONS OF INTEREST

There were no Declarations of Interest made in terms of the Councillors' Code of Conduct.

3. MINUTE

The Education Executive confirmed the minute of its meeting held on 18 March 2014 as being a correct record. The Chair thereafter signed the minute.

4. REQUEST FOR DEPUTATION IN RELATION TO AGENDA ITEM 6 - ARMADALE PRIMARY SCHOOL ACCOMMODATION.

The Education Executive considered a request for a deputation under Standing Order 13, lodged by Armadale Community Council, in relation to agenda item 6 (Armadale Primary School Accommodation). The Education Executive agreed to hear the deputation.

5. PIT STOP CAFÉ

The Education Executive noted a presentation by Megan and John, pupils of Whitburn Academy, on a social enterprise project called the 'Pit Stop

Café’.

The presentation provided details in relation to Whitburn Academy Enterprises (WAE), a social enterprise project managed by students and set up to grow and support multiple projects. It was explained that a constitution was formulated and the structure of the WAE included a Chairperson, Treasurer, Secretary, elected members and co-opted members. Whitburn Academy Enterprises was in charge of the profits, organisation and running of the Pit Stop Café. Any profits made would go directly to WAE and into other projects of the pupils’ choosing, which was a great incentive and a huge responsibility for those involved.

Details were then given on how the Pit Stop Café project was initiated and how it had developed. An action plan was also in place highlighting ways to expand the enterprise, with an event planned for late June 2014 to encourage more people to attend.

In response to a question raised by members in relation to other projects being supported by WAE, Megan advised that Froot Loose was another project. It was also noted that the Pit Stop Café project won the “Most Innovative Links Between Business and Education” Award at the West Lothian Big Business Breakfast.

In conclusion, by working in partnership with a local businesses young people received an opportunity to learn across subjects and develop life skills in a real-life context.

The Head Teacher of Whitburn Academy, Mr Adair, then thanked Stakeholders involved for their support in developing the project.

Following conclusion of the presentation the Education Executive considered an updated report (copies of which had been tabled) by the Head of Education (Quality Assurance) which advised that the Pit Stop Café was one of a range of learning experiences being developed by Whitburn Academy through its Enterprise Education programme and was an excellent example of the commitment in West Lothian schools to provide opportunities and experiences which enabled all young people to prepare for the world of work.

In conclusion, the Chair, on behalf of the Education Executive, thanked the pupils and staff from Whitburn Academy for the excellent presentation given and commended them for the work carried out on this innovative project.

The Education Executive was asked to note the contents of the report and the presentation and to commend the school for this excellent innovative project.

### Decision

1. Noted the contents of the updated report and the presentation carried out; and
2. Recorded a note of thanks to the staff and students for the excellent

innovative project.

6. PRIMARY SCHOOL ACCOMMODATION - ARMADALE

a) Deputation by Armadale Community Council

The Education Executive heard Mr Scott McKay address the members on behalf of Armadale Community Council in relation to concerns raised regarding the capacity within Armadale Primary School should pupil numbers raise from 462 to 516 for school session 2014/15 as anticipated. He also raised concerns about the impact this would have in relation to traffic congestion within the community and raised questions about the reasons for the delay in the new school build. He recommended that more than four temporary units would be required to accommodate the number of pupils and staffing levels would also require to be increased, which would involve more resources being made available. In conclusion Mr McKay stated that more money should be spent to ensure that children attending Armadale Primary School received the best opportunities possible.

b) Deputation by Armadale Primary School Parent Council

The Education Executive then heard Ms Laura Mitchell address the members on behalf of Armadale Primary School Parent Council. Ms Mitchell stated that the Parent Council supported the application for temporary units on the basis that assurances be given that this would be a short term solution with a long term plan in place. She acknowledged that the temporary accommodation would provide valuable general purpose space within the school to allow the curriculum to be delivered. However, it was important that the temporary units be available for the start of the new school session in August 2014 to ensure minimum disruption in school. She also highlighted safety concerns regarding traffic congestion at times when children were being dropped off and collected from school. In conclusion, Ms Mitchell stated that although Armadale Primary School was a large and busy school the excellent management from members of staff ensured that children would continue to receive a high standard of education.

In response to questions raised by members in relation to the Parent Council's main concerns, Ms Mitchell stated that these were in relation to the health and safety of the children due to the projected number of children who would be attending the school. Concerns were also raised about the future reputation of the school due to the potential risks to the quality of teaching.

The Education Executive then considered a report (copies of which had been circulated) by the Head of Schools with Education Support which provided details of the pressures on primary school accommodation within Armadale town and outlined a proposed temporary solution pending the delivery of additional permanent school capacity.

The report advised that the closing date for applications for school

session 2014/15 had passed, however, given the on-going house building within Armadale it was anticipated that applications for placements would continue to be received after the closing date and throughout the 2014/15 school year. The report went on to provide details of the anticipated pupil numbers and class organisations at the following schools:

- Armadale Primary School;
- Eastertoun Primary School; and
- St Anthony's Primary School.

The Head of Schools with Education Support then advised members that due to the pressures on primary school accommodation in Armadale the proposals for managing places across schools in Armadale as detailed in the report were recommended. It was proposed to locate temporary leased accommodation comprising of four classrooms and toilet facilities within Armadale Primary School grounds.

The Head of Planning and Economic Development then provided members with an update in relation to the Southdale planning application. On-going negotiations have been carried out between the landowner, developer and officers of the council over a number of years to secure the land and associated funding required to deliver the new primary school in Armadale. He advised that a revised S75a planning application had been received by the council which was hoped would be submitted to the Development Management Committee meeting scheduled to be held on 4 June 2014 for consideration. He assured members that officers would take every step possible to progress the application in a timely manner, however, it was noted that the landowner and developer opted not to conclude the previous agreement.

In response to a question from members regarding the date when the original S75 agreement had been signed, the Head of Planning and Economic Development agreed to provide members with this information following the meeting.

The Head Teacher, Mrs Phillips, advised Members that there would be more GP space available in school when the temporary accommodation was installed. Members of staff would be able to continue to deliver the curriculum in school. There would also be sufficient staff available to provide supervision for children during the school day.

In response to questions from Members the Head of Schools with Education Support stated that discussions regarding proposals to aid the traffic flow situation and reduce congestion in the area were on-going. He also confirmed that a full health and safety risk assessment would be carried out. In relation to the overall space available in Armadale Primary School he agreed to investigate and provide Members with details following the meeting of the gross space that would be available per person in school.

In conclusion, the proposals recommended must be seen as a short term

solution pending the provision of additional school capacity in Armadale in order to achieve the education of all Armadale children.

### Recommendation

The recommendation in the report by the Head of Schools with Education Support asked the Education Executive to approve the proposed temporary solution for responding to the pressure on primary school accommodation within Armadale town.

### Motion

The Education Executive agrees the recommendation to provide temporary classrooms and toilet accommodation in Armadale Primary School and to instruct officers to continue working with the Parent Council, the Head Teacher and staff to ensure:

- There are sufficient staffing resources to provide supervision for children during the school day and in particular at the start and end of the day and during breaks and lunchtimes.
- That school management arrangements take account the need for increased supervision and to maintain the high standard of learning and teaching in the school.
- That parents are consulted on travel to school arrangements to mitigate the impact of the increase in the school roll.
- That officers, working along with school management, monitor the implementation of the temporary arrangements and that the outcomes of a Validated Self Evaluation of the school are reported to the Education Quality Assurance Committee in the new school year.
- That there continues to be on-going dialogue with the Parent Council to take account of their views on the implementation of the recommendation.

- Moved by the Chair and seconded by Councillor Dodds.

### Decision

To unanimously agree the terms of the motion subject to including that officers would endeavour to ensure that matters would progress as quickly as possible.

## 7. TIMETABLE OF MEETINGS 2014/2015

The Education Executive considered the Timetable of Meetings for the period 2014-2015 (copies of which had been circulated).

### Decision

Noted the contents of the Timetable of Meetings for 2014-2015.







West Lothian  
Council

**EDUCATION EXECUTIVE**

**F1 CHALLENGE**

**REPORT BY HEAD OF EDUCATION (QUALITY ASSURANCE)**

**A. PURPOSE OF REPORT**

To invite the Education Executive to view a presentation by pupils from Deans Community High School on the F1 Challenge.

**B. RECOMMENDATION**

The Education Executive is recommended to note the contents of this report and the presentation and to commend the school for this excellent innovative project.

**C. SUMMARY OF IMPLICATIONS**

<b>I</b>	<b>Council Values</b>	Focusing on our customers' needs; being honest, open and accountable; providing equality of opportunities; developing employees; making best use of our resources; working in partnership
<b>II</b>	<b>Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)</b>	N/A
<b>III</b>	<b>Implications for Scheme of Delegations to Officers</b>	None
<b>IV</b>	<b>Impact on performance and performance Indicators</b>	Raising Attainment Strategy
<b>V</b>	<b>Relevance to Single Outcome Agreement</b>	Young people are better educated and have access to increased and better quality learning and employment opportunities.
<b>VI</b>	<b>Resources - (Financial, Staffing and Property)</b>	No funding implications
<b>VII</b>	<b>Consideration at PDSP</b>	Not required
<b>VIII</b>	<b>Other consultations</b>	None

## **D. TERMS OF REPORT**

### **D.1 Background**

In 2012-13, as part of Deans Community High School's strategy to support young people in achieving Positive Destinations, we identified a need to actively promote STEM (science, technology, engineering and maths) skills. This decision was based on research looking at projected employment growth areas both nationally and within West Lothian.

As part of this initiative, the school looked for ways to inspire and motivate young people in STEM related subjects and careers, and alongside greater investment in resources to support this, we took the decision this session to enter the 'F1 in Schools Challenge'.

### **D.2 The F1 Challenge**

F1 in Schools is a social enterprise working with committed industry partners to provide an exciting yet challenging educational experience through the magnetic appeal of Formula One. The challenge encourages young people across the world to work in teams to collaborate, design, analyse, manufacture, test, and then race miniature compressed air powered balsa wood F1 cars.

The Deans Community High School team of 4 young people from S4 this session has achieved great success, winning through in the Scottish and British heats to now go on to the world finals in Abu Dhabi in November. The challenge has had a huge impact on them and indeed across the whole school. Not only have the team members developed important technical skills, but to achieve their success they have had to learn and develop so many more skills: communication, enterprise, commitment, resilience and confidence to name but a few. They have forged many positive links with local businesses, links that have now extended beyond this challenge and are benefiting all our young people.

I have no doubt that working on this challenge will not only ensure that the team members' attainment in their examinations will be enhanced, but it will also make them very attractive potential employees and indeed contributors to the economy of Scotland.

Importantly, however, our success so far in the F1 challenge has gone beyond the team themselves. We have shared and celebrated their achievements with students, staff and parents, and the success story has motivated and inspired all.

## **E. CONCLUSION**

Participating and achieving success in the F1 Challenge has created a much greater awareness across the whole school community, supported by all our business links, of the importance of STEM subjects, and the importance of skills in order to secure a successful future.

## **F. BACKGROUND REFERENCES**

None.

Appendices/Attachments: None

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**Elaine Cook, Head of Education (Quality Assurance)**

Date of meeting: 10 June 2014



West Lothian  
Council

## **EDUCATION EXECUTIVE**

### **WRAPAROUND CARE**

#### **REPORT BY HEAD OF SCHOOLS WITH EDUCATION SUPPORT**

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

To advise the Committee of the on-going work to review the Wraparound Care Service in order to ensure full financial viability of the business model.

#### **B. RECOMMENDATION**

1. To note the on-going review of the Wraparound Care Service in order to ensure the service achieves full cost recovery.
2. To recommend the Education Executive approve the proposal to maintain the wraparound service at all 6 pre-school centres but with a change to hours at Linlithgow Primary School.

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

<b>I Council Values</b>	Focusing on our customers' needs; being honest, open and accountable; providing equality of opportunities; developing employees; making best use of our resources; and working in partnership.
<b>II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)</b>	West Lothian Council Wraparound Care Policy. Local Government in Scotland Act 2003 – requirement to secure best value.
<b>III Implications for Scheme of Delegations to Officers</b>	None.
<b>IV Impact on performance and performance Indicators</b>	Performance indicators relating to pre-school provision and wraparound care may be affected by these proposals including placement and customer satisfaction.
<b>V Relevance to Single Outcome Agreement</b>	Our children have the best start in life and are ready to succeed – Children are ready to start school.

**VI Resources - (Financial, Staffing and Property)**

The Wraparound Care service is linked to pre-school provision in 6 centres.

It has been necessary to adjust the scale and extent of service provision to align it more closely with demand. The service is required to achieve full cost recovery.

**VII Consideration at PDSP**

Considered at PDSP 20 May 2014

**VIII Other consultations**

On going consultation will be required with Head Teachers and staff.

**D. TERMS OF REPORT**

**D.1 Background**

The Wraparound Care Service was initially set up in areas of deprivation in order to support families back to work or further education. The service was then extended to areas of high demand.

At present, the council has 6 pre-school centres providing wraparound care for 176 children aged 3-8 years. The service aims to provide high quality wraparound care integrated with pre-school provision.

The existence of the Wraparound Care Service affects the available council capacity for pre-school provision at the school and therefore impacts on the ability of Pupil Placement to satisfy demand and in particular to meet parental choice for centres from parents resident in the locality.

**D.2 Current Position**

The provision of wraparound care is reviewed on an annual basis as part of the pupil placement process. This is to ensure that staffing levels reflect current demand in an area and that service remains financially viable.

The Wraparound Care Service currently operates within six centres at present:

Broxburn Primary School (after school/pm nursery only)

Livingston Village Primary School

Inveralmond Early Years Centre

Bathgate Early Years Centre

Linlithgow Primary School

Williamston Primary School

With the increase to nursery hours in August 2014 from 475 hours to 600 hours per annum, there will be no wraparound provision offered prior to the start of the nursery/school day. In every establishment the morning nursery session will start earlier at a time to be determined locally, most likely between 8.10am – 8.20am for pre-school children where a free breakfast will be provided. Pupils from P1 – P3 will be able to access the free breakfast club available from 8am. This service is available in every primary school.

### **D.3 Demand Levels For Session 2014/15**

Demand for the Wraparound Care Service has been declining over the last five years as a result of the economic climate and the roll out of initiatives such as free breakfast clubs.

The charge per hour from April 2014 is £3.83.

The demand for the Wraparound Care Service at the following centres for session 2014/15 is sufficient to provide a service with income covering expenditure with minor adjustments to staff contracts which can be utilised within pre-school.

Broxburn Primary School (after school/pm nursery only)

Livingston Village Primary School

Inveralmond Early Years Centre

Bathgate Early Years Centre

Williamston Primary School

However, demand for the service within Linlithgow Primary School requires to be adjusted to reflect customer demand. Only three pre-school children have applied for the service after the morning nursery session for two days per week. There is no demand for the service on a Wednesday and Thursday during the school day. and no demand for service on a Friday.

Therefore, it is recommended that the service should be provided after school and the following the afternoon nursery session Monday – Thursday.

### **E. CONCLUSION**

The Wraparound Care Service provision at Linlithgow Primary School requires to be adjusted to reflect customer demand and ensure cost recovery.

### **F. BACKGROUND REFERENCES**

Report to PDSP/Education Executive 29 June 2010.

Report to PDSP/Education Executive 15 March 2011

Appendices/Attachments: None

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James Cameron  
Head of Schools with Education Support

Date: 10 June 2014



## West Lothian Council

### **EDUCATION EXECUTIVE**

### **SCHOOL SESSION DATES 2015/16 AND 2014/15**

### **REPORT BY HEAD OF SCHOOLS WITH EDUCATION SUPPORT**

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

To propose session dates for West Lothian schools in 2015/16.

#### **B. RECOMMENDATION**

The Executive is asked to:

1. Note the outcome of the proposal for a fixed Easter break and agree adoption of this proposal from session 2015/16.
2. Note the update on the outcome on the consultation on the planned dates for session 2015/16 and agree the proposal at Appendix 1.
3. Note the extension to pre-school provision to 600 hours agreed at the Education Executive on 4 February 2014, and that as a result the published session dates for 2014/15 will be amended to show pre-school establishments opening and closing on the same days as all other schools.

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

<b>I</b>	<b>Council Values</b>	Focusing on our customers' needs.
<b>II</b>	<b>Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)</b>	The proposal confirms to the council's policies on local holidays and with the approved Lothian model.
<b>III</b>	<b>Implications for Scheme of Delegations to Officers</b>	There is a statutory requirement for schools to provide 190 teaching days.
<b>IV</b>	<b>Impact on performance and performance Indicators</b>	None
<b>V</b>	<b>Relevance to Single Outcome Agreement</b>	None
<b>VI</b>	<b>Resources - (Financial, Staffing and Property)</b>	Nil
<b>VII</b>	<b>Consideration at PDSP</b>	The PDSP considered the attached proposal and noted that a further proposal may be made by the staff side of the LNCT.

## **VIII Other consultations**

Head Teachers, Local Negotiating Committee for Teachers (LNCT), Parent Councils, West Lothian (Parent Council) Forum

### **D. TERMS OF REPORT**

The Education Executive, at its meeting of 4 June 2013 agreed to a consultation in early 2014 regarding the proposal for a fixed Easter break which would commence on the last Monday in March in future years. This proposal arose from the comments made in relation to the consultation on the 2014/15 session dates that term two was too long.

This consultation has now been concluded. The proposal for a fixed Easter break which would commence on the last Monday in March was agreed by Headteachers and the Local Negotiating Committee for Teaching Staff. Twelve Parent Councils responded to the consultation. Of these, nine were in favour of the proposal for a fixed Easter break, and three were undecided. No Parent Council responded that it was against the proposal.

Appendix 1 lists the proposed day school session dates for 2015/16 (including a new calendar format for ease of reference), which as a result of consultation, have the broad agreement of Head Teachers, trades unions, school staff and parent councils.

The proposed dates are similar to the dates made available by other neighbouring authorities in East Central Scotland as tabulated at Appendix 3, in an attempt to prevent difficulties arising with the childcare and social arrangements of parents and staff who reside in the area of one authority but work in another. It is the case that not all authorities have finalised their proposals. As differences exist between all other authorities, it would not be possible for West Lothian to coincide exactly with all neighbouring authorities.

Consultation on the specific dates proposed for 2015/16 has also taken place. Secondary Headteachers endorsed the proposal, and Primary Headteachers did not suggest any alteration to the proposal. The West Lothian Parent Council Forum did not suggest any alteration to the proposal. One parent Council questioned why the Christmas Holiday started so early i.e. one week before Christmas.

A number of alternative options were suggested by the staff side at the Local Negotiating Committee with Teachers (LNCT), involving a later start to the Christmas Holiday, and a later return after the holiday. Three alternative proposals were subsequently submitted by the staff side. These alternatives were not supported by Education Services as all involved weeks of two days or less which were considered less educationally desirable than maintaining whole weeks where possible.

These comments were fed back to LNCT and a revised proposal submitted. This is included as Appendix 4.

Headteachers and the Chair of the West Lothian Parent Council Forum were asked to comment on the revised proposal. Their responses are as follows:-



	Original Proposal (Appendix 1)	Revised Proposal (Appendix 4)	No Preference
Primary HTs	3	9	
Secondary HTs		1	1
Special HTs		1	
Chair of West Lothian PCF			

The Education Executive at its meeting of 4 February 2014 agreed a pattern of pre-school provision that would meet the new statutory entitlement to 600 hours of provision. Current practice is for pre-school establishments have three 'family liaison' days, at the start of the first and second terms and at the end of the third term. The pattern of provision approved by the Education Executive requires pre-school establishments to open and close on the same days as all other schools in order to achieve 600 hours of provision, and as a result the published term dates for 2014/15 have been amended to reflect this. The duties previously undertaken on family liaison days have been taken account of in the production of the revised model of pre-school provision.

## **E. CONCLUSION**

The proposal to fix the Easter break commencing on the last Monday in March in future years has received support from Head Teachers, LNCT and 9 Parent Councils.

Proposed session dates for school session 2015/16, submitted for approval following consultation with Head Teachers, parent representatives and trades unions, meet all policy requirements and match the dates proposed or agreed in neighbouring authorities as far as is practicably possible.

## **F. BACKGROUND REFERENCES**

None.

Appendices/Attachments: 1. Proposed Session Dates 2015/16  
2. Proposed Session Dates 2015/16 Calendar  
3. Neighbouring Authority Session Dates 2015/16  
4. Session Dates Version B

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James Cameron, Head of Schools with Education Support

Date of meeting: 10 June 2014



# DRAFT SCHOOL SESSION DATES 2015/2016

				STAFF WORKING DAYS	TEACHING DAYS
TERM 1					
Staff resume		*	Tuesday, 18 August 2015	24	23
Primary, secondary and special school pupils resume			Wednesday, 19 August 2015		
September Holiday	All break		Friday, 18 September 2015	19	18
	Teaching staff resume	*	Tuesday, 22 September 2015		
	Pupils resume		Wednesday, 23 September 2015		
October Holiday	All break		Friday, 16 October 2015	40	39
	Teaching staff resume	*	Monday, 26 October 2015		
	Pupils resume		Tuesday, 27 October 2015		
Last day of term			Friday, 18 December 2015	83	80
TERM 2					
Teaching staff resume		*	Tuesday, 5 January 2016	29	28
Pupils resume			Wednesday, 6 January 2016		
February Holiday	All break		Friday, 12 February 2016	27	27
	All Resume		Wednesday, 17 February 2016		
Last day of term			Thursday, 24 March 2016	56	55
Good Friday	25 March 2016				
Easter Monday	28 March 2016				
TERM 3					
All resume			Monday, 11 April 2016	15	15
May Holiday			Monday, 2 May 2016	41	40
	Teaching staff resume	*	Tuesday, 3 May 2016		
	Pupils resume		Wednesday, 4 May 2016		
1 day local holiday as detailed below #					
Last day of term (primary, secondary and special schools)			Wednesday, 29 June 2016	56	55
totals				195	190

# a)	All schools except those at b) and c) below:	Victoria Day	Monday, 23 May 2016
b)	Bathgate Academy and feeder primary schools plus St Mary's, Bathgate & St Columba's (excluding Blackburn and Murrayfield Primary schools) ) plus St Mary's Primary School, Bathgate:	Newlands Day	Monday, 6 June 2016
c)	Linlithgow Academy and feeder primary schools plus St Joseph's Primary School, Linlithgow:	Linlithgow Marches	Tuesday, 14 June 2016

## SESSION 2016/2017

Staff resume	Monday, 22 August 2016
Pupils resume	Tuesday, 23 August 2016





# 2015

	January	February	March
Mon	5 12 19 26	2 9 16 23	2 9 16 23 30
Tues	6 13 20 27	3 10 17 24	3 10 17 24 31
Wed	7 14 21 28	4 11 18 25	4 11 18 25
Thur	1 8 15 22 29	5 12 19 26	5 12 19 26
Fri	2 9 16 23 30	6 13 20 27	6 13 20 27
Sat	3 10 17 24 31	7 14 21 28	7 14 21 28
Sun	4 11 18 25	1 8 15 22	1 8 15 22 29
	April	May	June
Mon	6 13 20 27	4 11 18 25	1 8 15 22 29
Tues	7 14 21 28	5 12 19 26	2 9 16 23 30
Wed	1 8 15 22 29	6 13 20 27	3 10 17 24
Thur	2 9 16 23 30	7 14 21 28	4 11 18 25
Fri	3 10 17 24	1 8 15 22 29	5 12 19 26
Sat	4 11 18 25	2 9 16 23 30	6 13 20 27
Sun	5 12 19 26	3 10 17 24 31	7 14 21 28
	July	August	September
Mon	6 13 20 27	3 10 17 24 31	7 14 21 28
Tues	7 14 21 28	4 11 18 25	1 8 15 22 29
Wed	1 8 15 22 29	5 12 19 26	2 9 16 23 30
Thur	2 9 16 23 30	6 13 20 27	3 10 17 24
Fri	3 10 17 24 31	7 14 21 28	4 11 18 25
Sat	4 11 18 25	1 8 15 22 29	5 12 19 26
Sun	5 12 19 26	2 9 16 23 30	6 13 20 27
	October	November	December
Mon	5 12 19 26	2 9 16 23 30	7 14 21 28
Tues	6 13 20 27	3 10 17 24	1 8 15 22 29
Wed	7 14 21 28	4 11 18 25	2 9 16 23 30
Thur	1 8 15 22 29	5 12 19 26	3 10 17 24 31
Fri	2 9 16 23 30	6 13 20 27	4 11 18 25
Sat	3 10 17 24 31	7 14 21 28	5 12 19 26
Sun	4 11 18 25	1 8 15 22 29	6 13 20 27

# 2016

Appendix 2

	January	February	March
Mon	4 11 18 25	1 8 15 22 29	7 14 21 28
Tues	5 12 19 26	2 9 16 23	1 8 15 22 29
Wed	6 13 20 27	3 10 17 24	2 9 16 23 30
Thur	7 14 21 28	4 11 18 25	3 10 17 24 31
Fri	1 8 15 22 29	5 12 19 26	4 11 18 25
Sat	2 9 16 23 30	6 13 20 27	5 12 19 26
Sun	3 10 17 24 31	7 14 21 28	6 13 20 27
	April	May	June
Mon	4 11 18 25	2 9 16 23 30	6 13 20 27
Tues	5 12 19 26	3 10 17 24 31	7 14 21 28
Wed	6 13 20 27	4 11 18 25	1 8 15 22 29
Thur	7 14 21 28	5 12 19 26	2 9 16 23 30
Fri	1 8 15 22 29	6 13 20 27	3 10 17 24
Sat	2 9 16 23 30	7 14 21 28	4 11 18 25
Sun	3 10 17 24	1 8 15 22 29	5 12 19 26
	July	August	September
Mon	4 11 18 25	1 8 15 22 29	5 12 19 26
Tues	5 12 19 26	2 9 16 23 30	6 13 20 27
Wed	6 13 20 27	3 10 17 24 31	7 14 21 28
Thur	7 14 21 28	4 11 18 25	1 8 15 22 29
Fri	1 8 15 22 29	5 12 19 26	2 9 16 23 30
Sat	2 9 16 23 30	6 13 20 27	3 10 17 24
Sun	3 10 17 24 31	7 14 21 28	4 11 18 25
	October	November	December
Mon	3 10 17 24 31	7 14 21 28	5 12 19 26
Tues	4 11 18 25	1 8 15 22 29	6 13 20 27
Wed	5 12 19 26	2 9 16 23 30	7 14 21 28
Thur	6 13 20 27	3 10 17 24	1 8 15 22 29
Fri	7 14 21 28	4 11 18 25	2 9 16 23 30
Sat	1 8 15 22 29	5 12 19 26	3 10 17 24 31
Sun	2 9 16 23 30	6 13 20 27	4 11 18 25

 = pupils on holiday
  = pupils on holiday & staff in-service

 = public holiday - everybody off

 = Victoria Day
  = Newlands Day (Bathgate Schools only)

 = Linlithgow Marches (Linlithgow Schools only)



## Neighbouring Authority Session Dates 2015/16 (Pupils)

<b>Council</b>	<b>Start of Session</b>	<b>September Mid-Term</b>	<b>October Holiday</b>	<b>Christmas Holiday</b>	<b>February Mid-Term</b>	<b>Easter Holiday</b>	<b>End of Session</b>
Falkirk	19 <sup>th</sup> August 2015	7 September 2015	12 <sup>th</sup> to 16 <sup>th</sup> October 2015	23 <sup>rd</sup> December 2015 to 6 <sup>th</sup> January 2016	11 <sup>th</sup> to 15 <sup>th</sup> February 2016	4 <sup>th</sup> April to 15 <sup>th</sup> April 2016	29 <sup>th</sup> June 2016
Scottish Borders	18 <sup>th</sup> August 2015	-	12 <sup>th</sup> to 16 <sup>th</sup> October 2015	21 <sup>st</sup> December 2015 to 4 <sup>th</sup> January 2016	12 <sup>th</sup> to 16 <sup>th</sup> February 2016	4 <sup>th</sup> April to 15 <sup>th</sup> April 2016	29 <sup>th</sup> June 2016
Amended Edinburgh DATES	17 <sup>th</sup> August 2015	21 <sup>st</sup> to 22 <sup>nd</sup> September 2015	12 to 19 <sup>th</sup> October 2015	23 <sup>st</sup> December to 6 <sup>th</sup> January 2016	15 <sup>th</sup> to 19 <sup>th</sup> February 2016	25 <sup>st</sup> March to 8 <sup>th</sup> April 2016	30 <sup>th</sup> June 2016
West Lothian Council	18 <sup>th</sup> August 2015	21 <sup>st</sup> to 22 <sup>nd</sup> September 2015	19 <sup>th</sup> to 26 <sup>th</sup> October 2015	21 <sup>st</sup> December to 5 <sup>th</sup> January 2016	15 <sup>th</sup> to 16 <sup>th</sup> February	25 <sup>th</sup> March to 8 <sup>th</sup> April 2016	29 <sup>th</sup> June 2016







**Proposed  
DAY SCHOOL SESSION DATES  
2015/2016  
VERSION B**

			STAFF WORKING DAYS	TEACHING DAYS
<b>TERM 1</b>				
Staff resume		* Tuesday, 18 August 2015		
Pupils resume		Wednesday, 19 August 2015		
			24	23
All break		Friday, 18 September 2015		
Staff resume		* Tuesday, 22 September 2015		
Pupils resume		Wednesday, 23 September 2015		
October Hol	All break	Friday, 16 October 2015	19	18
	Staff resume	* Tuesday, 27 October 2015		
	Pupils resume	Wednesday, 28 October 2015		
Term ends		Tuesday, 22 December 2015	<u>42</u> 85	<u>40</u> 81
<b>TERM 2</b>				
All resume		Wednesday, 6 January 2016		
Mid-term	All break	Thursday, 11 February 2016	27	27
		*		
	All Resume	Wednesday, 17 February 2016		
Term ends		Thursday, 24 March 2016	<u>27</u> 54	<u>27</u> 54
Good Friday	25 March 2016			
Easter Monday	28 March 2016			
<b>TERM 3</b>				
All resume		Monday, 12 April 2016	15	15
May Holiday		Monday, 2 May 2016		
	Staff resume	* Tuesday, 3 May 2016	41	40
	Pupils resume	Wednesday, 4 May 2016		
1 day local holiday as detailed below #				
Term ends		Wednesday, 29 June 2016	56	55
			Summer vacation	
			<i>totals</i>	
			<u>195</u>	<u>190</u>

\* In-service training days,

# a)	All schools except those at b) and c) below:	Victoria Day	23 May 2016
b)	Bathgate Academy and feeder primary schools (excluding Blackburn and Murrayfield Primary Schools) plus St Mary's Primary School, Bathgate:	Newlands Day	6 June 2016
c)	Linlithgow Academy and feeder primary schools plus St Joseph's Primary School, Linlithgow:	Linlithgow Marches	14 June 2016

**SESSION 2016/2017**

Staff resume	Monday, 22 August 2016
Pupils resume	Tuesday, 23 August 2016





West Lothian  
Council

**EDUCATION EXECUTIVE**

**ADDITIONAL IN SERVICE DAY FOR THE NEW NATIONAL QUALIFICATIONS**

**REPORT BY HEAD OF EDUCATION (QUALITY ASSURANCE)**

**A. PURPOSE OF REPORT**

To inform the Education Executive of the proposal for an additional in-service day to be held during session 2014/15 to help the continuing implementation of national qualifications, including the new Highers, and to ask the Executive to agree that an additional in-service day be held on Tuesday 28 October 2014.

**B. RECOMMENDATION**

To note the proposal for an additional in-service day to be held during session 2014/15 to help the continuing implementation of national qualifications, including the new Highers, and to agree that the additional in-service day be held on Tuesday 28 October 2014.

**C. SUMMARY OF IMPLICATIONS**

<b>I Council Values</b>	Being honest, open and accountable Focusing on our customer's needs Providing equality of opportunity Developing employees Making best use of our resources Working in partnership
<b>II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)</b>	The Council has formally sought permission from the Scottish Government to close schools for the proposed further additional in-service day, subject to the approval of the Education Executive.
<b>III Implications for Scheme of Delegations to Officers</b>	None
<b>IV Impact on performance and performance Indicators</b>	The additional In-Service Day will support raising attainment in secondary schools, reflected in key performance indicators.
<b>V Relevance to Single Outcome Agreement</b>	The additional In-Service Day will support raising attainment in secondary schools, reflected in the single outcome agreement.

<b>VI Resources - (Financial, Staffing and Property)</b>	The additional in-service day will be provided within the existing continuous professional development budget.
<b>VII Consideration at PDSP</b>	None
<b>VIII Other consultations</b>	Secondary Headteachers LNCT Parent Councils through Parent Council Forum

#### **D. TERMS OF REPORT**

In February 2014, the Minister for Learning, Science and Scotland's Languages announced additional support for secondary schools around preparation for the new National Qualifications. Included in this support is provision of one additional in-service day for secondary schools for academic year 2014-15, to help the continuing implementation of national qualifications, including the new Highers.

In April 2014, the Scottish Government invited Education Authorities to apply for dispensation from Regulation 5 of the Schools General (Scotland) Regulations 1975, as amended to allow for the closure on the proposed additional In Service Day. This dispensation has been applied for.

Consultation has taken place with the teaching unions, secondary head teachers, and parent councils, through the Parent Council Forum. As a result of these consultations, it is proposed to hold the additional in-service day on Tuesday 28 October 2014. This follows the in service day on Monday 27 October 2014, and the October holiday.

The Education Executive is asked to approve these arrangements without reference to the Policy Development and Scrutiny Panel in order to maximise the notice that can be given to parents.

#### **E. CONCLUSION**

Members are asked to approve the proposed additional in-service day to support the continuing implementation of national qualifications, including the new Highers, to be held on Tuesday 28 October 2014.

Schools will close to pupils on these days, teaching staff will be engaged in developmental activities and non-teaching staff will work as normal.

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

None

Appendices/Attachments: Letter from Cabinet Secretary

Contact Person: Andrew Sneddon, Strategic Customer and Information Manager  
andrew.sneddon@westlothian.gov.uk

Elaine Cook, Head of Education (Quality Assurance)

Date of meeting: 10 June 2014

## Learning Directorate

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Victoria Quay, Leith, Edinburgh, EH6 6QQ.

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**Chief Executives**  
**cc. Directors of Education**  
**Directors of Finance**

In 2014 Scotland Welcomes the World



9 April 2014

Dear colleague

### **ADDITIONAL IN-SERVICE DAY FOR THE NEW NATIONAL QUALIFICATIONS**

On 21 February 2014, the Minister for Learning, Science and Scotland's Languages announced additional support for secondary schools around preparation for the new National Qualifications. A copy of the announcement is attached at Annex A.

Included in this support is provision of one additional in-service day for secondary schools for academic year 2014-15, to help the continuing implementation of national qualifications, including the new Highers.

This is in addition to the expectation that a substantial proportion of in-service and other Continuing Professional Development activity for educational professionals will focus on these crucial areas.

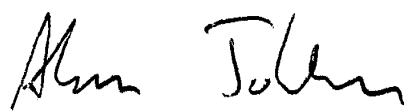
As you will be aware, Regulation 5 of the Schools General (Scotland) Regulations 1975, as amended, requires schools to be open for a minimum of 190 days in a school year. However, Section 133 (4) of the Education (Scotland) Act 1980 allows Scottish Ministers, on application; to modify this regulation providing they are satisfied that it would be unreasonable for Regulation 5 to apply, or to apply without modification. Can I therefore invite you to apply for such dispensation in order that you can close your secondary schools for the extra in-service day. You should email to Tracey McRae at [tracey.mcrae@scotland.gsi.gov.uk](mailto:tracey.mcrae@scotland.gsi.gov.uk). Requests should stipulate that the grounds for application are **to provide an additional in-service day for secondary schools to help the continuing implementation of national qualifications, including the new Highers**. A suggested form of words is included below if that is helpful. We would appreciate requests, if possible, by 9 May 2014.

Additional in-service days have obvious implications for parents and teachers and, as with other school holidays and in-service days, local authorities will want to consider how best they can implement their arrangements locally in consultation with Parent Councils and LNCTs.

In order to make full use of this support, local authorities will also want to consider how they make best use of the additional in-service day. We expect this will build on the close collaborative arrangements already in place within and between schools, school departments and other partners.

Scottish Ministers have made this package of measures available to help support teachers as they prepare for the school year ahead and for the new qualifications to be successfully delivered. As a result of your work and commitment and that of your teachers and other professionals, we are confident that you will achieve this goal and that pupils and parents can be reassured of your progress.

Yours faithfully



**Alan Johnston**  
**Deputy Director**  
**Curriculum, Assessment and Gaelic**

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## **SUGGESTED FORM OF WORDING FOR REQUEST**

### **ADDITIONAL IN-SERVICE DAY FOR THE NEW NATIONAL QUALIFICATIONS**

Following the announcement on 21 February 2014 by the Minister for Learning, Science and Scotland's Languages, I wish to apply for dispensation from Regulation 5 of the Schools General (Scotland) Regulations 1975, as amended, in order to close our secondary schools for one extra in-service day during session 2014-15. The grounds for this application are to provide an additional in-service day to help the continuing implementation of national qualifications, including the new Highers.

**SCOTTISH GOVERNMENT NEWS RELEASE – 21 FEBRUARY 2014**

**£5 million to help with delivery of new qualifications.**

Secondary school teachers across Scotland will get more time and support to deliver the new national qualifications, through a package worth £5 million.

Following discussions with teachers, teaching unions and other national organisations, Minister for Learning Dr Alasdair Allan has put in place a further package of support for secondary schools including:

- £4.75 million to local authorities to fund more time for teachers and schools to play their part in delivering the new national qualifications, including the new Highers
- An additional in-service day in session 2014/15 to help the continuing implementation of national qualifications, including the new Highers
- £250,000 for local authorities to deliver school level events to improve parents' understanding of the new qualifications
- A modified approach to verification, based on evaluation of verification to date
- New "route-maps" through assessment for teachers.

Dr Allan said:

"Teachers and pupils across Scotland are making good progress as they work towards the new National Qualifications and prepare for Highers. I want to make sure that we do everything we can to support this work and that is why I am putting in place an additional package to help school and authority level preparations.

"This £5 million support will ensure that teachers get the time and space they need to come together to work through assessment procedures, as well as other aspects of the new qualifications. In doing so, teachers will be able to make use of new "route-maps" through assessment, developed by Education Scotland. More detailed information on these will be available for headteachers at the first of the four national leadership events, which start on Monday.

"I also welcome the fact that SQA are today setting out how they will be modifying their approach to verification following their evaluation of verification to date, and in response to teacher feedback.

"Parents are a key part of their child's learning and it is crucial that they understand the improvements being made to Scottish education and qualifications. We've already worked with the National Parent Forum of Scotland (NPFS) to produce a range of materials. I want to support their use with parents, and that is why I am also making funding available for school-level events to inform parents about the new qualifications.

"This Scottish Government is listening to teachers, parents and all others involved in this reform programme. Once again we are taking action to ensure our schools have all the support they need to make the new national qualifications a success."

EIS General Secretary Larry Flanagan said:

"The EIS believes that this new support package is a positive development that will be very welcome in our secondary schools. Teachers are continuing to work extremely hard to assimilate new assessment requirements and to ensure that pupils are fully prepared for the first set of National exams in May.

"It is encouraging that the Scottish Government and the national education bodies are listening to teachers' concerns that the EIS raised relating to both workload and bureaucracy, and are taking steps to lighten the load and increase support for teachers and pupils. In particular, the new route maps to assessment and the modifications to the verification procedures for internal assessment are positive steps towards lightening the burden on both teachers and pupils, freeing up more time to focus on core learning and teaching and vital exam preparation."

Ken Cunningham, General Secretary of School Leaders Scotland added:

"SLS is delighted to see the government continuing to respond to Heads and teachers concerns. Schools are keen to get this right for all their students and support of this kind is essential to secure the confidence in the delivery of the courses and the new assessment arrangements.

"The key ingredients of additional time and supportive resources are welcome as is the continued recognition of the SQA that some administrative assessment burdens can be eased while maintaining standards and the integrity of the qualifications. We continue to have absolute confidence in all our staff helping our young people achieve the best they can."

Iain Ellis, Chair of National Parent Forum of Scotland also said:

"The National Parent Forum of Scotland welcomes this additional support showing the continued commitment of Scottish Government to listen to parents and teachers and to ensuring that everything possible is put in place to help our young people taking the new qualifications do as well as they possibly can.

"We recognise that there is nothing more important than teachers who are prepared and able to help our children succeed and although we are reluctant to see our children's education further disrupted by more additional in-service days, we accept that it may be necessary for one last time next year to ensure that teachers have more time to prepare to deliver the new Higher.

"We would urge schools to engage with their own Parent Council/Forums on their plans for use of this time and funding so that parents can understand how it will benefit their children."





West Lothian  
Council

## **EDUCATION EXECUTIVE**

### **CHILDREN AND YOUNG PEOPLE (SCOTLAND) ACT 2014: PROVISION OF EARLY LEARNING AND CHILDCARE FOR TWO YEAR OLDS AND LIVING IN 'WORKLESS' HOUSEHOLDS.**

### **REPORT BY HEAD OF SCHOOLS WITH EDUCATION SUPPORT AND HEAD OF SOCIAL POLICY**

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

To advise the Education Executive of the requirement to provide 600 hours of early learning and childcare for two year olds living in 'workless' households by August 2014.

#### **B. RECOMMENDATION**

The Education Executive notes:

- The requirement to provide 600 hours of early learning and childcare for two year olds and living in 'workless' households by August 2014
- That revenue funding and distribution have now been agreed but discussions between COSLA and Scottish Government on capital funding and distribution are on-going
- The timescale for implementation is very challenging, both in terms of ensuring capacity to meet demand and recruiting qualified staff

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

<b>I Council Values</b>	Focusing on our customers' needs Being honest, open and accountable Providing equality of opportunities Making best use of our resources Working in partnership
<b>II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)</b>	This is now a legal duty under the Children and Young People (Scotland) Act 2014. New policy is required, incorporating an Equality Impact Assessment. Temporary suspension of some consultation requirements of the Schools Consultation (Scotland) Act 2010.
<b>III Implications for Scheme of Delegations to Officers</b>	None
<b>IV Impact on performance and</b>	New indicator relevant to provision may be

<b>performance Indicators</b>	required: may impact slightly on other provision for this age group e.g. Family Centres, Sure Start
<b>V Relevance to Single Outcome Agreement</b>	Our children have the best start in life and are ready to succeed
<b>VI Resources - (Financial, Staffing and Property)</b>	The Scottish Government have announced overall revenue funding of £15 million in 2014/15, increasing to £44 million in 2015/16 Capital funding of £30 million has been announced but discussions are on-going between COSLA and Scottish Government on both the overall amount and on the distribution.
<b>VII Consideration at PDSP</b>	Considered at Education PDSP 20 May 2014 and Social Policy PDSP 26 June 2014.
<b>VIII Other consultations</b>	Consultation with child-minders completed, consultation with parents (Education) referred to, other consultations with partner providers and voluntary organisations planned. Consultations with Finance and Social Policy are on-going.

## **D. TERMS OF REPORT**

### **D.1 Background**

In January 2014, Scottish Government announced that there will be provision for secondary legislation in the Children and Young People (Scotland) Act for two year olds in 'workless' households from August 2014. This will entitle all two year old children living in eligible households to 600 hours of early learning and childcare from the start of term following their second birthday. Provision of early learning and childcare for these children has two aims – to aid child development and to assist parents to access employment.

During 2013 Looked After two year olds (LAC2s) became entitled to 600 hours of early learning and childcare. There are a very small number (20) of eligible children in West Lothian and this is being provided for by appropriate individual packages in Whitdale Early Years Centre and Livingston Family Centre.

From August 2014 all three and four year old children will be eligible for 600 hours of early learning and childcare. This will be provided within existing centres through five extended morning sessions or four extended afternoon sessions.

When planning provision for two year old children cognisance must be taken of the different requirements to meet the needs of their age and stage of development. There is a strong evidence base to indicate that only high quality early learning and childcare contributes to positive outcomes for children and that poor quality provision can actually have a detrimental effect.

## D.2 Eligibility

Eligibility from August 2014 is defined as recipients of specific benefits:

- Income Support
- Job Seekers Allowance (income based)
- Employment & Support (income based)
- Incapacity/Severe Disablement
- Pension Credit (likely to apply to some kinship carers)

National estimates are that 15% of two year olds may qualify in August 2014. In West Lothian the numbers of children are approximated as follows:

- the current Scottish Government estimate is 438 children
- the Scottish Government anticipated uptake of 70%\* reduces this to 307
- minus the 20 Looked After two year olds (LAC2s) already provided for
- the required provision is for 287 children

The 70% assumption is based on evidence of uptake when 570 hours of pre-school education for two year olds in families eligible for free school meals was introduced in England in September 2013.

Children who are deemed eligible will remain entitled to provision from the start of the term following their second birthday until they are offered a place in nursery. This entitlement will remain regardless of whether the parent in their household remains on eligible benefits or not. Families who become 'workless' at any point during the year will also become entitled to 600 hours of early learning and childcare.

Education authorities will not be under any duty to identify children and families who are eligible. Parents and carers will be required to self refer for a place. National information will promote eligibility for those two year olds.

Anticipated intakes are expected to be around 136 in August, 91 in January and 45 in April.

There is a proposal to extend the scheme from August 2015 to include families 'eligible for free school meals'. This would increase numbers to 27% of two year olds, or around 600 children.

### **D.3 Requirements**

Early learning and childcare will be provided by appropriately qualified staff and meet the Care Inspectorate ratio of 1:5 with a minimum of two staff. This age group needs stability and the opportunity for sleep. They are less likely to be independent for toileting. Consequently this will require physical alteration to accommodation to meet these particular needs. A partnership between education and social policy to quality assure provision is being investigated.

Draft Statutory Guidance was issued on 19 May with a consultation period ending 20 June and ending on 27 June on the guidance in relation to looked after 2 year olds. In order to expedite any expansion and reconfiguration of early learning and childcare provision the Scottish Government has suspended the statutory consultation requirements for any adaptation to a school or other facility or to build a new facility to provide early learning or childcare. This suspension will be in place until March 2017.

### **D.4 Planning Provision**

It is anticipated that a range of provision will best meet the needs of children and families. There is currently:

- An assessment of council premises to identify where discreet accommodation can be provided for two year olds whose needs are different from three and four year olds.
- A review of community resources including playgroups, crèche and other providers of childcare.
- A review of third and independent sector provision, including private nurseries.
- The Care Inspectorate has agreed to simplify registration requirements to enable the appropriate changes to be made at short notice.
- Discussion with West Lothian College about workforce development.

A survey of child-minders has been completed, with 116 places identified, over 80 of which are in the localities where places will be required. Plans for additional provision are based on eligibility in ward areas.

### **D.5 Additional Information Requirements**

The Department of Work and Pensions (DWP) confirm they have no detail yet on verification of eligibility. This is not expected until June. Once the DWP advise parents of their eligibility, parents will self-refer to the local authority to request provision. Pupil Placement will process applications.

COSLA and professional bodies have questioned readiness to deliver across a range of areas including physical capacity, anticipated capital and revenue cost, potential workforce capacity and qualifications, partner provider potential costs. Further meetings between COSLA, all local authorities and the Scottish Government continue to take place. The outcomes of these meetings will be provided in the updated report to the Education Executive.

Officers will continue to develop and cost proposals to deliver the requirements of this policy. Scottish Government has yet to confirm the method of distributing funding to councils. It is assumed that associated revenue and capital costs will be fully funded by Scottish Government.

## **E. CONCLUSION**

The provision of early learning and childcare for two year olds living in 'workless' households has the potential to improve outcomes for children, some of whom may be vulnerable. A menu of flexible provision is most likely to meet the needs of these children and their families.

Capital and revenue resource requirements and distribution of funding have still to be finalised following on-going meetings between COSLA and Scottish Government. These discussions also deal with other aspects of readiness to deliver e.g. staffing and other related matters. The outcome of these meetings will be provided in a further report to the Education Executive.

## **F. BACKGROUND REFERENCES**

1. Parent consultation attached to

Education Policy Development and Scrutiny Panel 7 January 2014: Children and Young People (Scotland) Bill: Extension of Pre-school Provision to 600 hours.

Appendices/Attachments: None

Contact Persons:

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Email: [donna.adam@westlothian.gov.uk](mailto:donna.adam@westlothian.gov.uk) Tel: 01506 281646

James Cameron, Head of Schools with Education Support

Jennifer Scott, Head of Social Policy

Date of meeting: 10 June 2014