



West Lothian  
Council

## ***Education Executive***

West Lothian Civic Centre  
Howden South Road  
LIVINGSTON  
EH54 6FF

4 June 2015

A meeting of the **Education Executive** of West Lothian Council will be held within **Council Chambers, West Lothian Civic Centre**, on **Tuesday 9 June 2015** 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. **MINUTES**
  - (a) Confirm Draft Minute of Meeting of the Education Executive held on Tuesday 5 May 2015 (herewith).
  - (b) Confirm Draft Minute of the Special Meeting of the Education Executive held on Tuesday 26 May 2015 (herewith).

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

5. Naming of the Newly Established Primary School for Additional Support Needs Located at Connolly House, Blackburn - Report by Head of Education (Quality Assurance) (herewith)
6. Session Dates 2016/17 - Report by Head of Schools with Education Support (herewith)

7. Appointed Member Attendance at Church of Scotland Annual Education Conference - Report by Depute Chief Executive, Education, Planning and Area Services (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 5 MAY 2015.

Present – Councillors Lawrence Fitzpatrick (Chair), David Dodds, Stuart Borrowman, Tony Boyle, Harry Cartmill, Tom Conn, Alexander Davidson, Jim Dixon (substituting for George Paul), Carl John, Peter Johnston, Dave King, Danny Logue, Anne McMillan, John McGinty, Angela Moohan, Frank Toner and Jim Walker; Appointed Representatives Eric Lumsden, John MacKinnon, Myra MacPherson and Lynne McEwen.

Apologies – Councillors Andrew Miller and George Paul; Appointed Representative Elsie Aitken.

1. DECLARATIONS OF INTEREST

Agenda Item 5 – West Lothian LGBT Young People: Glitter Cannons Project

Councillor Johnston declared an interest arising from his position as a COSLA Health & Wellbeing spokesperson.

2. MINUTE

The Education Executive approved the Minute of the meeting held on 24 March 2015 as being a correct record. The Minute was thereafter signed by the Chair.

3. WEST LoTHIAN LGBT YOUNG PEOPLE: GLITTER CANNONS PROJECT

The Education Executive noted a presentation by Beverley Akinlami, Community Youth Services Coordinator, Janet Wood, Community Education Worker and a member of West Lothian LGBT Youth Forum. Members were advised that the West Lothian Lesbian, Gay, Bisexual and Transgender Youth (LGBT) Forum provided support in West Lothian to help improve the everyday lives of LGBT young people in their schools, homes and communities. The project helped to promote equality and improve young people's mental health and well-being, life choices and opportunities.

Members were advised that the Glitter Cannons worked in partnership with the LGBT Youth Forum offering a safe environment for LGBT young people to socialise, access support and personal development opportunities as well as enabling them to become involved in organising activities and events and fundraising for local charities. The West Lothian LGBT Youth Forum and Glitter Cannons successfully achieved a Silver Award at the COSLA Excellence Awards in the "Tackling inequality and improving health" category and were also awarded the COSLA

Chairman's Award at the ceremony in Crieff on 12 March 2015. Members were then shown the DVD which was presented to the COSLA panel. Finally, it was noted that LGBT young people were planning West Lothian's first Gay Pride event which was due to take place in July 2015.

The Chair on behalf of the Education Executive commended everyone involved for the excellent work carried out and congratulated all the young people who participated in the COSLA Awards for their achievements.

At the conclusion of the presentation the Education Executive considered a report (copies of which had been circulated) by the Head of Education (Quality Assurance) providing an update on the LGBT Youth Work provision highlighting notable achievements and areas for development.

The report advised that the West Lothian LGBT Youth Forum and Glitter Cannons provisions were supported by Community Youth Services (CYS) in partnership with LGBT Youth Scotland (LYS) led by young people. A high level of support was offered through the LGBT Youth Forum and Glitter Cannons provision helping to reduce the isolation that LGBT young people faced. Members were advised that Education Scotland invited the young people to present workshops showcasing good practice on inclusion at The Scottish Learning Festival held on 24 September 2014 in the Scottish Exhibition and Conference Centre. The feedback from participants and Education Scotland was very positive.

Members were then advised that partnership working between LGBT Youth Forum/Glitter Cannons with secondary schools in West Lothian and LYS contributed to the establishment of LGBT inclusion groups in several schools. Partnership working enabled young people to continue to tackle inequality and promote wellbeing and inclusion. There was also scope to establish more formal links between school and college groups and the LGBT Youth Forum.

In response to a question from Members in relation to the number of schools in West Lothian that had not engaged with the LGBT Youth Forum it was explained that three secondary schools had not participated. Education services would continue to liaise with the Head Teachers to promote the LGBT Forum to ensure that young people's voices were being heard and valued.

The Education Executive was asked to note the high quality of support offered to young people through the LGBT Youth Forum and Glitter Cannons provision achieving the COSLA Chairman's Award and the Silver Award for "Tackling inequality and improving health" and to note the areas for development.

### Decision

1. Noted the presentation;
2. Noted the contents of the report.

#### 4. EARLY LEARNING AND CHILDCARE - FLEXIBILITY AND CHOICE

The Education Executive considered a report (copies of which had been circulated) by the Head of Schools with Education Support providing details of the steps taken by West Lothian Council to increase flexibility and choice in early learning and childcare.

The report recalled that The Children and Young People (Scotland) Act 2014 requires local authorities to secure 600 hours of pre-school provision (early learning and childcare) for each eligible young child residing in its area. Details of the consultation undertaken under the terms of Section 50 of The Children and Young People (Scotland) Act 2014 were outlined in the report.

West Lothian Council consulted with parents of pre-school children with regard to their views in relation to the increases in flexibility in pre-school provision. In particular, West Lothian Council has taken into account the needs of working parents and taken action to meet their needs through increased flexibility and choice. The council has piloted full day provision with attached wraparound care within its own establishments to meet the needs of working parents and continues to offer wraparound care during the school holidays with the scale of the service tailored to meet actual demand. For the year 2015/2016 the council continued to grant a place at a private partner provider nursery to 100% of West Lothian residents who submitted their application by the closing date. Taken together this pattern of provision represented a robust and coherent approach to flexible provision designed to meet the needs of working parents. The report went on to outline future actions which would be taken to increase flexibility in pre-school provision, which included further consultation with parents/carers which would commence in September 2015.

The council would also require to consider the balance of delivery between high quality public services delivered in-house and the contracting out of services to the private sector. It was likely that increased in-house provision would have significant capital and revenue consequences. Statutory Guidance recognises that annual incremental increases in funding from the Scottish Government would be necessary to enable education authorities to increase flexibility and choice. An increase in funding would also be necessary in order to extend the mandatory number of hours of early learning and childcare offered to parents.

The Education Executive was asked to:

1. Note the steps taken by West Lothian Council to increase flexibility and choice in early learning and childcare and in particular, to meet the needs of working parents, in response to the needs identified in the survey of pre-school parents; and
2. Agrees the future action proposed to increase flexibility and choice.

Decision

Agreed the terms of the report.

MINUTE of SPECIAL MEETING of the EDUCATION EXECUTIVE of WEST Lothian COUNCIL held within COUNCIL CHAMBERS, WEST Lothian CIVIC CENTRE, on 26 MAY 2015.

Present – Councillors Lawrence Fitzpatrick (Chair), David Dodds, Stuart Borrowman, Tony Boyle, Harry Cartmill, Tom Conn, Alexander Davidson, Carl John, Dave King, Sarah King, Anne McMillan, John McGinty, Andrew Miller, Angela Moohan, George Paul and Frank Toner; Appointed Representatives Elsie Aitken, Eric Lumsden, John MacKinnon, Myra MacPherson and Lynne McEwen.

Apologies – Councillor Jim Walker

Absent – Danny Logue

1. DECLARATIONS OF INTEREST

There were no declarations of interest made in terms of the Councillors' Code of Conduct.

2. CONSULTATION ON ADOPTION OF ADMISSION ARRANGEMENTS - SPECIALIST PROVISION

The Education Executive considered a report (copies of which had been circulated) by the Head of Schools with Education Support providing details of the outcome of the formal consultation on the adoption of Admission Arrangements for Specialist Provision. Details of the outcome of the consultation carried out from 14 November 2014 to 16 January 2015 was attached as an appendix to the report.

The report recalled that Education Services undertook a public consultation on proposals to ensure equitable, high quality and sustainable provision to meet the needs of increasing numbers of pupils with additional support needs. This review presented a timely opportunity to undertake public consultation in relation to school admission arrangements for specialist provision.

The Head of Schools with Education Support advised that the consultation paper outlined information on admission arrangements, including particular reference to school catchment area and placing request guidelines relevant to specialist provision within West Lothian.

The Education Executive was asked to note the outcome of the public consultation, published in accordance with the Schools (Consultation) (Scotland) Act 2010.

Motion

The Education Executive notes the outcome of the formal consultation on admission arrangements for Specialist Provision. The Education Executive agrees to the adoption of a single catchment area for all specialist provision to ensure equity within West Lothian for all children

and young people with additional support needs.

The Education Executive further agrees that the policy and procedures, set out in appendix 1 of the report, are adopted as the Council's admission arrangements for Specialist Provision.

- Moved by the Chair and seconded by Councillor Dodds.

### Decision

The motion was unanimously agreed.

### 3. PROPOSAL TO RELOCATE WEST CALDER HIGH SCHOOL - OUTCOME OF CONSULTATION

The Education Executive considered a report (copies of which had been circulated) by the Head of Service – Planning & Economic Development providing details of the outcome of the public consultation on the proposal to relocate West Calder High School, details of which were attached as appendices to the report.

The report recalled that the Education Executive agreed at its meeting held on 16 December 2014 that there was a need to undertake a formal consultation, in line with the requirements of the Schools (Consultation) (Scotland) Act 2010, on a proposal to relocate West Calder High School. The Council Executive had previously agreed at its meeting held on 28 October 2014 to replace West Calder High School with a new school building.

The Head of Service – Planning & Economic Development advised that the consultation on the proposal involved significant engagement with stakeholders and members of the community generating a good level of responses which indicated support for the proposal to relocate West Calder High School. The key issues to be addressed and related officer responses were outlined in section 3 of the report.

The Head of Service – Planning & Economic Development then responded to questions from members. In relation to questions regarding access to the new school members were advised that development of these elements of the project would be undertaken through the planning application process.

The Education Executive was asked to:

1. Consider the issues raised through the consultation and the officer responses provided; and
2. Determine whether the proposed relocation for the new West Calder High School building to the site adjacent to Parkhead Primary School should be agreed.



### Motion

The Education Executive notes the outcome of the formal consultation on the proposed relocation for the new West Calder High School building to the site adjacent to Parkhead Primary School and agrees to the proposed site as the location for the new West Calder High School.

The Education Executive notes that planning permission will be required to progress the new school project and that detailed issues of access to the site and the layout of buildings and facilities within the site will be the subject of extensive consultation through that legislative process.

- Moved by the Chair and seconded by Councillor Dodds.

The Education Executive also recommended that a report be submitted to a future meeting on the progress being made relating to the project.

### Decision

1. To note that the motion was unanimously agreed; and
2. To agree that an update report be submitted to a future meeting of the Education Executive on the progress of the project.





**EDUCATION EXECUTIVE**

**NAMING OF THE NEWLY ESTABLISHED PRIMARY SCHOOL FOR ADDITIONAL SUPPORT NEEDS LOCATED AT CONNOLLY HOUSE, BLACKBURN**

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

**A. PURPOSE OF REPORT**

To determine the name of the newly established primary school for additional support needs located at Connolly House, Blackburn as a result of the recent Additional Support Needs Review and public consultation exercise.

**B. RECOMMENDATION**

It is recommended that the Education Executive approve the naming of the newly established primary school for additional support needs located at Connolly House, Blackburn to the 'Connolly School Campus'.

**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; working in partnership
<b>II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)</b>	Education (Scotland) Act 1980 Schools (Consultation) (Scotland) Act 2010
<b>III Implications for Scheme of Delegations to Officers</b>	None
<b>IV Impact on performance and performance Indicators</b>	The educational benefits resulting from the proposals will impact positively on a range of performance indicators including attainment.
<b>V Relevance to Single Outcome Agreement</b>	Outcome 1,2 and 5
<b>VI Resources - (Financial, Staffing and Property)</b>	N/A
<b>VII Consideration at PDSP</b>	The report was considered at the Education PDSP on 5 May 2015. The Panel agreed that the report be forwarded to the Education Executive for approval.

**D. TERMS OF REPORT****Background**

The outcome of a recent public consultation 'West Lothian Council, Education Services, Additional Support Needs Review 2014' concluded, among other proposals, the establishment of a primary school for additional support needs located at Connolly House, Blackburn. This outcome was approved by the Education Executive at its meeting on 24 March 2015. At this point the Education Executive agreed to receive a report to a future meeting on the naming of the new primary school.

Timeously naming the school will ensure that arrangements can be put in place to register the school formally within Scottish Government and the school management information system (SEEMIS) procedures. It will also allow pupils transferring to the school to engage in transition activities in this school term which encourage ownership and enjoyment of their new school environment in August 2015.

**Proposal**

The building was named Connolly House in 1997 when part of Our Lady of Lourdes Primary School building was identified for use as the headquarters of the Library Service, and the West Lothian Museums Service. It was considered appropriate that a suitable name be chosen for the Library Headquarters to give it a clear identity and set it apart from the school building.

The Education Services Committee, at its meeting of 11 March 1997, agreed to name the building after William Connolly, first Convener of West Lothian District Council and Local Member for the Almond Ward, Blackburn, following local consultation within Blackburn.

It is recommended that the name Connolly continues to be used, as this is already established and recognised within the community, with the new school to be known as Connolly School Campus.

**E. CONCLUSION**

The newly established primary school for additional support needs located at Connolly House, Blackburn requires to be formally named. It is recommended that the school should formally be known as 'Connolly School Campus'.

**F. BACKGROUND REFERENCES**

<http://www.westlothian.gov.uk/media/6522/ASN-Review-2014---Report-of-the-Consultation/pdf/report-on-consultation-asn-review-2014.pdf>

Appendices/Attachments: None

Contact Person: Alison Raeburn Interim ASN Manager  
Email: [alison.raeburn@westlothian.gov.uk](mailto:alison.raeburn@westlothian.gov.uk) Tel No. 01506 282634

Elaine Cook, Head of Education (Quality Assurance)  
Email: [elaine.cook@westlothian.gov.uk](mailto:elaine.cook@westlothian.gov.uk) Tel No. 01506 283050

Date of meeting: 9 June 2015



## **EDUCATION EXECUTIVE**

### **SESSION DATES 2016/17**

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

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

To invite the Education Executive to approve the proposed Session Dates for 2016/17 and a revision to the current policy of starting the fixed Spring Break on the last Monday of March.

#### **B. RECOMMENDATION**

- 1) To approve Session Dates for 2016/17
- 2) To approve that the Council's policy on fixing the Easter break, be amended to "The Spring Break shall start on the last Monday of March except where Easter would fall out with this period, in which case the Council will consult on a suitable pattern of holidays to incorporate the Easter public holiday."

#### **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; working in partnership.
<b>II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)</b>	The proposal conforms to Council practice regarding local holidays. There is a statutory requirement for schools to provide 190 teaching days.
<b>III Implications for Scheme of Delegations to Officers</b>	None.
<b>IV Impact on performance and performance Indicators</b>	The timing of school holidays is a factor in successful examination preparation and therefore may impact on Council attainment performance indicators.
<b>V Relevance to Single Outcome Agreement</b>	The timing of school holidays is a factor in successful examination preparation and therefore may impact on attainment performance indicators in the Single Outcome Agreement.

<b>VI Resources - (Financial, Staffing and Property)</b>	None.
<b>VII Consideration at PDSP</b>	The report was considered at Education PDSP on 5 May 2015. The Panel agreed that the report was forwarded to the Education Executive for approval.
<b>VIII Other consultations</b>	West Lothian Parent Council Forum, Parent Councils, Headteachers, LNCT.

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

Appendix 1 lists the proposed school session dates for 2016/17. Appendix 2 shows these dates in a calendar format for ease of reference.

The proposed session dates include a fixed Spring Break starting on the last Monday of March, as agreed by the Education Executive at its meeting of 10 June 2014, following consultation with Parent Councils, Headteachers and the Local Negotiating Committee for Teachers.

The fixed Spring Break was set to start on the last Monday of March for the following reasons:-

- To maximise the time available for examination preparation following the Spring Break.
- To shorten the second term in response to comments received that it was too long.
- To minimise the risk that the Spring Break would finish too late in April. A Spring Break starting the first Monday in April, for example, could result in holidays commencing on Sat 5 April and running to Sun 20 April, in effect the middle two weeks in April. The Highers typically start in the last week of April (28 April in 2015). A Spring Break starting the last Monday in March would finish by 13 April at the latest.

During the consultation on fixing the Spring Break, the West Lothian Parent Council Forum noted that having a Spring Break different from other authorities, and independent from Easter may make it easier and cheaper for parents to take holidays, away from the period of peak demand.

All other Council's have been consulted on whether they have a fixed spring break. Fifteen have replied that they do, and that the break is fixed and will encompass the first two weeks of April. The precise meaning of the 'first two weeks in April' is interpreted differently by these Councils, however. For example, when 31 March is a Monday, 11 authorities have said that they would start their Spring Break on 7 April, 2 would start their Spring Break on 31 March (in line with the current West Lothian Council policy) with the remainder unable to say for sure. Thus even the apparent convergence of fixed Spring Breaks around 'the first two weeks in April' is unlikely to produce a uniform result across Scotland. North and South Lanarkshire fix their Spring Break, but other neighbouring authorities do not.

The proposed session dates include an in-service day on Thursday 4 May 2017, as this will be an election day, and it is suggested that holding an in-service day to coincide with fixed elections will reduce the disruption experienced by pupils at those schools which close for elections.

The proposed session dates do not include a week off in February, as is the case in some other authorities. This matter has previously been considered during previous consultations on session dates, and the Council has agreed not to include a week off in February for the following reasons:-

- A week's break in February would impact adversely on secondary attainment.
- Many parents do not want children to have a holiday in February when it is cold and dark, and children have less opportunity for outdoor activities.

Appendix 3 shows the proposed session dates in neighbouring authorities. Members should note that these dates differ from each other, and so it will not be possible to set holiday which coincide with all neighbouring authorities. Members should also note that some other authorities are also consulting on their proposed dates and so the information in this appendix may be subject to change.

The responses received are set out in Appendix 4. The Headteachers of all 66 primary schools, 11 secondary schools, 5 special schools and 2 early years centres) were consulted, as were their Parent Councils. Responses were received from 11 Headteachers and 8 Parent Councils out of this total. One of the Parent Councils submitted comments from individual parents rather than a collective view.

Of the 11 Headteachers who responded, one confirmed that the dates as proposed were appropriate, and 10 made specific comments. Of the 8 Parent Councils which responded one responded that the dates as proposed were appropriate, and 7 made specific comments. The Parent Council that submitted the views of individual parents included 2 parents who felt the dates proposed were appropriate, and

Three common themes emerged from the consultation, as follows:-

- **Good Friday and Easter Monday should be incorporated within the Spring Break.**

One Primary School Parent Council supported fixing the Spring Break, and one wanted Good Friday and Easter Monday to be incorporated within the Spring Break.

One Secondary School Parent Council agreed with the proposed pattern of holidays, and one wanted Good Friday and Easter Monday to be incorporated within the Spring Break.

Of the individual parental views received two agreed with the proposed pattern of holidays, and three wanted Good Friday and Easter Monday to be incorporated within the Spring Break.

One Primary School Headteacher supported the proposed pattern of holidays, and three wanted Good Friday and Easter Monday to be incorporated within the Spring Break.

One Secondary School Headteacher wanted Good Friday and Easter Monday to be incorporated within the Spring Break.

- **There should be a week's break in February.**

One Primary and one Secondary Parent Council supported a week's break in February.

Five Primary Headteachers supported a week's break in February, and one supported a longer break.

- **Proposal to hold In-Service Day on Thursday 4 May (Election Day)**

Two Primary Parent Councils supported the proposal to and one was against. One Secondary Parent Council was against the proposal to hold an In-Service Day on Election Day.

One Secondary Headteacher was against the proposal to hold an In-Service Day on Election Day.

The Teachers Side of the Local Negotiating Committee for Teachers made the following comments:-

- It would be preferable if Good Friday and Easter Monday were incorporated in the Spring Break.
- There were two opposing views expressed in relation to the February week. One group of staff supported a week off in February. Another substantial group did not support a week off, but would like an additional day.
- Holding an In-Service Day on Election Day was potentially disruptive in the Secondary Sector.

As a result of this consultation, it is proposed to amend the Council's policy on the fixed Spring Break to "The Spring Break shall start on the last Monday of March except where Easter would fall out with this period, in which case the Council will consult on a suitable pattern of holidays to incorporate the Easter public holiday."

The proposed Session Dates for 2016/17 take account of the comments received during consultation with Parent Councils, Headteachers and the Local Negotiating Committee with Teaching Staff by moving the Spring Break so that it encompasses Easter, and including an additional day holiday in February.

The original dates which went out to consultation can be found at Appendix 5 and 6.

## **E. CONCLUSION**

The Education executive is invited to agree the proposed Session Dates for 2016/17.

## **F. BACKGROUND REFERENCES**

Education Executive of 10 June 2014.

Appendices/Attachments:

1. Proposed Session Dates 2016/17
2. Proposed Session Dates 2016/17 Calendar Format
3. Neighbouring Authorities
4. Summary of Consultation Responses



5. Original Session Dates 2016/17 Which Went Out to Consultation
6. Original Session Dates 2016/17 Calendar Format Which Went Out to Consultation

Contact Person: Andrew Sneddon, Customer and Performance Manager  
Andrew.sneddon@westlothian.gov.uk

*James Cameron*  
*Head of Schools with Education Support*

Date of meeting: 9 June 2015





# DRAFT SCHOOL SESSION DATES 2016/2017

				STAFF WORKING DAYS	TEACHING DAYS
<b>TERM 1</b>					
Staff resume		* Monday, 22 August 2016			
All resume		Tuesday, 23 August 2016			
				20	19
September Holiday	All break	Friday, 16 September 2016			
	Teaching staff resume	* Tuesday, 20 September 2016			
	Pupils resume	Wednesday, 21 September 2016			
				19	18
October Holiday	All break	Friday, 14 October 2016			
	Teaching staff resume	* Monday, 24 October 2016			
	Pupils resume	Tuesday, 25 October 2016			
				43	42
Last day of term		Wednesday, 21 December 2016			
				82	79
<b>TERM 2</b>					
All resume		Wednesday, 4 January 2017			
				27	27
February Holiday	All break	Thursday, 9 February 2017			
	Teaching staff resume	* Tuesday, 14 February 2017			
	Pupils resume	Wednesday, 15 February 2017			
				34	33
Last day of term		Friday, 31 March 2017			
				61	60
Good Friday	14 April 2017				
Easter Monday	17 April 2017				
<b>TERM 3</b>					
All resume		Tuesday, 18 April 2017			
				9	9
May Holiday		Monday, 1 May 2017			
	All resume	Tuesday, 2 May 2017			
May In-Service		* Thursday, 4 May 2017			
	Pupils resume	Friday, 5 May 2017			
				43	42
1 day local holiday as detailed below #					
Last day of term		Friday, 30 June 2017			
				52	51
<i>totals</i>				<u>195</u>	<u>190</u>
# a)	All schools except those at b) and c) below:	Victoria Day	Monday, 22 May 2017		
b)	Bathgate Academy and feeder primary schools plus St Mary's, Bathgate & St Columba's (excluding Blackburn, Murrayfield and Seafield Primary schools)	Newlands Day	Monday, 5 June 2017 (subject to confirmation)		
c)	Linlithgow Academy and feeder primary schools plus St Joseph's Primary School, Linlithgow:	Linlithgow Marches	Tuesday, 13 June 2017 (subject to confirmation)		

## SESSION 2017/2018

Staff resume	Monday, 21 August 2017 (to be confirmed)
Pupils resume	Tuesday, 22 August 2017 (to be confirmed)

Andrew Sneddon  
Customer and Performance Manager  
April 2015



# 2016

	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

# 2017 (Appendix 2)

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

Orange = pupils on holiday

Yellow = pupils on holiday & staff in-service

Red = public holiday - everybody off

Purple = Victoria Day

Blue = Newlands Day (Bathgate Schools only)

Green = Linlithgow Marches (Linlithgow Schools only)

Printed: 03/06/2015



## Neighbouring Authority Session Dates 2016/17 (Pupils)

Council	Start of Session	September Mid-Term	October Holiday	Christmas Holiday	February Mid-Term	Easter Holiday	End of Session
Falkirk	22/08/16	12/09/2016	10/10/16-14/10/16	22/12/16-04/01/17	10/02/17	03/04/17-17/04/17	30/06/17
Scottish Borders	15/08/16	n/a	10/10/16-14/10/16	23/12/16-06/01/17	10/02/17-14/02/17	03/04/17-17/04/17	28/06/17
Edinburgh (draft)	15/08/16	19/09/16	17/10/16-21/10/16	23/12/16-06/01/17	13/02/17-17/02/17	03/04/17-17/04/17	30/06/17
Mid Lothian (in consultation)	n/a	n/a	n/a	n/a	n/a	n/a	n/a
North Lanarkshire (in consultation)	n/a	n/a	n/a	n/a	n/a	n/a	n/a
South Lanarkshire	15/08/16	23/09/16-26/09/16	17/10/16-21/10/16	23/12/16-06/01/17	13/02/17-14/02/17	31/03/17-17/04/17	23/06/17
West Lothian Council	23/08/16	19/09/16-20/09/16	17/10/16-24/10/16	22/12/16-03/01/17	13/02/17-14/02/17	27/03/17-07/04/17	30/06/17





Parent Councils - Primary	Comment
Addiewell Primary School	<ul style="list-style-type: none"> <li>• Agree with holding In-Service on election day.</li> <li>• Have a week off in February and less time off in summer to help spread childcare.</li> <li>• Not all parents are off on Easter Weekend and arranging childcare for 2 weeks then an additional two days less than a week later is very difficult for some.</li> </ul>
Bellsquarry Primary School	Suggest holding In-Service on 2 May rather than 4 May.
Mid Calder Primary School	<ul style="list-style-type: none"> <li>• Appear to be losing 1 week 2 days from the summer break.</li> <li>• Fixed spring break is normal practice in other Council areas, with the same two weeks set aside every year. West Lothian Council should consider this as it would be a useful planning tool for the school and parents.</li> </ul>
Uphall Primary	Agree with holding In-Service on election day.

Parent Councils - Secondary	Comment
The James Young High School	General agreement on the proposed dates.
Linlithgow Academy	<ul style="list-style-type: none"> <li>• Prefer a Friday finish in June</li> <li>• Good Friday and Easter Monday falling out with the two week holiday would disrupt teaching time, and cause childcare challenges for working parents</li> <li>• Holding the In-Service day on 4 May would cause serious disruption to the school week. The election shouldn't necessitate a holiday for all schools in West Lothian.</li> </ul>
West Calder High School	<ul style="list-style-type: none"> <li>• There should be a week in February for family reunions etc</li> <li>• Two weeks off at Easter then two additional days would be damaging to study plans</li> <li>• Not including Easter could be construed as anti-Christian. We are a Christian country and value our Christian traditions.</li> <li>• The Easter weekend is likely to form the basis for family holiday plans so will lead to pupil absences as they link with other areas who have Easter Breaks.</li> <li>• Part weeks are again useless for travel. Family reunions are very useful and so 2 weeks at October would be much more useful.</li> <li>• The post exam summer term is full of trips which are disruptive to studies and so it was suggested cutting this term by a week to allow a return after holiday sooner by which time pupils will have their results and so any subject changes would mean less catch up. I think the concentration is better at this time than post exam pre-holiday</li> <li>• The feeling also was that the new session dates have been developed without any real consideration or appreciation of working parents. Setting holidays over and above public holidays is a real issue and clustering holidays (ie 7 weeks or longer at the summer) rather than February and October breaks make it even more difficult for parents to achieve the holidays/holiday cover they need.</li> <li>• It was also felt that the Easter holiday has always been a moving holiday and this has been managed appropriately thus far, why change it now? Exam dates are set accordingly so have never impacted on holiday times.</li> </ul>
Whitburn Academy Individual Parents	<ul style="list-style-type: none"> <li>• Parent 1 – Schedule spring break around Easter holidays. Separating Easter from spring break makes family time together more difficult, and interrupts learning twice.</li> <li>• Parent 2 – Schedule spring break to coincide with Easter. The Thursday In-Service seems very disruptive.</li> <li>• Parent 3 – I feel these dates are acceptable.</li> <li>• Parent 4 – These dates are fine with myself and my husband.</li> <li>• Parent 6 – Extend term 2 so that Easter is in the holiday period, as it is a religious festival, it would reduce unauthorised absence and give time to finish courses before the break.</li> </ul>

Headteacher - Primary	Comment
Addiewell Primary School	<ul style="list-style-type: none"> <li>It would be useful to have two consecutive In-Service days in August to enable staff to plan quality learning and development opportunities at the start of the new school year.</li> <li>Have a week holiday in February as this would have a positive impact on staff and pupil attendance.</li> <li>Start Easter holiday on 3 April in order to incorporate Easter Monday/Good Friday in holiday – this would provide greater continuity and less disruption.</li> </ul>
Balbardie Primary School	Reinstate February week. The long term impacts on attendance (pupils and staff) and on pupil behaviour.
Boghall Primary School	<ul style="list-style-type: none"> <li>Would prefer to work to the Friday 23rd finishing at lunch time and then back to work on Monday 9th January. This would mean 2 full weeks - rather than disrupting teaching time with the 2 broken weeks.</li> <li>The spring break is too early. If we delayed this by a week to finishing on 31st March we could add Easter on which would be less disrupting of teaching time.</li> <li>Link holidays to other areas for benefit of staff and parents who work in other areas.</li> </ul>
Broxburn Primary School	Reinstate February week, and reduce summer holiday by one week. This would reduce staff absences. Fixing the spring break should mitigate impact of this on exam preparation in secondary sector. A February week would split the term in two clear parts in a similar way to the October week. Operationally it is preferable to close in winter as this lessens likelihood of unplanned school closures. It would bring West Lothian holidays close into line with others i.e. Edinburgh.
Howden St Andrew's Primary School	Dates are fine as proposed.
Our Lady of Lourdes	<ul style="list-style-type: none"> <li>Finish on December 23<sup>rd</sup> and return on 9 January to avoid broken weeks which sometimes impact on learning</li> <li>The In-Service on Thursday may cause parents not to send children on Friday which would be more valuable time lost.</li> <li>Would prefer a few more days off in February, which is a time of illness anyway.</li> </ul>
Parkhead Primary School	Now that the spring holiday is fixed, there should be a week holiday in February taking one week from the summer.
Pumpherstons and Uphall Station Community Primary School	Break for a week in February with the following benefits:- provide a greater momentum in learning as a fast pace could be sustained over two shorter half terms; energy levels would be renewed following a break at a difficult time of the year; fewer low level issues between children; decreased requirements for sickness absence cover with reduced negative impact on school budget or management time.
St Paul's Primary School	<ul style="list-style-type: none"> <li>Finish on 23 December before Christmas, return later in January, in order to shorten second term.</li> <li>Third term is disrupted the Easter Weekend, and the first week in May with two separate days off.</li> <li>South Lanarkshire's holiday pattern is preferable.</li> </ul>

<b>Headteacher - Secondary</b>	<b>Comment</b>
Armadale Academy	It would be less disruptive if the Easter Holiday was one block from 31 March to 17 April.
Linlithgow Academy	Holding the In-Service day on 4 May would be disruptive to the school week.



# DRAFT SCHOOL SESSION DATES 2016/2017

				STAFF WORKING DAYS	TEACHING DAYS
<b>TERM 1</b>					
Staff resume		* Monday, 22 August 2016			
All resume		Tuesday, 23 August 2016			
				20	19
September Holiday	All break	Friday, 16 September 2016			
	Teaching staff resume	* Tuesday, 20 September 2016			
	Pupils resume	Wednesday, 21 September 2016			
				19	18
October Holiday	All break	Friday, 14 October 2016			
	Teaching staff resume	* Monday, 24 October 2016			
	Pupils resume	Tuesday, 25 October 2016			
				43	42
Last day of term		Wednesday, 21 December 2016			
				82	79
<b>TERM 2</b>					
All resume		Wednesday, 4 January 2017			
				28	28
February Holiday	All break	Friday, 10 February 2017			
	Teaching staff resume	* Tuesday, 14 February 2017			
	Pupils resume	Wednesday, 15 February 2017			
				29	28
Last day of term		Friday, 24 March 2017			
				57	56
<b>TERM 3</b>					
All resume		Monday, 10 April 2017		13	13
Good Friday	14 April 2017				
Easter Monday	17 April 2017				
May Holiday		Monday, 1 May 2017			
	All resume	Tuesday, 2 May 2017			
May In-Service		* Thursday, 4 May 2017			
	Pupils resume	Friday, 5 May 2017			
				43	42
1 day local holiday as detailed below #					
Last day of term		Friday, 30 June 2017			
				56	55
<i>totals</i>				<u>195</u>	<u>190</u>

# a)	All schools except those at b) and c) below:	Victoria Day	Monday, 22 May 2017
b)	Bathgate Academy and feeder primary schools plus St Mary's, Bathgate & St Columba's (excluding Blackburn, Murrayfield and Seafield Primary schools)	Newlands Day	Monday, 5 June 2017 (subject to confirmation)
c)	Linlithgow Academy and feeder primary schools plus St Joseph's Primary School, Linlithgow:	Linlithgow Marches	Tuesday, 13 June 2017 (subject to confirmation)

## SESSION 2017/2018

Staff resume	Monday, 21 August 2017 (to be confirmed)
Pupils resume	Tuesday, 22 August 2017 (to be confirmed)

Andrew Sneddon  
Customer and Performance Manager  
April 2015



# 2016

	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

# 2017 (Appendix 6)

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

■ = 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)

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## **EDUCATION EXECUTIVE**

### **APPOINTED MEMBER ATTENDANCE AT CHURCH OF SCOTLAND ANNUAL EDUCATION CONFERENCE**

### **REPORT BY DEPUTE CHIEF EXECUTIVE, EDUCATION, PLANNING AND AREA SERVICES**

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

To seek Education Executive approval for Church appointed member attendance at the Church of Scotland annual Education conference.

#### **B. RECOMMENDATION**

It is recommended that Education Executive:

1. agrees that the Church appointed members of the Education Executive should be invited to attend the Church of Scotland annual Education conference to be held in Edinburgh on 2 and 3 September on a non-residential basis.

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

<b>I</b>	<b>Council Values</b>	Working in partnership
<b>II</b>	<b>Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)</b>	None.
<b>III</b>	<b>Implications for Scheme of Delegations to Officers</b>	None.
<b>IV</b>	<b>Impact on performance and performance Indicators</b>	None
<b>V</b>	<b>Relevance to Single Outcome Agreement</b>	Our children have the best start in life and are ready to succeed.  We are better educated and have access to increased and better quality learning and employment opportunities.
<b>VI</b>	<b>Resources - (Financial, Staffing and Property)</b>	Costs can be met from within existing Education revenue budgets.

<b>VII Consideration at PDSP</b>	The matter has not been considered by a PDSP.
<b>VIII Other consultations</b>	None.

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

The Church of Scotland arranges training conferences for all three Church appointed members on every Local Authority in Scotland.

This conference provides an opportunity for professional development in relation to their role on Education committees. The conference touches on the expected role of the representatives, issues they might have to deal with or be aware of, new consultations coming from Scottish Government, Education Scotland, GTCS and SQA and explores the value that appointed members bring to the post. This is also a forum for discussing and sharing experience, expertise and best practice.

The draft programme for the two day event which takes place on 2 and 3 September 2015 is attached for information at appendix 1.

The conference has been advertised as a residential event, but given that West Lothian is within easy commuting distance from the Edinburgh hotel which is hosting the event, confirmation of the day rate for delegates has been requested. The residential rate is advised at £220 per person. Confirmation of a day rate is awaited and currently estimated at some £76.

#### **E. CONCLUSION**

The Church of Scotland annual Training Conference provides an opportunity for professional development in relation to the role of Church appointed members on Education committees.

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

Nil

Appendices/Attachments: 1

Contact Person: Moira Niven, Depute Chief Executive, Education, Planning and Area Services, 01506281673, moira.niven@westlothian.gov.uk

**Moira Niven**  
**Depute Chief Executive, Education, Planning and Area Services**  
**9 June 2015**

DRAFT

CHURCH of SCOTLAND – STANDING COMMITTEE ON EDUCATION  
ANNUAL EDUCATION CONFERENCE

SEPTEMBER 2<sup>nd</sup> AND 3<sup>rd</sup> : NOVOTEL. HOTEL. EDINBURGH PARK, EDINBURGH  
Wednesday 2<sup>nd</sup>

SESSION 1

- 12 Noon: Arrival – Light Lunch – Networking
- 1330: Welcome – Constitute: Programme Detail: Outcomes
- 1400: The Role of the Local Authority Representative: Representative from CoSLA.
- 1445: Follow Up to Presentation – Facilitated by: ?? LA Rep Champion?
- 1530: Coffee Break
- 1600: Preparing a Series of Statements for Political Manifestos 2016. Participative Exercise led by David Bradwell.
- 1730: End of Session 1

SESSION 2

- 1900: Dinner
- After Dinner Speaker

Thursday 3<sup>rd</sup>

SESSION 3

- 0900: Devotions
- 0915: Group Tasks or Specific Inputs  
Education Committee: LA Reps: Reps – Other Denominations.
- 1000: The Wood Commission/General Assembly Deliverance/Progress: 3 x 20 inputs.  
Representatives from – The Scottish Government: A Local Authority: A Secondary School Leader:
- 1045: Short Break
- 1100: How can the Church respond - meeting the requirements of the Deliverance?  
Groups and plenary discussion leading to a conclusion/ action plan.  
Facilitated by ??.
- 1200: Close Conference
- 1230: Light Lunch