

**WEST LOTHIAN COUNCIL  
EDUCATION SERVICES CONSULTATION**

**PROPOSAL TO CLOSE RIVERSIDE PRIMARY  
SCHOOL AND LETHAM PRIMARY SCHOOL AND  
REPLACE THEM WITH A NEW SCHOOL ON THE  
RIVERSIDE SITE.**

**CONSULTATION DOCUMENT  
January 2024**

**SECTION 1: Purpose of this Document**

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**SECTION 5: Consultation Process and How to Have Your Say**

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## SECTION 1: PURPOSE OF THE DOCUMENT

The purpose of this document is to give information on:

- West Lothian Council's proposals to establish a new non-denominational primary school in Craigshill, Livingston, review the catchment area for the new Craigshill school to include both Riverside Primary School and Letham Primary School catchments, close Riverside Primary School and Letham Primary School.
- 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.

Public consultations are necessary when a local authority is proposing to make a significant change to its school estate, in this case the establishment of a new school, catchment review and closure 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 schools.

**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 PROPOSALS TO: -

- ESTABLISH A NEW NON-DENOMINATIONAL PRIMARY SCHOOL IN CRAIGSHILL, LIVINGSTON
- REVIEW THE CATCHMENT AREA FOR THE NEW SCHOOL
- CLOSE RIVERSIDE PRIMARY SCHOOL AND LETHAM PRIMARY SCHOOL

West Lothian Council proposes to build a new non-denominational primary school on the grounds of Riverside Primary School for pupils in the Letham and Riverside Primary Schools' catchment areas. The council proposes to close and demolish Riverside Primary School in preparation for construction and close and relocate Letham Primary School into the new facility. The new school would have a capacity of 462 pupils and 80 nursery aged children. Should the proposal go ahead, the new building would be scheduled for completion in August 2027.

### 2.2 BACKGROUND TO THE PROPOSAL

Both Riverside and Letham Primary schools were constructed in the 1960s, with Riverside Primary School being the first school to be built in the new Livingston town. They are at the end of their life in most components with significant investment required to bring these buildings up to current day standards. The schools are located less than half a mile from each other.

In terms of school rolls, both schools are currently operating under capacity. The current roll of Riverside Primary School is 216 with a capacity of 306. It is therefore operating at 71% of its capacity. Letham Primary School has a current roll of 190 and a capacity of 273. Therefore, it is operating at 69% of its capacity. School roll projections indicate that there will be no significant change to the overall school rolls.

#### School Roll Forecasts

	2026-27	2027-28	2028-29	2029-30	2030-31
Letham PS	164	163	163	161	156
Riverside PS	229	232	231	232	222
Combined Roll	393	395	394	393	378

\* based on the 2021 900 House School Roll Forecasts

Link to report here [Coins Committee Document 26.10.2021](#)

It is proposed that the new Craigshill primary school will have a school capacity of 462 and a nursery capacity of 80, which include provision for eligible 2-year olds.

The vision for this project is two-fold. Firstly, this project would provide the opportunity to bring together two existing schools in a well-established community. The project would act as a catalyst for regeneration of the Craigshill community and provide a central, focal point for children and families. Secondly, the delivery of a state-of-the-art, well managed, designed and constructed school would support national and local priorities and inspire the children, young people and community of Craigshill.

## **2.3 SITE LOCATION**

Although the final choice of site is still to be confirmed the most suitable and preferred site given the current RAAC roof and access issues is the Riverside site. Moreover, the Letham site would require a major utility diversion adding a considerable cost of around £2m to the construction costs. Site options will be reported to a future Council Executive for approval via Finance & Property Services.

Intended delivery of the proposed new school in Craigshill is August 2027.

## **2.4 ADMISSION CRITERIA**

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

## **2.5 SCHOOL CATCHMENT AREA**

The proposed catchment of the new school is proposed to consist of the combined existing catchments of Letham Primary School and Riverside Primary School which corresponds to the community of Craigshill (Appendix 2).

## **2.6 OTHER FACTORS CONSIDERED**

Although not part of this consultation the views of stakeholders on the name of the new primary school at Craigshill 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 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 School Management and Staff Teams
- 3.5 Accommodation
- 3.6 School Grounds/ Outdoor Learning
- 3.7 Other Factors Considered

## **3.1 CURRICULUM FOR EXCELLENCE**

The new Craigshill Primary School will be fully equipped to deliver the full breadth of Curriculum for Excellence and fit for purpose in the foreseeable future. A key focus of the design is that it is flexible, to support collaborative working and active learning.

Continued engagement of creative teaching and learning approaches in viable and sustainable school establishments broadens scope for attainment and achievement and builds a positive ethos for staff and pupils alike.

### **3.2 TRANSITION**

The proposed new primary school in Craigshill will be an associated primary school and aligned to Inveralmond Community High School. Existing P7-S1 transition arrangements between Riverside and Letham Primary Schools and Inveralmond Community High School will be unaffected by the proposed amendment to the catchment area of the new primary school.

### **3.3 TRANSPORT**

The school transport provisions currently in place for pupils attending Riverside Primary School and Letham Primary School will remain. No alterations to existing entitlements and schedule of provisions are anticipated as a result of the proposed catchment alterations.

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

### **3.4 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 final specifications and occupation of the new building and take a key role in developing relationships within the new school community. All staff will take a pro-active approach to ensure the new primary school operates efficiently and effectively.

Where staffing adjustments are required all actions will be carried out and adhere to existing West Lothian Council Human Resources Policies. This would be managed under the Council's Organisational Change process, see link below

<https://intranet.westlothian.gov.uk/article/33226/Managing-Organisational-Change>

### **3.5 ACCOMMODATION**

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

- Formal learning areas for each class, which break out into informal project space. Both spaces together considered to be the classroom
- Direct access to the outdoors
- Areas ideal for science, art and design
- Small group (nurture) teaching areas
- A separate dining area which acts as a learning space

- A large modern gym hall with changing facilities and storage
- A reading resource area
- Access to digital learning throughout the facility
- Up to date nursery facilities that meet Care Inspectorate regulations

The new school will be fully compliant in terms of the Equality Act, will be more energy and carbon efficient, and will have lower running costs.

Sustainability will be a key factor in the design and construction of the new primary 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 Craigshill primary school will be constructed as a double stream capacity school to accommodate 462 pupils. It will have a flexible design that will allow future expansion. An 80-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 2026 with an intimated delivery of August 2027.

### **3.6 OUTDOOR LEARNING**

The school grounds at the new Craigshill 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. This will include an outdoor dining area, covered play area and 7 a side pitch.

Sufficient space will be allocated on the grounds for staff and visitor car parking and for the safe and efficient drop off/uplift of pupils. Appropriate car park protocols and risk assessments will be initiated and maintained.

### **3.7 OTHER FACTORS CONSIDERED**

#### **Breakfast Club**

A Breakfast Club at the proposed new Craigshill primary school will provide pupils with a healthy breakfast and offer opportunity to sample and develop preferences for healthy options.

#### **Parental Involvement**

Parent Forums will be established to ensure parents and carers of pupils attending the new Craigshill primary school have opportunity to shape the strategic direction of the school. A key focus is the delivery of a welcoming school that is inclusive for all parents, carers, pupils and staff. West Lothian Council do not foresee any impact to existing opportunities for parental involvement and engagement at Riverside Primary School and Letham Primary School as a result of the proposals.

## **Community Groups**

West Lothian Council is working with existing community groups currently located within Riverside Primary School to support their relocation to suitable alternative accommodation.

## **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, close a school and undertake a catchment review 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 relocate a 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 22 January 2024 until Friday 15 March 2024. 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.

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Public meetings will be held in Letham Primary School and Riverside PS on

**Monday 4<sup>th</sup> March 2024** at the following times:

- 6.00pm-7.00pm venue Letham PS, 52 Forth Dr, Livingston EH54 5LT

Then,

- 7.15pm-8.15pm venue Riverside PS, 14 The Mall, Livingston EH54 5ED
-



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

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

Responses can also be made by e-mail to [Education.Consultation@westlothian.gov.uk](mailto:Education.Consultation@westlothian.gov.uk)

All interested parties are invited to submit their comments by close of business on Friday 15 March 2024.

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 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.

## Statutory Consultation Timeline

Date	Event	Description
05 December 2023	PDSP	
16 January 2024	Education Executive Meeting	Meeting to discuss proposal and agree continuation to statutory consultation phase
22 January 2024	Start of Consultation	Beginning of formal public consultation ( <b>min 6 continuous weeks consultation period including min of 30 school days</b> )
04 March 2024	Public Meeting	Public Meetings to discuss proposal
15 March 2024	End of Consultation	End of Public Consultation
18 March 2024	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 April 2024	Deadline for Education Scotland three-week period for reporting back to Education Services **Education Scotland do not include any schools holiday periods within their 3-week timeframe	Education Scotland response to West Lothian Council submission
27 May 2024	Give Education Scotland at least 5 days' notice prior to publishing final report	Upon receipt of response from Education Scotland and on consideration of previous consultation period representations, Authority will prepare and publish final consultation report
03 June 2024	Publication of final consultation report	A minimum of three weeks <b>after</b> publication of consultation report Authority will make final decision
25 June 2024	Education Executive Meeting	Decision made

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

## SECTION 6: FINANCE IMPACT REPORT

Financial Template							
Table 1	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7
Row 1	<b>Current revenue costs for school proposed for closure</b>				<b>Table 2</b>		
Row 2	Name of School Letham Primary School	Costs for full financial year - Actuals for 2022/23	Additional financial impact on receiving school New School	Annual recurring savings (column 2 minus column 3)	Capital costs	School proposed for closure	Receiving school
Row 3	<b>School costs</b>				Capital Life Cycle cost - note 7	149,661	90,367
Row 4	<i>Employee costs - note 1</i>				Third party contributions to capital costs	TBC	TBC
Row 5	teaching staff	1,876,800	1,514,800	362,000	<b>construction costs estimated at £25million</b>		
Row 6	support staff	849,196	565,133	284,063	<b>Awaiting SG funding model</b>		
Row 7	teaching staff training (CPD etc)	3,660	3,660	0	<p><b>Notes</b></p> <p>1. The total costs incurred for teaching staff (row 5) and support staff (row 6) are required to be included. Column 2 should include the current costs for a full financial year for the school proposed for closure, and column 3 should include the <i>additional</i> cost to the receiving school as a result of staff transferring.</p> <p>For teaching staff, this should include regular teachers, itinerant teachers, learning support teaching staff and special education (ASN) staff.</p> <p>Itinerant teaching staff includes central support services such as English as additional language support, hearing, visually impaired services, educational psychology services.</p> <p>For support staff, this should include classroom assistants, administration staff and janitorial staff.</p> <p>For all staff the costs entered should include salary, NI and pension costs.</p> <p>If the school proposed for closure has less than 3 staff members, then the cumulative staff costs only should be given in row 5 (for both teaching and support staff), so as to avoid possible disclosure of individual salaries.</p> <p>Training costs should be identified separately in rows 7 and 8.</p> <p>2. Supply costs to cover teaching and support staff. This may be held in a central budget, be devolved or shared across the budgets.</p> <p>3. 'Home to school' pupil transport costs should include those school transport costs incurred in accordance with Council policy. 'Other pupil transport costs' will cover costs incurred for the transport of pupils for activities such as swimming etc</p> <p>4. Row 30 of column 3 should include the additional transport costs related to the increased home to school transport arrangements that are put in place in accordance with Council policy. This figure is therefore likely to be considerably higher than current costs.</p> <p>5. This table is to capture the impact on the revenue support grant as a result of changes to GAE. Impact on GAE should consider the issues covered in the GAE section of the guidance document that accompany this template.</p> <p>6. Facilities management costs will include costs related to caretaking, janitorial and security.</p> <p>7. The capital costs for the receiving school should be taken across the life cycle of the school in line with the life expectancy of that school. The capital costs for the school proposed for closure should be taken across the same life cycle period.</p>		
Row 8	support staff training	1,716	1,716	0			
Row 9	Supply costs - note 2	25,259	25,259	0			
Row 10	<i>Building costs:</i>						
Row 11	property insurance	0	0	0			
Row 12	non domestic rates	97,403	60,986	36,417			
Row 13	water & sewerage charges	23,412	22,172	1,240			
Row 14	energy costs	106,200	92,743	13,457			
Row 15	cleaning (contract or inhouse)	68,864	47,623	21,241			
Row 16	building repair & maintenance	37,365	22,953	14,412			
Row 17	grounds maintenance	460	460	0			
Row 18	facilities management costs - note 6	66,688	43,044	23,644			
Row 19	revenue costs arising from capital	0	0	0			
Row 20	other	0	0	0			
Row 21	<i>School operational costs:</i>						
Row 22	learning materials	81,521	87,917	(6,396)			
Row 23	catering (contract or inhouse)	118,831	83,264	35,567			
Row 24	SQA costs	0	0	0			
Row 25	other school operational costs (e.g. licences)	0	0	0			
Row 26	<i>Transport costs: note 3</i>						
Row 27	home to school	0	note 4	0			
Row 28	other pupil transport costs	0	0	0			
Row 29	staff travel	0	0	0			
Row 30	<b>SCHOOL COSTS SUB-TOTAL</b>	3,357,373	2,571,729	785,644			
Row 31	Income:						
Row 32	Sale of meals	0	0	0			
Row 33	Lets	(1,609)	(1,609)	0			
Row 34	External care provider	0	0	0			
Row 35	Other	0	0	0			
Row 36	<b>SCHOOL INCOME SUB-TOTAL</b>	(1,609)	(1,609)	0			
Row 37	<b>TOTAL COSTS MINUS INCOME FOR SCHOOL</b>	3,355,764	2,570,120	785,644			
Row 38	<b>UNIT COST PER PUPIL PER YEAR</b>	13,634	5,377	8,257			
Row 39							
Row 40							
Row 41							
Row 42							
Row 43							
Row 44							

**NOTE - PROPERTY INSURANCE** - the council procures property insurance on a block policy basis and so is not invoiced for individual premises.  
If a rateable premium value based on the buildings sum insured was applied, the premium for both primary schools would be approximately £8,200.

**NOTE - TABLE 3 ANNUAL PROPERTY COSTS INCURRED** - there may be further building and maintenance costs, for example for vandalism, but these are hard to forecast and so have not been included





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