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PERTH AND KINROSS COUNCIL

EDUCATION AND CHILDREN'S SERVICES

PROPOSAL PAPER

The following school is affected by this proposal document:

- **Errol Primary School**

This document has been issued by Perth and Kinross Council for proposal in terms of The Schools (Consultation) (Scotland) Act 2010.

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A copy of this document is available on the Perth and Kinross Council website: www.pkc.gov.uk

A link to an electronic version of this document will be provided by letter to:

- The Parent Council (if any) of the affected school
- The parents of the pupils and children who may attend the affected school
- Parents of children expected to attend the affected school within 2 years of the date of publication of this proposal document
- The teaching and ancillary staff at the affected school
- The trade union and professional association representatives of the above staff
- The Community Council
- Relevant users of the affected school
- Elected Members of Perth & Kinross Council
- Lay Members of Lifelong Learning Committee
- The Constituency MSPs and List MSPs covering the Constituency
- The Constituency MPs
- The Executive Director, The Environment Service, Perth & Kinross Council
- The Executive Director, Housing & Community Care, Perth & Kinross Council
- Tayside Contracts
- Education Scotland

A copy of this document is also available from:

- Education and Children's Services, Pullar House, 35 Kinnoull Street, Perth, PH1 5GD
- Council Headquarters, 2 High Street, Perth
- Errol Primary School, Station Road, Errol, PH2 7QB

This document is available in alternative formats or in translated form for readers whose first language is not English. Please apply to Education and Children's Services, Pullar House, 35 Kinnoull Street, Perth, PH1 5GD by telephone on 01738 476200; or by e-mail: ECSGeneralEnquiries@pkc.gov.uk

SUMMARY OF PROCESS FOR THIS PROPOSAL DOCUMENT

1. Consideration by the Lifelong Learning Executive Sub-Committee

This proposal document has been issued as a result of a decision on 26 November 2014 of the Lifelong Learning Executive Sub-Committee of Perth and Kinross Council (Report 14/464 (Revised) refers). This is to seek views on the proposal in this paper.

2. Proposal document issued to consultees and published on Council website

A copy of this document will be issued free of charge to the consultees listed on the preceding page, and it will also be published on the Council website: www.pkc.gov.uk

3. Publication of advertisement in local newspapers

An advertisement will be placed in the relevant local newspapers. In addition, there may be announcements related to the Proposal process on the local radio station, Radio Tay.

4. Length of consultation period

An advertisement will be placed in local newspapers on 7 January 2015. The consultation will thereafter run until close of business on 27 February 2015, which includes a period of 34 school days.

5. Public meeting

A public meeting will be held, the details of which are given on page 5 of this document.

6. Involvement of Education Scotland

When the proposal document is published, a copy will also be sent to Education Scotland by the Education Authority. Education Scotland will also receive a copy of any relevant written representations received by the Authority from any person during the consultation period or, if Education Scotland agree, a summary of them. Education Scotland will further receive a summary of any oral representations made to the Authority at the public meeting which will be held and, as available (and so far as otherwise practicable), a copy of any other relevant documentation.

Education Scotland will then prepare a report on the educational aspects of the proposal not later than 3 weeks after the Authority has sent them all representations and documents mentioned above. For the avoidance of doubt, the 3 week period will not start until after the consultation period has ended. In preparing their report, Education Scotland may enter the affected school and make such reasonable enquiries of such people there as they consider appropriate, and may make such reasonable enquiries of such other people as they consider appropriate.

7. Preparation of consultation report

The Education Authority will review the proposal having regard to the Education Scotland Report, written representations that it has received and oral representations made to it, by any person at the public meetings.

It will then prepare a consultation report. This report will be published in electronic and printed formats and will be advertised in local newspapers. It will be available on the Council website and from Education & Children's Services at Pullar House, 35 Kinnoull Street, Perth & Kinross Council Headquarters at 2 High Street as well as the affected school, free of charge. Anyone who made written representations to the Authority during the consultation period will also be informed about the report.

The report will include:

- a record of the total number of written representations made to the Authority during the consultation period;
- a summary of the written representations;
- a summary of the oral representations made at the public meeting;
- the Authority's response to the Education Scotland Report as well as any written or oral representations it has received, together with a copy of the Education Scotland Report and any other relevant information, including details of any alleged inaccuracies and how these have been handled; and
- a statement explaining how the Authority complied with the requirement to review the proposal in light of the Education Scotland Report and representations (both written and oral) that it received.

The consultation report will be published and available for further consideration for a period of 4 weeks.

8. Decision

This report together with any other relevant documentation will be considered by the Lifelong Learning Committee of Perth and Kinross Council, who will come to a decision about whether to implement the proposal.

9. Note on Corrections

If any inaccuracy or omission is discovered in this proposal document, either by the Council or any person, the Council must investigate and decide what, if any, action is required. If relevant information has been omitted or there has been an inaccuracy, the Council will then take appropriate action which may include the issue of a correction notice, the publishing of a corrected proposal paper or the revision of the timescale for the consultation period if appropriate. In that event, relevant consultees and Education Scotland will be advised. The Authority must inform the person who made the allegation and what action it has taken.

10. Note

This consultation is being conducted having regard to the terms of the Schools (Consultation) (Scotland) Act 2010.

PUBLIC MEETING

A Public meeting will be held in Errol to discuss these proposals. Anyone wishing to attend the public meeting is invited to do so. The meeting, which will be convened by the Education Authority, will be addressed by the Executive Director (Education and Children's Services), or other senior officers of the Council.

The meeting will be an opportunity for interested parties to:

- Hear more about the proposal
- Ask questions about the proposal
- Have their views recorded so that they can be taken into account as part of the consultation process.

The meeting will be held at:

Venue – Errol Primary School

Date – Thursday 5 February 2015

Time – 7.00 pm

A note will be taken at the meeting of questions and views. This note will be published on the Council website, and a printed copy will be made available upon request.

**PERTH AND KINROSS COUNCIL
EDUCATION AND CHILDREN'S SERVICES**

THIS IS A PROPOSAL DOCUMENT

Education and Children's Services is required under the Schools (Consultation) (Scotland) Act 2010 to publish details of and consult on any proposal to establish Additional Support Needs specialist provision outwith a special school. Therefore, public consultation is required to establish Additional Support Needs specialist provision at Errol Primary School.

Proposal:

That subject to the outcome of this proposal exercise, the Council proposes to:

- Establish Additional Supports Needs Specialist Provision at Errol Primary School with effect from August 2016.

1. STATUTORY RESPONSIBILITIES

- 1.1 Councils have a statutory duty in terms of the Education (Scotland) Act 1980 to make adequate and efficient provision of school education across their entire area for the current school population and future pattern of demand. The Council's School Estate Management Plan, approved by the Lifelong Learning Committee of Perth & Kinross Council on 6 March 2014, (Report No [14/96](#) refers) provides information on the whole of the school estate and provides information about overall objectives and future priorities within Perth & Kinross Council.
- 1.2 Councils also have a statutory responsibility in terms of the Local Government in Scotland Act 2003 to achieve best value. In doing so, consideration must be given to occupancy as buildings are expensive resources. To achieve best value and optimum efficiency, the minimum number of buildings is required to deliver Council services to a particular locality. The organisation of the school estate is therefore kept under regular review, including the need for school provision and other factors, such as Additional Support Needs specialist provision and altering catchment areas.
- 1.3 Most importantly, the Education Authority would wish to optimise the educational experience for every pupil by providing:
- a range of social and emotional experiences
 - an enriched and broad learning experience
 - the best possible education which meets the needs of all learners.

2. VISION

- 2.1 Perth & Kinross Council works to enhance quality of life, make best use of public resources and ensure continuously improving services. Perth & Kinross Council's Corporate Plan "Securing the Future" aims to ensure that individuals, families and communities experience the best possible outcomes from a range of services.

Perth & Kinross Council has a strong identity and clear priorities which everyone works together to achieve, creating areas which are vibrant and successful; safe, secure, healthy and sustainable environments; educated, responsible and informed citizens; confident and active communities; and places where people are nurtured and supported, giving every child the best start in life.

- 2.2 This approach is reflected in the Scottish Government National Performance Framework - National Outcome 15 states that "Our public services are high quality, continually improving, efficient and responsive to local people's needs", and the Local Outcome states that "Our services will be responsive, of high quality and continually improving". This report also links with Perth & Kinross Council's School Estate Management Plan, Education and Children's Services Policy Framework Maximising Resources and with the Education and Children's Services objective to develop the range and quality learning experiences for all.

3. BACKGROUND

- 3.1 A meeting of the Lifelong Learning School Estate Sub-Committee on 5 June 2014 noted that a feasibility study had been completed to extend Errol Primary School as a result of the increasing school roll (Report No [14/253](#) refers). The scope of the works will provide additional classrooms, additional support needs specialist provision with associated ancillary space and expanded nursery provision.
- 3.2 The Executive Director (Education and Children's Services) is required to formally consult the appropriate bodies and persons in relation to establishing Additional Support Needs specialist provision outwith a special school.
- 3.3 The consultation process to be carried out in consequence of the Committee's decision, and involving Education Scotland and the general public, will be in terms of the Schools (Consultation) (Scotland) Act 2010.

4. ERROL PRIMARY SCHOOL

- 4.1 Errol Primary School is situated in Station Road, Errol. The school provides primary school education for girls and boys from Primary 1 to Primary 7 and currently has a roll of 198 primary pupils. The school provides nursery education for children in their ante-pre-school and pre-school years, with 40 morning and 40 afternoon spaces, 8 of which are full time. Errol Primary School is a non-denominational school.
- 4.2 Errol Primary School stands in its own spacious grounds and gardens at the east end of the village of Errol. The Victorian part of the school building dates from 1897 and, until the introduction of Comprehensive Education in 1973, was a Junior Secondary School. The old Primary School is situated in School Wynd, adjacent to the old churchyard; it has now been converted into private dwellings. The school was extensively refurbished and extended in 2009 to meet the needs of modern education.
- 4.3 Following a recent feasibility study, design development work is currently being undertaken to address capacity issues as the result of a rising school roll. Land was previously procured adjacent to the school in March 2011 in order to facilitate expansion. Demolition works were concluded on the additional land in 2012.
- 4.4 The scope of the works at Errol Primary School will provide 3 additional classrooms and Additional Support Needs specialist provision accommodation together with associated ancillary space. The project will also include scope for a further 2 classrooms to be added to the building in the future should the need arise. The 2 additional classrooms are not likely to be required in the short to medium term.
- 4.5 It is intended that the new Additional Support Needs specialist provision accommodation will occupy the current nursery space with a new larger space created for the nursery.

5. PROPOSAL

- 5.1 It is therefore proposed that:

Proposal:

- The Council proposes to establish Additional Support Needs specialist provision at Errol Primary School with effect from August 2016.

- 5.2 The Education (Additional Support for Learning) (Scotland) Act 2004 came into effect on 14 November 2005. It introduced a new framework for supporting children and young people in education and a new term “additional support needs”. The Act was further strengthened by the 2009 Act which was effective from the 14 November 2010.

The term “additional support needs” applies to children or young people who, for whatever reason, require additional support, long or short term, in order to benefit from their education.

5.3 The Additional Support Needs specialist provision at Errol Primary School will comprise the following accommodation:

- ASN Entrance – 4.5m²
- ASN Classroom – 65m²
- ASN Classroom – 66m²
- Nurture space – 37m²
- Sensory room – 8.3m²
- Snoezelen – 8.3m²
- Medical room – shared with school – 12m²
- Personal care room – shared with the school – 14.7m²
- Dedicated ASN parking – 5 no. enlarged spaces
- Dedicated outdoor play area for ASN

5.4 The Additional Support Needs specialist provision at Errol Primary School will accommodate up to 12 pupils with complex additional support needs.

5.5 Pupils considered eligible to attend the Additional Support Needs specialist provision will be assessed and placed by the ASN Transition Panel within Education and Children’s Services in accordance with Perth and Kinross Council’s Admissions Policy.

6. LIKELY EFFECT OF DIFFERENT TRAVELLING ARRANGEMENTS

6.1 Perth and Kinross Council currently provides free transport for eligible pupils who attend their catchment primary and secondary schools. There will be no change in eligibility for pupils entitled to home to school transport.

6.2 Transport arrangements for the Additional Support Needs specialist provision would be made in line with the current Perth and Kinross Council policy for Home to School Transport. Under this policy, pupils will be eligible for free home to school transport to attend their designated school where the distance between their home address and the catchment school is more than 2 miles for primary pupils.

6.3 Free home to school transport is not provided for pupils who attend a school of their parents’ choice as the result of a successful placing request.

6.4 The establishment of Additional Support Needs specialist provision at Errol Primary School may negate the requirement for some pupils with complex additional support needs to travel significant distances to access specialist provisions in other localities.

7. EDUCATIONAL BENEFITS STATEMENT

- 7.1 The Additional Support Needs specialist provision will be fully accessible and specially designed and equipped with modern solutions to meet specific needs and ensure that the best learning opportunity is afforded to every pupil.
- 7.2 The Additional Support Needs specialist provision at Errol Primary School will comprise of purpose built accommodation designed to meet the learning and care needs of pupils with complex Additional Support Needs
- A separate ASN Entrance
 - 2 ASN Classrooms
 - Nurture space
 - Sensory room
 - Snoezelen
 - Medical room which can be accessed from the ASN base and the main school
 - Personal care room which can be accessed from the ASN base and the main school
 - Dedicated ASN parking
 - Dedicated outdoor play area
- 7.3 Staff working in the Additional Support Needs specialist provision will have appropriate qualifications and a high level of expertise relevant to working with children with complex Additional Support Needs to ensure the learning and care needs of pupils attending can be fully met.
- 7.4 Staff working in the Additional Support Needs provision will work in partnership with 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
 - Music Therapy

These members of staff will play an important role in working with children on individual programmes as well as providing support to the school staff.

- 7.5 The Additional Support Needs specialist provision will provide opportunities for one-to-one and small group interaction which would be planned according to the needs of the pupils.
- 7.6 Every pupil placed within the Additional Support Needs specialist provision will have an Individualised Education Plan which reflects the outcomes of an integrated assessment to ensure the needs of each child is met by an individual and differentiated curriculum.

- 7.7 It is recognised that children with complex additional support needs may not progress through the levels in the same way as mainstream children. Therefore, the Additional Support Needs specialist provision will aim to provide a wide range of activities and experiences to maximise progress within the level appropriate to each child's ability.
- 7.8 The Additional Support Needs specialist provision will focus on building skills and strategies to help pupils cope with social and personal relationships thus enabling them to interact as fully as possible with their peers and the outside world.
- 7.9 The proposal would give families of children with complex Additional Support Needs in the Errol locality the opportunity to have their children attend a local school.
- 7.10 The likely effect of reduced travel journeys is expected to benefit children with complex Additional Support Needs. Many pupils with complex Additional Support Needs experience heightened levels of anxiety when travelling to school. This requires careful management and support to ensure readiness for learning on arrival at school. Reduced travel journeys will support pupils with complex Additional Support Needs to arrive at school better able to take advantage of the learning opportunities offered at school.
- 7.11 The likely effects of the proposal and the number of children involved would have no impact on the current teaching sets within Errol Primary School, which currently sit within the Government class size guidelines.
- 7.12 The Additional Support Needs specialist provision will ensure that accessibility for learners with disabilities complies with the Council's Accessibility Strategy and the Equality Act (2010).
- 7.13 The Additional Support Needs specialist provision will be designed in such a way as to promote accessible, inclusive learning which will meet the needs of all learners with complex Additional Support Needs.
- 7.14 The Additional Support Needs specialist provision will provide additional specialist provision to enhance the Local Authority's capacity to meet the needs of young people with severe and complex Additional Support Needs, to remain in mainstream education provision within Perth & Kinross.

In summary:

The children and parents of Errol Primary School will have access to a purpose built educational establishment which will provide a high level of support relevant to meets the needs of all children attending the specialist provision with complex Additional Support Needs.

8. LIKELY EFFECT ON THE LOCAL COMMUNITY

- 8.1 It is believed that this proposal will not adversely impact on local, social or economic activities.

9. IMPLICATIONS FOR STAFF

- 9.1 Staffing arrangements will be consistent with Perth & Kinross Council Staffing Standard and other local agreements.
- 9.2 Detailed consultation will be undertaken with individual members of staff, Trade Unions and professional associations on an implementation plan for staffing the Additional Support Needs specialist provision at Errol Primary School.

10. SUSTAINABILITY

Sustainability will be a key factor in the design of the extension of Errol Primary School and will be incorporated into every feasible aspect. This ranges from the materials used to the heating system and the lighting provided, and also to the landscaping of the external site to encourage biodiversity.

11. EQUAL OPPORTUNITIES

- 11.1 An Equality Impact Assessment (EqIA) is a statutory requirement for the Council to assess the policies and practices necessary to meet the requirements of anti-discrimination and equalities legislation. An EqIA can provide more information to develop and deliver services that meet the needs, in this case, of children, parents and staff.
- 11.2 The aim of an EqIA is to examine policies and practice in a structured way to make sure that adverse effects on equality target groups are avoided. It is also a tool to enable the Council to assess what positive steps it can take to promote equality of opportunity and measure the results of the actions that have been taken.
- 11.3 Having regard to the provision of Additional Support Needs specialist provision at Errol Primary School, it is not believed that this will have a negative impact on any of the equality target groups. The Additional Support Needs specialist provision at Errol Primary School will promote equality of opportunity for children with complex Additional Support Needs.
- 11.4 As part of the consultation process the Council will consult with a wide range of stakeholders, including staff, parents/carers and young people, and will address comments about equality during this consultation.

- 11.5 Under the Equality Act 2010, education providers must not treat disabled pupils less favourably and should take reasonable steps to avoid putting disabled pupils at a substantial disadvantage. The Additional Support Needs specialist provision will comply with the Council's Accessibility Strategy and, therefore, would positively promote equal opportunities for any child who has a disability.

12. CONCLUSION

- 12.1 The Council has a duty to ensure that education provision is adequate, delivered and managed appropriately. In the case of Errol Primary School, the establishment of Additional Support Needs specialist provision will expand the education provision available.
- 12.2 The Council believes that the measures proposed in this document will enhance the provision of Additional Support Needs specialist provision in Perth & Kinross.
- 12.3 There are strong educational arguments in favour of this proposal.
- 12.4 Future pupil projections have been considered and the Additional Support Needs specialist provision is required to continue to meet the needs of projected and potential pupils with complex Additional Support Needs.
- 12.5 In summary, it is proposed that a statutory consultation exercise takes place on a proposal to establish Additional Support Needs Specialist provision at Errol Primary School from August 2016.

13. OTHER ISSUES

Management of Proposals

- 13.1 It is intended that the proposal will be implemented from August 2016 in time for arrangements for the 2016/17 academic session. This will allow the Council to conduct the necessary consultation in accordance with the relevant statutory frameworks.
- 13.2 It is acknowledged that should the proposal be approved and implemented, forward planning will be required from Education and Children's Services and school senior staff, as a matter of good management practice. This planning is necessary in respect of pupil placements, school transport arrangements and associated issues.
- 13.3 It is not anticipated that there would be implications for any teaching or support staff currently employed at Errol Primary School as a result of this proposal.

14. FINANCIAL IMPLICATIONS

- 14.1 Staffing costs for the new Additional Support Needs specialist provision will be met from within the current Education and Children's Services budgets. Staffing allocations and resources in schools are based on the total pupil roll of each school.
- 14.2 There may be savings which can be achieved by ensuring that pupils with complex Additional Support Needs can be educated in a school within their locality and reduce the requirement for such pupils to be transported significant distances to attend specialist provision to meet their needs.
- 14.3 There are some costs associated with the consultation process in terms of publicity and providing information.

15. RESPONDING TO THE PROPOSAL

- 15.1 Interested parties are invited to respond to the proposal by making written, electronic or online submissions on the proposal.

Online: www.pkc.gov.uk

By e-mail: ECSStatutoryConsultations@pkc.gov.uk

In writing: Errol Primary Consultation, Education and Children's Services, Pullar House, 35 Kinnoull Street, Perth, PH1 5GD

no later than close of business on 27 February 2015.

- 15.2 A form is provided at Appendix 1 for the convenience of those wishing to respond.

Its use is not compulsory. However, those wishing to respond are invited to state their relationship with the school – for example, “pupil”, “parent”, “grandparent”, “former pupil”, “teacher in school”, “member of the Community” etc. Responses from the Parent Councils, staff, and Pupil Council are particularly welcome.

- 15.3 Those sending in a response, whether by letter or electronically, should know that their response will be open to public scrutiny and may have to be supplied to anyone making a reasonable request to see it.
- 15.4 If they do not wish their response to be publicly available, they should clearly write on the document: “I wish my response to be considered as confidential with access restricted to elected members and council officers of Perth and Kinross Council.” Otherwise, it will be assumed that the person making the response agrees to it being made publicly available.

16. RECOMMENDATIONS

- 16.1 The Lifelong Learning Executive Sub-Committee of Perth and Kinross Council agrees to adopt, for the purpose of consultation, the proposal that:
- (i) The Council proposes to establish Additional Support Needs Specialist provision at Errol Primary School with effect from August 2016;
 - (ii) Instructs the Executive Director (Education and Children's Services) to formally consult the appropriate bodies and persons in relation to the proposal to establish Additional Support Needs Specialist provision at Errol Primary School, in terms of the Schools (Consultation) (Scotland) Act 2010;
 - (iii) Delegates authority to the Executive Director (Education and Children's Services) to investigate and manage any alleged omissions or inaccuracies during the consultation process and to take appropriate action in accordance with The Schools (Consultation) (Scotland) Act 2010; and
 - (iv) Instructs the Executive Director (Education and Children's Services) to prepare a report on the results of the consultation and report back on the outcome of these consultations at a meeting of the Lifelong Learning Committee no earlier than August 2015.
- 16.2 The Lifelong Learning Committee will not make a decision nor put any changes into effect until it has consulted all interested parties.

John Fyffe
Executive Director (Education and Children's Services)

6 October 2014