

**PROPOSAL TO ESTABLISH A NEW NON-DENOMINATIONAL PRIMARY
SCHOOL AT THE HAWKHILL SITE, WINCHBURGH AND ASSOCIATED
PROPOSALS**

FINAL REPORT OF THE STATUTORY CONSULTATION

Monday 24 April 2023 until Friday 09 June 2023

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1. INTRODUCTION

1.1 PURPOSE OF THE REPORT

The purpose of this report is to give information on:

- West Lothian Council's proposal to establish a new Non-Denominational Primary School at the Hawkhill Site, Winchburgh and associated proposals;
- the Consultation Process;
- Consultee Responses;
- Notes of Public Meeting.

1.2 SUMMARY OF PROPOSAL

West Lothian Council, Education Services propose to:

- Establish a new non-denominational Primary School at the Hawkhill site, Winchburgh
- Review admission arrangements in order to establish the Catchment area for the new school.
- Review admission arrangements arising from alterations to the non-denominational primary school catchment area at Winchburgh primary school.
- The principal aim of the proposal is to ensure future housing developments in Winchburgh have appropriate catchment schools and also ensure West Lothian Council meet statutory educational responsibilities.

TIMELINE

The following timeline was established and incorporates the organisation of a public meeting, Education Scotland involvement, the preparation and publication of the report on the outcomes of the consultation and subsequent submission to West Lothian Council Education Executive for its decision in September 2023.

Date	Event	Description
21 March 2023	Education Executive Meeting	Meeting to review proposal and Consultations Document and agree commencement of Statutory Consultation phase.
24 April 2023	Start of Statutory Consultation	Beginning of formal public consultation (min 6 continuous weeks consultation period including min of 30 school days)
29 May 2023	Public Meeting	Public Meeting to discuss proposal
09 June 2023	End of Consultation	End of Public Consultation
13 June 2023	Submit report to Education Scotland	West Lothian Council Education Services relays report on proposal and consultation findings to Education Scotland
03 July 2023	Deadline for Education Scotland three-week period for reporting back to Education Services	Education Scotland response to West Lothian Council submission
07 August 2023	Give Education Scotland at least 5 days' notice prior to publishing final report	Upon receipt of response from Education Scotland Authority will prepare and publish final consultation report
14 August 2023	Publication of final consultation report	A minimum of three weeks after publication of consultation report Authority will make final decision
05 September 2023	Education Executive Meeting	Decision made

1.3 CONSULTEES

In terms of the Schools (Consultation) (Scotland) Act 2010, any proposal to make amendments to the school estate in this case, establishment of a new education establishment, requires a formal consultation.

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 relocate an education establishment 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

1.4 CONSULTATION PROCESS

The consultation period incorporated a period of 30 school days (excluding any school holiday) from Monday 24 April 2023 until Friday 09 June 2023. 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.

To communicate, the Education Service proposal information was delivered through the undernoted media avenues:

- West Lothian Council Website:
- <https://www.westlothian.gov.uk/article/77849/Proposal-to-establish-a-new-Non-Denominational-Primary-School-at-the-Hawkhill-Site-Winchburgh-and-associated-proposals>
- West Lothian Council digital media products
- Local Press
- Available in hard copy via central locations within West Lothian
- Hard copy available for postal distribution on request

In order to ensure all parties had the same opportunity to access the consultation information, facilities were put in place to communicate the proposal in a manner best suited to the needs of the individual. To this regard, the Consultation Document was made available through the following means as and when requested:

- Translation Services
- Provision for deaf and hearing impaired, blind and visually impaired

A copy of the Consultation Document is attached as Appendix B.

A public meeting was held at Winchburgh Primary School on Monday 29th May 2023.

Minutes of the public meeting are detailed in Section 3 of this report.

During the consultation period views on the proposal were welcomed in writing to the address given below:

Catherine Campbell, Education Services, Civic Centre, Howden Road South, EH54 6FF

Responses by e-mail were directed to Education.Consultation@westlothian.gov.uk

All interested parties were invited to submit their comments by close of business Friday 09 June 2023.

2. CONSULTEE RESPONSES TO PROPOSAL

West Lothian Council Education Services noted comments made through a variety of means however only those official representations submitted in the terms of the **Consultation Document SECTION 5: Consultation Process and How To Have Your Say (Appendix B)** have been recorded for reporting purposes.

No hard copy written representations were received during the consultation period. All responses from consultees were received either in electronic format (email) or by oral representation at the statutory public meeting.

2.1 RESPONSES RECEIVED

One written email response was received during the consultation regarding clarification of the catchment boundaries. Officers were able to direct the consultee to the catchment maps. No follow up questions were received.

Consultee Enquiry
Hi I am just looking to find out where the boundaries are going to be drawn and what happens if my son is already in Winchburgh primary school, but he may not be in the new boundaries??
Officer response
<p>Maps of the proposed catchment boundaries can be found here in Appendix 3 and Appendix 4 of the report on pages 16 & 17: https://coins.westlothian.gov.uk/viewDoc.asp?c=e%97%9Dj%8Eo%82%8F</p> <p>Broadly speaking the proposed catchment boundary is drawn along the Union Canal with homes north and east of the canal proposed to be located in the new Hawkhill Primary School catchment while those south and west of the canal are proposed to remain in the existing Winchburgh Primary School catchment.</p> <p>The catchment review will not be proposed for adoption until September 2023 and the proposed new school will not open until August 2025 so for any children commencing school in August 2023 or August 2024 Winchburgh Primary School will remain their catchment school wherever they live in the current Winchburgh PS catchment. It would only be for the P1 entry in August 2025 that the new boundaries would be in force.</p> <p>Any children who have started in P1-P7 at Winchburgh Primary School prior to August 2025 will automatically continue at Winchburgh Primary School as there is no impact to pupils currently in attendance at West Lothian schools as a result of proposed variations to school catchment areas.</p> <p>Younger siblings of those pupils attending Winchburgh Primary School at the time the new school opens and living within the proposed new primary school catchment area will retain catchment status of the older sibling and will be permitted to attend Winchburgh Primary School if parents wish siblings to attend the same school.</p>

Education Services

This catchment status would remain until the sibling link is broken i.e. should the elder sibling leave primary school education prior to commencement of the younger sibling at primary school.

3. NOTE OF PUBLIC MEETING

MINUTE OF PUBLIC MEETING HELD AT WINCHBURGH PRIMARY SCHOOL ON MONDAY 29TH MAY 2023, TO DISCUSS PUBLIC CONSULTATION DOCUMENT: "PROPOSAL TO ESTABLISH A NEW NON-DENOMINATIONAL PRIMARY SCHOOL AT THE HAWKHILL SITE, WINCHBURGH AND ASSOCIATED PROPOSALS."

In attendance from West Lothian Council:

Greg Welsh	Head of Education (Early Years, Primary and Resources)
Catherine Campbell	Senior Education Development Officer
Andrew Cotton	Senior Education Planning Officer

Meeting attendees :

3 members of the public – 1 parent, 2 local residents
 2 Education Scotland attendees
 Ian Harvey - Winchburgh PS Headteacher

Discussion Opportunity:

Consultee Question
Consultee asked a question regarding school access routes
WLC Officer Response
Several active travel routes have been planned for in the school design including safe walking routes and a car drop off point.
Consultee Question
A question was raised as to why several new smaller primary schools have been planned for in Winchburgh rather than one large primary school.
WLC Officer Response
The educational benefits have to be considered. Primary schools in West Lothian are generally no larger than a 3 stream (3 classes per year group). Officers are not aware of any primary school nationally that is bigger than a 3.5 stream school. Walking distances to school are also a consideration. Furthermore, the schools in Winchburgh are funded through developer contributions and dependent on phased house building.
Consultee Question
A consultee raised a question about the proposed location of the site. A site at Glendevon has also been mentioned.
WLC Officer Response
Officers explained that the Glendevon site is being held in reserve as a future site option. The Hawkhill site has been brought forward first. The Glendevon site may only be pursued if a 3 rd non-denominational primary school is required in the future.

Education Services

Consultee Question
Discussion took place around housing development in the area.
WLC Officer Response
Officers informed the group that around 1500 new homes are being located on the Hawkhill site.
Consultee Question
Will all year groups P1-P7 be accommodated when the school opens?
WLC Officer Response
Yes, unlike the roll out of the new secondary schools P1-P7 age groups will be accommodated on completion of the new school.
Consultee Question
Will the current Winchburgh PS be refurbished to any extent?
WLC Officer Response
Yes, officers shared a report on the WLC Coins website indicating a £3.7M investment in the refurbishment and extension of Winchburgh PS including a new gym hall, changing facilities and 4 classroom extension.

4. ANALYSIS OF CONSULTATION RESPONSES

One email response was received during the consultation period regarding clarification of the catchment boundaries. Officers were able to direct the consultee to catchment maps. No follow up questions or expressions of opposition were received.

Three members of the public attended the public meeting. All were supportive of the proposal to establish a new non-denominational school.

The issues raised at the public meeting by the 2 local residents related to a future planning application by Winchburgh Developments Limited regarding the Active Travel route to the future school. These issues have been passed on to WDL who have undertaken further discussion with those 2 residents and have now been resolved.

17 April 2023

Dear Consultee

West Lothian Council Education Services Proposal to Establish a new Non - Denominational Primary School at the Hawkhill Site, Winchburgh and Associated Proposals

West Lothian Council's Education Executive at its meeting on 21 March 2023 authorised West Lothian Council's Education Services to commence statutory consultation on the proposals to:

- Establish a new non - denominational primary school at the Hawkhill Site, Winchburgh;
- Establish a catchment area for the new school;
- Review the non - denominational primary school catchment area at Winchburgh Primary School

The consultation document outlining the proposal is available online from 17 April 2023 on the following webpage:

<https://www.westlothian.gov.uk/article/49192/Schools-and-Education-Open-Consultations>

Hard copies of the consultation document are also available for uplift from the Civic Centre, Howden South Road, Livingston, EH54 6FF or can be requested in writing from:

Catherine Campbell, Quality Improvement Officer (School Estate), West Lothian Council Education Services, Civic Centre, Howden South Road, Livingston, EH54 6FF.

The consultation period is from **Monday 24th April 2023 until Friday 9th June 2023**.

A public meeting to discuss the consultation document will be held at **Winchburgh Primary School on Monday 29th May 2023 at 7.00pm**.

You are also invited to submit your comments on the consultation in writing to Catherine Campbell at the above address or by e-mail to Education.Consultation@westlothian.gov.uk

For written representations to be considered they must be received no later than 5pm on Friday 09 June 2023.

A decision on the proposal is planned to be made in September 2023 by the Council's Education Executive. This decision will be based on feedback received from all stakeholders through written responses and information gathered from public meetings. Feedback received from Education Scotland will also be offered due regard.

Yours sincerely

Greg Welsh

Head of Education (Primary, Early Learning and Resources)

CONSULTATION DOCUMENT

EDUCATION SERVICES PROPOSAL TO:

- **ESTABLISH A NEW NON-DENOMINATIONAL PRIMARY SCHOOL AT THE HAWKHILL SITE, WINCHBURGH**
- **REVIEW ADMISSION ARRANGEMENTS IN ORDER TO ESTABLISH THE CATCHMENT AREA FOR THE NEW SCHOOL**
- **REVIEW ADMISSION ARRANGEMENTS ARISING FROM ALTERATIONS TO THE NON-DENOMINATIONAL PRIMARY SCHOOL CATCHMENT AREA AT WINCHBURGH PRIMARY SCHOOL**

SECTION 1: Purpose of this Document

SECTION 2: The Proposal

SECTION 3: The Educational Benefit Statement

SECTION 4: Integrated Impact Assessment

SECTION 5: Consultation Process and How to Have Your Say

SECTION 1: PURPOSE OF THE DOCUMENT

The purpose of this document is to give information on:

- West Lothian Council's proposal to establish a new non-denominational primary school at the Hawkhill site, Winchburgh and review the new and existing non-denominational primary catchment areas.
- 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 children.

Public consultations are necessary when a local authority is proposing to make a significant change to its school estate, in this case the relocation of a school. To carry out a public consultation West Lothian 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.

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 nursery and 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. EDUCATION SERVICES PROPOSAL TO:

- ESTABLISH A NEW NON-DENOMINATIONAL PRIMARY SCHOOL AT THE HAWKHILL SITE, WINCHBURGH
- REVIEW ADMISSION ARRANGEMENTS IN ORDER TO ESTABLISH THE CATCHMENT AREA FOR THE NEW SCHOOL
- REVIEW ADMISSION ARRANGEMENTS ARISING FROM ALTERATIONS TO THE NON-DENOMINATIONAL PRIMARY SCHOOL CATCHMENT AREA AT WINCHBURGH PRIMARY SCHOOL

2.2 BACKGROUND TO THE PROPOSAL

A site for a proposed new primary school at Hawkhill, Winchburgh was identified in the 2018 West Lothian Local Development Plan. The site allows for children from the entire Hawkhill development and those children from a small number of dwellings in the vicinity to be educated at a new non-denominational primary school within the development area.

At present, Winchburgh Primary School has a permanent capacity of 462 with the addition of Temporary Units (TUs) in 2022 the capacity was increased to 574. There is a current roll of 396 for school session 2022/23.

Winchburgh Primary School will be over its current permanent capacity of 462 by August 2023 and over the extended temporary capacity of 574 by August 2026 if no additional capacity were to be constructed.

Please see Table 1 below indicating Winchburgh Primary School forecast school rolls.

Table 1 – Winchburgh Primary School forecast school rolls from the 2020 based forecasts:

Capacity	2022- 23	2023- 24	2024- 25	2025- 26	2026- 27	2027- 28	2028- 29	2029- 30
462/574	396	467	522	573	611	644	657	678

The proposed creation of a new education establishment and review of school catchment areas are required to ensure future housing developments in Winchburgh have appropriate catchment schools and also ensure West Lothian Council meet statutory educational responsibilities.

Area Maps identifying current and proposed Winchburgh Primary School catchment areas, Appendix 2 and 3 and the proposed new primary school catchment area, Appendix 4 are attached to the Consultation Document.

2.3 SITE LOCATION

The proposed location of the new primary school is Block HH6 (Hawkhill site) within the Winchburgh masterplan, Appendix 1 is attached to the Consultation Document. Currently this location is on the eastern most fringes of Winchburgh, but within the realised masterplan it will be within the heart of a new housing community.

The existing communities at Niddry Road, Main Street, Beatlie Road and the Miner's Rows will be linked to the new school via new surfaced, lit Active Travel routes through the new Hawkhill Neighbourhood Park south of the B9080.

2.4 ADMISSION CRITERIA

Variations to admission arrangements are anticipated as a result of the establishment of a catchment area for the proposed new primary school at Hawkhill and the associated proposal to alter the school catchment area at Winchburgh Primary School. It is proposed to transfer only the areas specified in Appendix 3 of this report. The catchment of the new school is proposed to include approximately 600 existing homes in Winchburgh with around a further 1,500 homes planned in the future development plan. The boundary line would follow the Union canal. The new primary school catchment would also include the communities of Newton, Woodend, Abercorn and Hopetoun which comprise a further 150 homes in total.

The proposed Winchburgh Primary School catchment would consist of 1,600 homes in Winchburgh south and west of the Union Canal and a further 1,400 homes planned in the future development plan.

All other existing catchment area criteria for Winchburgh Primary School will remain unchanged. Younger siblings of those pupils currently attending Winchburgh Primary School and living within the proposed new primary school catchment area will retain catchment status of the older sibling and will be permitted to attend Winchburgh Primary School if parents wish siblings to attend the same school.

This catchment status would remain until the sibling link is broken i.e. should the elder sibling leave primary school education prior to commencement of the younger sibling at primary school.

There will be no impact to pupils currently in attendance at West Lothian schools as a result of proposed variations to school catchment areas.

Criteria for admission will be in accordance with West Lothian Council's current admission arrangements [West Lothian Council School Admission Policy](#)

Primary to Secondary Transfer Arrangements

The proposed new primary school in the Hawkhill area will be an associated primary school and aligned to Winchburgh Academy. Winchburgh Primary School will continue to be an associated primary school and aligned to Winchburgh Academy. Existing P7-S1 transition arrangements between Winchburgh Primary School and Winchburgh Academy will be unaffected.

2.5 OTHER FACTORS CONSIDERED

- **Transport**

Requests for school transport provisions will be considered in accordance with West Lothian Council's School Transport Policy [School Transport Policy](#)

- **Breakfast Club**

West Lothian Council offer free breakfast provision to all pupils in primary schools. A Breakfast Club at the proposed new primary school will provide pupils with a healthy breakfast and offer opportunity to sample and develop preferences for healthy options.

- **Name of New Non-Denominational Primary School**

Although not part of this consultation the views of stakeholders on the name of the new primary school at Winchburgh will be considered. A final decision will be made at Education Executive on conclusion of the Statutory Consultation.

SECTION 3: THE EDUCATIONAL BENEFIT STATEMENT

The Educational Benefits Statement, for the proposal, has been prepared having regard to the Guidance and Explanatory Notes published by the Scottish Government in association with the Schools (Consultation) (Scotland) Act, 2010

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

- 3.1 Curriculum
- 3.2 School Management and Staff Teams
- 3.3 Accommodation
- 3.4 Outdoor Learning
- 3.5 Capacity
- 3.6 Financial Information

3.1 CURRICULUM

The new primary school will be fully equipped to deliver the full breadth of Curriculum for Excellence. Opportunities for learners to achieve across all curricular areas including developing skills, attributes and capabilities through learning aligned with the key principles of Curriculum for Excellence: challenge and enjoyment, breadth, progression, depth, personalisation and choice, coherence and relevance.

All learners will experience motivating, engaging, well-planned and differentiated learning opportunities that maximise attainment and achievement. Digital literacy will be embedded within the learning experience.

3.2 SCHOOL MANAGEMENT and STAFF TEAMS

West Lothian Council, adhering to statutory recruitment processes, will appoint management and staff to the proposed new primary school. The appointment of Head Teacher will be confirmed well in advance of the opening of the new school. This allows opportunity for the Head Teacher to be involved in the appointment of staff, involved in the final specifications and occupation of the new building and take a key role in developing relationships within the new school community. All newly appointed staff will take a pro-active approach to ensure the new primary school operates efficiently and effectively. Winchburgh Primary School will continue to be staffed and resourced in line with the council's scheme of Devolved School Management. Should there be an instance where staffing adjustments are required at Winchburgh Primary School all actions will be carried out and adhere to existing West Lothian Council Human Resources Policies.

3.3 CLASS STRUCTURE

Class structure and pupil/teacher ratio is arranged internally by school management and will adhere to guidelines set out by Scottish Government Legislations - The Schools General (Scotland) Regulations 1975, The Education (Lower Primary Class Sizes) (Scotland) Regulations 1999.

3.4 ACCOMMODATION

Accommodation at the new primary school will deliver a modern, accessible learning establishment with internal and external provisions fully equipped to deliver a purposeful and resourceful education facility.

With a key focus on delivery of a viable efficient learning establishment it is paramount that West Lothian Council ensure that the proposed new school is flexible and allows the creative and multiple use of spaces by staff and pupils.

Layout and design plans for the new primary school are indicative at this stage and will be an ongoing consideration throughout the Consultation Phase. Sustainability will be a key factor in the design and construction of the new school and will be incorporated into every element of the development process. Due regard will be offered to the materials used for construction, fixtures and fittings, heating systems and lighting provisions.

Initial design intention is that the new primary school will be constructed as a single stream capacity school to accommodate 231 pupils. It will have a flexible design that will allow future expansion.

A 42-place nursery will be a component of the proposed new development.

In relation to development schedules, current planning intention is to commence construction on site in 2024 with an intimated delivery of 2025.

In addition, amended provisions both internally and externally at Winchburgh Primary School are anticipated as a result of the proposals being taken forward including a new gym hall, 4 class extension and additional car parking with completion planned for August 2025. Planned improvements are fully developer funded.

3.5 OUTDOOR LEARNING

The outdoor space at the new primary school will offer scope for development of the outdoor classroom, having a positive impact on the learning environment for all pupils. Playground areas will be spacious and support the development of good relationships and positive behaviour. The new setting will make good use of access to the outdoors, not only through the immediate outdoor space but also through ensuring access to local woodlands, parks and green spaces. Sufficient space will be allocated on the grounds for staff and visitor car parking and for the safe and efficient drop off/pick up of pupils. Appropriate car park protocols and risk assessments will be initiated and maintained.

3.6 CAPACITY

The planned capacity for the new primary school will be 231 children. The planned capacity for the new nursery class facility is 42 children aged 3 and 4 years old and includes 10 places for eligible 2-year olds. This capacity is subject to Care Inspectorate registration and confirmation by West Lothian Council.

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 Final Consultation Report and the Council's consideration of the proposed changes prior to reaching a decision on whether they should be implemented.

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 establish a new 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 new school 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.

The consultation period will incorporate a period of 30 school days (excluding any school holiday) from **Monday 24th April 2023 until Friday 9th June 2023**. 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 Meeting

A formal public meeting will be held to discuss the proposal. Anyone wishing to attend the public meeting is invited to do so. The public meeting, which will be convened by West Lothian Council will be addressed by the Head of Education, and other senior officers of the Council, and chaired by an independent person.

The public meeting will be an opportunity to:

- Hear more about the proposal
- Ask questions about the proposal
- Have your views recorded so that they can be considered as part of the consultation process.

The public meeting will be held in **Winchburgh Primary School, Glendevon Park Winchburgh, West Lothian, EH52 6UE on Monday 29th May 2023**

During the consultation period any views on this proposal should be sent in writing to the address given below:

Catherine Campbell, Senior Education Project Officer, 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 **Friday 9th June 2023**.

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:

<https://www.westlothian.gov.uk/article/49192/Schools-and-Education-Open-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 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 in the new session in **September 2023**.

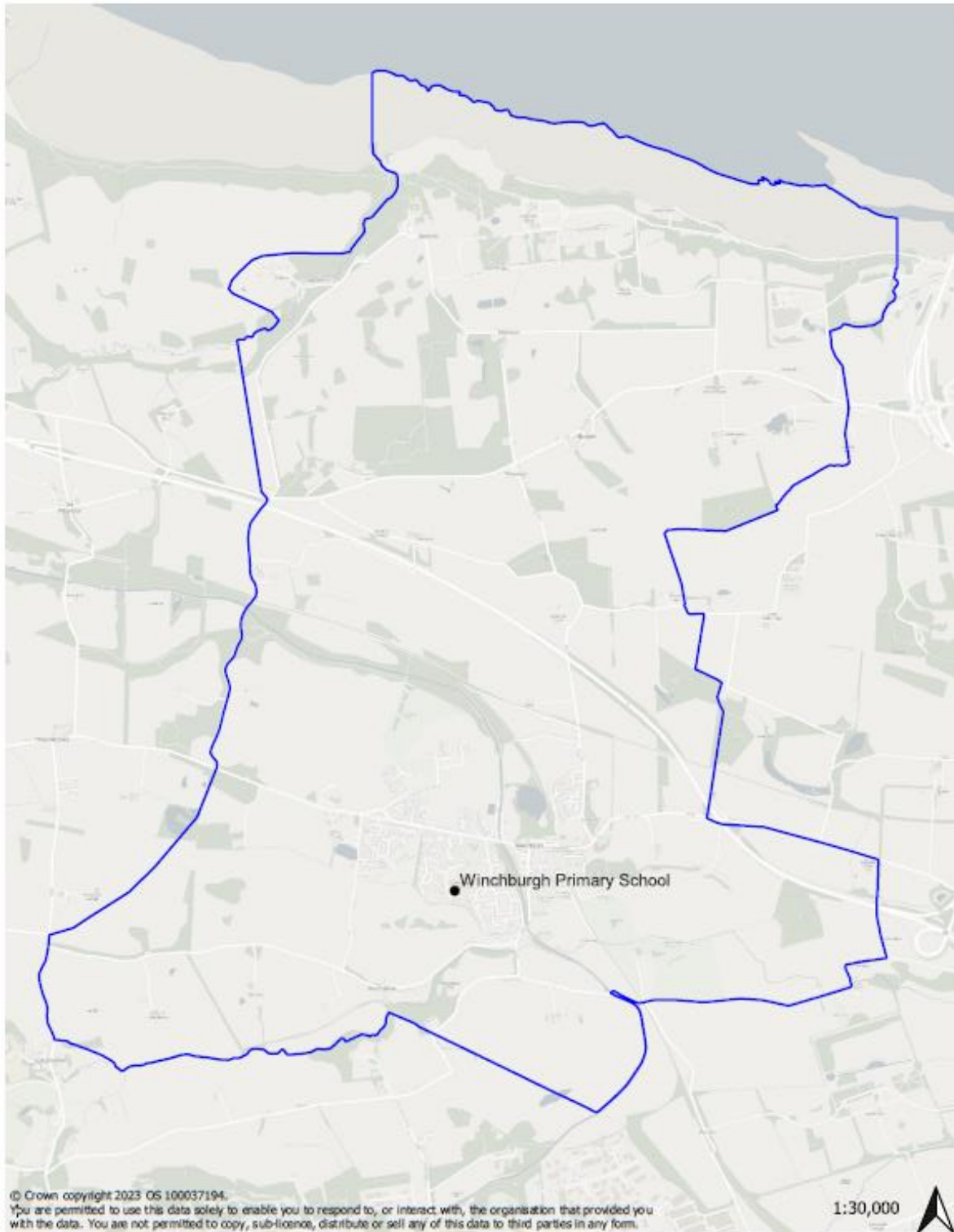
The Consultation Timeline below encompasses statutory legislative requirements detailed as per Schools (Consultation) (Scotland) Act 2010.

Statutory Consultation Timeline – Winchburgh new non-denominational Primary School.

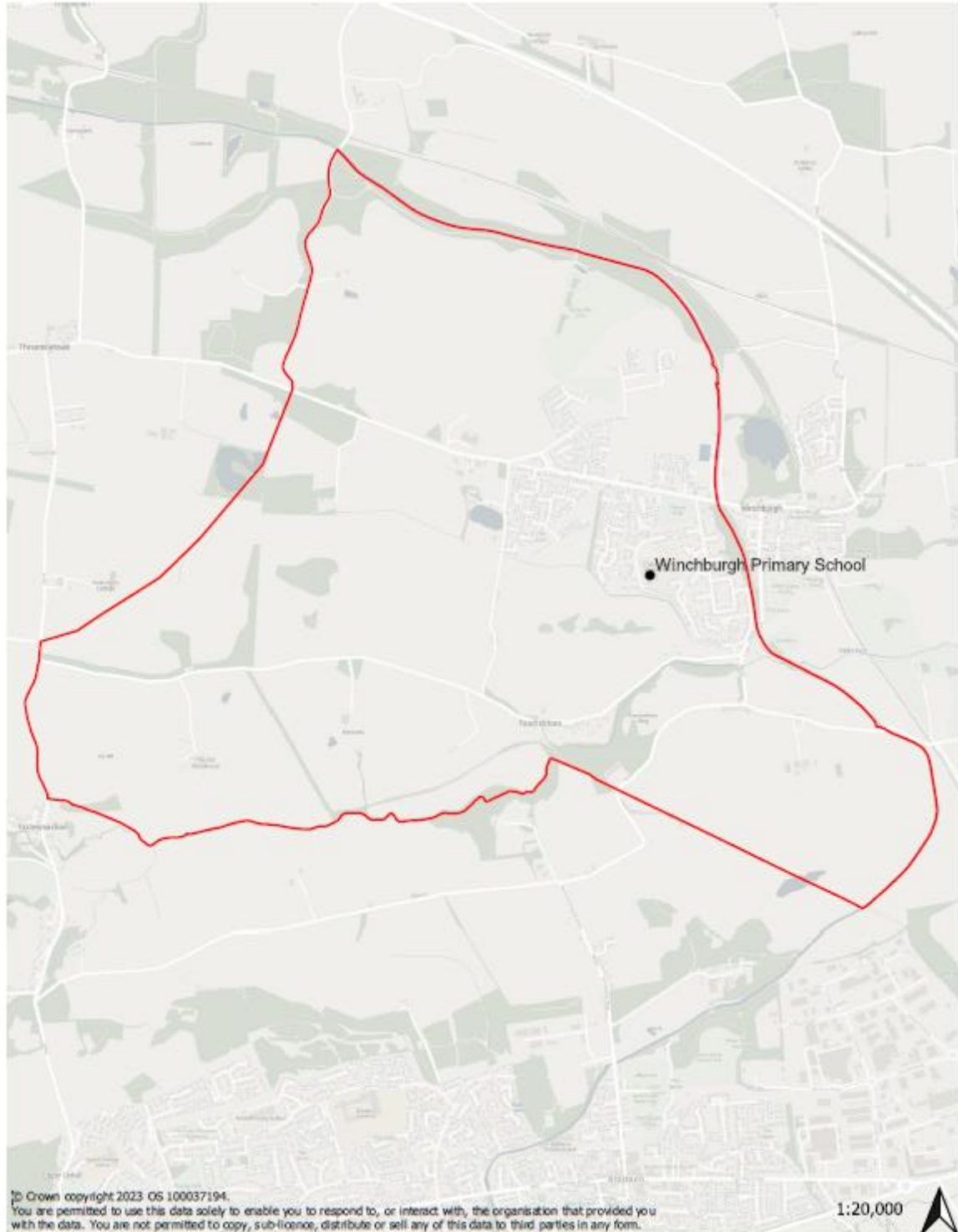
Date	Event	Description
28 February 2023	Education PDSP Meeting	To seek Panel recommendation for submission to Education Executive on proposal to commence formal public consultation
21 March 2023	Education Executive Meeting	Meeting to discuss proposal and agree continuation to statutory consultation phase
24 April 2023	Start of Consultation	Beginning of formal public consultation (min 6 continuous weeks consultation period including min of 30 school days)
29 May 2023	Public Meeting	Public Meetings to discuss proposal
09 June 2023	End of Consultation	End of Public Consultation
23 June 2023	Submit report to Education Scotland*Dates to be agreed in advance with Education Scotland	West Lothian Council Education Services relays report on proposal and consultation findings to Education Scotland
03 July 2023	Deadline for Education Scotland three week period for reporting back to Education Services	Education Scotland response to West Lothian Council submission
14 August 2023	Give Education Scotland at least 5 days notice prior to publishing final report	Upon receipt of response from Education Scotland Authority will prepare and publish final consultation report
21 August 2023	Publication of final consultation report	A minimum of three weeks after publication of consultation report Authority will make final decision
05 September 2023	Education Executive Meeting	Decision made



APPENDIX 2 Existing Winchburgh Primary School Catchment



APPENDIX 3 Proposed Winchburgh Primary School Catchment



APPENDIX 4 Proposed Hawkhill Primary School Catchment



Schools (Consultation) (Scotland) Act 2010

Report by Education Scotland addressing educational aspects of the proposal by West Lothian Council to establish a new non-denominational primary school at the Hawkhill site, Winchburgh and associated proposals.

June 2023

Link to report below:



Report by
Education Scotland.