

WEST LoTHIAN COUNCIL, EDUCATION SERVICES

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

CONSULTATION DOCUMENT August 2018

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SECTION 1: PURPOSE OF THE DOCUMENT

The purpose of this document is to give information on:

- West Lothian Council's proposal to establish secondary stage education, initially with S1 provision, within Ogilvie School Campus as part of the council's continuing commitment to ensure equitable, quality and sustainable provision for pupils with additional support needs;
- the educational benefits to be gained through the implementation of this proposal; and
- how you can give your views and take part in the consultation process.

West Lothian Council believes that thorough and effective consultation will support better outcomes for pupils and their families and will enable the vast majority of pupils with severe and complex needs to be educated within West Lothian with tailored support to meet their needs.

Public consultations are necessary when a local authority is proposing to make a significant change including the opening of a new stage in a school. To carry out a public consultation the council requires to follow the statutory guidance outlined in the Schools (Consultation) (Scotland) Act 2010. With this in mind, this document is further organised into the following sections:

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

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

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

Section 5 details how West Lothian Council has organised the consultation process to meet the requirements of the legislation, and how you can take part and give your views.

SECTION 2: PROPOSAL AND BACKGROUND TO THE PROPOSAL

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

West Lothian Council, Education Services proposes to establish secondary stage education within Ogilvie School Campus, Livingston, for pupils with severe and complex needs under the management of the Head Teacher of Ogilvie School Campus.

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

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

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

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

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

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

2.2 BACKGROUND TO THE PROPOSAL

West Lothian Council undertook public consultation regarding Additional Support Needs provision during 2013 to 2015. Extensive consultation with stakeholders took

place and contributions provided valuable feedback on the requirements for future provision. Throughout the consultation period stakeholders confirmed a clear support for the continuation of an all-through school approach (5-18yrs) in relation to severe and complex needs provision within the authority.

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

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

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

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

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

2.3 RECONFIGURATION AND EXTENSION

The following options for Ogilvie School Campus have been established:

- Option 1 – Refurbishment and extension north to the existing Ogilvie School Campus premises. Indicative cost £3.31m
- Option 2 – Refurbishment and extension south to the existing Ogilvie School Campus premises. Indicative cost £3.47m

With the main focus being delivery of an efficient, sustainable specialist school the preferred option being taken forward in this proposal is Option 1 - refurbishment and extension north to the existing Ogilvie School Campus.

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

- West Lothian Councils duty and commitment to best value by maintaining regard to quality and cost.
- On evaluation of all existing specialist school estates and review of available land within the authority for relocation, it was considered that the Ogilvie site offered best opportunity for expansion both internally and externally.
- Initial design plans show future accommodation can incorporate all the required functions for the delivery of both primary and secondary phase education in a personalised specialist environment.
- Commitment to delivery of practical class teaching space for August 2019
- Day to day facilities required to provide individualised care and education for

children and young people with severe and complex needs are already in place at the Ogilvie site.

- West Lothian Council offers a range of specialist establishments within the ASN School Estate. Each special school has a clear purpose that caters for the specific need of the child or young person attending. Ogilvie School Campus, having embedded excellent support to those pupils with severe and complex needs is in an excellent position to continue to facilitate this dedicated approach.

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

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

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

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

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

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

2.4 ADMISSION CRITERIA

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

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

https://www.westlothian.gov.uk/media/9292/Admission-to-Specialist-Provision---Procedure/pdf/Admission_to_Specialist_Provision_-_Procedure.pdf

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

2.5 NON-DENOMINATIONAL EDUCATION PROVISIONS

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

2.6 PRE-CONSULTATION EXERCISE

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

SECTION 3: THE EDUCATIONAL BENEFIT STATEMENT

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

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

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

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

3.1 CURRICULUM FOR EXCELLENCE

Curriculum for Excellence is the national curriculum of experiences and outcomes for all pupils, 3 – 18 years. The national guidance from Education Scotland encourages education authorities to ensure that each school's curriculum is designed on 7 key principles:

- Challenge and enjoyment
- Breadth
- Progression
- Depth
- Personalisation and choice
- Coherence
- Relevance.

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

The curriculum for pupils with severe and complex needs is based on the same principles as all educational establishments across West Lothian. Design of the curriculum, taking cognisance of these principles will depend on the nature and

complexity of the needs of the children and young people. Progression can be achieved through a well-planned, joint and individualised learning programme. In Ogilvie School Campus, staff will develop and refresh the curriculum on a regular basis and manage curriculum change and innovation to improve the range and quality of experiences and outcomes for children and young people and ensure delivery of curriculum entitlements.

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

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

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

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

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

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

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

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

3.2 TRANSITION

Evidence suggests that pupils with additional support needs are much more at risk of being adversely affected by transition compared to their less vulnerable counterparts. For ASN pupils undergoing a key transition there are many possible areas of

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

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

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

3.3 TRANSPORT

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

3.4 MAINSTREAM LINKS

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

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

Strong partnerships between West Lothian Council and outside agencies are helping continue to improve and increase appropriate choices and challenges for the pupils of Ogilvie School Campus with effective procedures and initiatives helping pupils move on from school successfully.

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

between the equally important elements of academic attainment and social development.

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

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

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

3.5 SCHOOL MANAGEMENT

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

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

3.6 STAFF TEAMS

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

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

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

- Educational Psychology
- School community paediatrician
- School nurse
- Speech and language therapy
- Physiotherapy
- Occupational Therapy

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

Learning episodes delivered by well qualified and skilled staff with high levels of expertise, working in partnership with other agencies and staff to meet individual

needs will lead to improvements in teaching and learning

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

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

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

3.7 ACCOMMODATION

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

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

Ogilvie School Campus is in a strong position to become a primary through to secondary specialist school providing for pupils aged 5 years to 18 years as the benefits of this building already include:

- Compliant with the Councils obligations under the Equality Act 2010
- Automatic doors
- Structured play room/GP room
- Play room- therapeutic and structured play
- Soft play room
- Sensory room

- Resource room
- Early years play area
- Meeting rooms
- Flexible working areas for children

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

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

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

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

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

3.8 OUTDOOR LEARNING

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

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

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

The school grounds offer ample scope for development of the outdoor classroom. This will continue to have a positive impact on the learning environment for Ogilvie School Campus pupils and will support the development of good relationships and positive behaviour, not only in the classroom, but also outdoors and in the wider community.

Within Ogilvie School Campus the outdoor classroom is already used to support interdisciplinary learning, map reading skills, development of gross and fine motor skills, PE, Science, literacy and numeracy across the curriculum, weather

experiments, charity events, project and graph work. Should the proposal be agreed these learning episodes would be further built upon in the secondary phase of the young person's education.

3.9 PLAYGROUND

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

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

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

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

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

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

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

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

3.10 COMMUNITY LINKS

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

and progress through the school.

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

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

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

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

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

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

3.11 MENTORING AND BULLYING

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

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

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

3.12 BENEFITS FOR ANY OTHER SCHOOL USERS

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

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

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

SECTION 4: INTEGRATED IMPACT ASSESSMENT

To meet statutory equality duties, the Council conducts an Integrated Impact Assessment (IIA) to critically assess policies and practices and ensure compliance with all legislative requirements.

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

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

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

The outcome of the Integrated Impact Assessment will inform the Report on the Outcome of Consultation.

SECTION 5: CONSULTATION PROCESS:HAVE YOUR SAY

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

In terms of the Schools (Consultation) (Scotland) Act 2010, any proposal to open a stage of education within a school requires a formal consultation process.

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

The statutory consultees for a proposal to establish a stage of education are

prescribed as follows:

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

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

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

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

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

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

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

Location: Ogilvie School Campus, Livingston	Date/Time: Tuesday 11 September 2018, 7.00pm
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During the consultation period any views on this proposal should be sent in writing to the address given below:

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

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

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

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

www.westlothian.gov.uk/article/6253/Schools-and-Education-Consultations

Consultation Timeline:

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

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

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

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

West Lothian Council will not make any decision, or put any changes into effect, until the final Consultation Report has been concluded, published and subsequently presented to the Education Executive on Tuesday 15 January 2019

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

If you would like a copy of this document please call MELANIE LAURIE 01506 281666. GIVING YOUR NAME ADDRESS AND THE LANGUAGE YOU WOULD LIKE THE DOCUMENT TRANSLATED IN TO

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

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

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

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

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

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

**如果您希望得到一份該文件的復印件, 請您打電話給梅勒妮·勞瑞 (MELANIE LAURIE) ,
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**WEST LOTHIAN PAŠVALDĪBA (COUNCIL), IZGLĪTĪBAS DIENESTS, PRIEKŠLIKUMS IZVEIDOT OTRĀS
PAKĀPES IZGLĪTĪBU OGILVIE SKOLĀ**

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

**VAKARŪ LOTHIAN TARYBOS ŠVIETIMO TARNYBOS PASIŪLYMAS SUKURTI ANTROSIOS PAKOPOS
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NURODYKITE SAVO VARDA, PAVARDE, ADRESĀ IR KALBA, I KURIAJ NORITE, KAD BŪTŪ IŠVERSTAS
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**Jeśli chcieliby Państwo otrzymać kopię niniejszego dokumentu prosimy o kontakt z MELANIE
LAURIE pod numerem 01506 281666, podając swoje imię i nazwisko, adres oraz język, w którym
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**WEST LOTHIAN COUNCIL, EDUCATION SERVICES, PROPOSAL TO CREATE SECONDARY STAGE
EDUCATION, OGILVIE SCHOOL CAMPUS**

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

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