

**REPORT TO EDUCATION AND CHILDREN'S SERVICES COMMITTEE –  
16 FEBRUARY 2017**

**ABERDEENSHIRE'S SCHOOLS ENHANCED PROVISION - REPORT ON THE  
STATUTORY CONSULTATION FOR THE RELOCATION OF NEWTONHILL  
SCHOOL ENHANCED PROVISION CENTRE TO PORTLETHEN PRIMARY  
SCHOOL, PORTLETHEN**

**1 Recommendations**

**The Committee is recommended to:**

- 1.1 Consider the consultation feedback report.**
- 1.2 Approve the officer recommendations to relocate Newtonhill School Enhanced Provision Centre to Portlethen Primary School, Portlethen with phased implementation up to August 2017.**

**2 Background / Discussion**

- 2.1 In February 2013 the Education, Learning and Leisure Committee approved the development of a nine Area model for Enhanced Provision, the aim of which is to provide appropriate support for all learners. Ensuring the best possible support for children with additional support needs is a key priority for Aberdeenshire Council and over the past five years there has been a comprehensive review of provision.

One aspect of the review was to consider the relocation of Newtonhill School Enhanced Provision Centre to Portlethen Primary School, Portlethen with a phased implementation period.

- 2.2 A Statutory Consultation period was held from 10 June 2016 to 16 September 2016 a period in excess of 30 school days including an on-line survey. Public meetings were held in Portlethen Primary School on 14 June 2016 and in Newtonhill School on 16 June 2016. A report of the feedback from the statutory consultation is detailed in Appendix A.
- 2.3 A report detailing the proposal was sent to Education Scotland and included written representations that the Council had received and oral representations made to it by any person at the public meeting.

Education Scotland produced a report addressing educational aspects of two proposals by Aberdeenshire Council, Appendix B;

- 2.3.1 to relocate Newtonhill School Enhanced Provision Centre to Portlethen Primary School, Portlethen;
- 2.3.2 to establish an Enhanced Provision Centre at Mill O'Forest School Stonehaven.

The Education Scotland report is therefore replicated in the report to Education and Children's Services Committee - 16 February 2017, "Aberdeenshire's Schools Enhanced Provision: The Establishment of an Enhanced Provision Centre at Mill O' Forest School, Stonehaven".

Comments by the Inspectors in their summary included, "The proposals to relocate the Newtonhill Primary School enhanced provision centre to Portlethen Primary School and to establish a new enhanced provision centre at Mill O'Forest Primary School, Stonehaven have the potential to bring educational benefits to children in the Portlethen and Stonehaven clusters. Greater numbers of children will access the enhanced provision centres creating the potential for improved educational and social benefits. In taking Proposal 1 forward, the council should make clear to parents how they intend to offer the same level of support to children currently attending the Newtonhill enhanced provision centre for the remainder of their time in primary school. With regard to Proposal 1 and 2, the council will also, if they wish to realise their aspiration for the right support, in the right place at the right time, need to be clearer about how and when staff will have access to appropriate professional learning. Staff are not yet clear about how they will be supported to be confident and equipped to meet the needs of all children attending the enhanced provision centres."

In response to the Education Scotland summary as detailed in Appendix A, 5.1 and 2.2

- Aberdeenshire Council has provided additional staffing for session 2016-2017 to ensure children at Newtonhill School receive the same level of support. The formulaic needs based allocation of future teaching and PSA staffing will ensure that pupils will continue to have their needs met adequately and efficiently.
- Aberdeenshire Council has consulted with head teachers to establish a rolling programme within the school improvement planning framework of Career Long Professional Learning to increase the confidence and competence of all staff.

2.4 The Head of Finance and Monitoring Officer within Business Services have been consulted in the preparation of this report and their observations have been included in the report.

### **3 Scheme of Governance**

3.1 The Committee is able to take a decision on this item in terms of Section E.3.4. of the List of Committee Powers in Part 2A of the Scheme of Governance as it relates to the functions of the Council under the Education (Scotland) Acts, the Education (Additional Support for Learning) (Scotland) Act 2004, and all other relevant legislation and regulations.

#### **4 Equalities, Staffing and Financial Implications**

4.1 An equality impact assessment has been carried out as part of the development of the proposals set out above. It is included as Appendix C and the following positive and negative impacts have been identified which can be mitigated as described:

- The negative impact identified for a small number of pupils can be mitigated by the transition and resourcing arrangements detailed in the report. (Appendix A, 5.1).
- The positive impact relates to an increase in capacity to support a greater number of children in their local community (Appendix A, 2.2).

4.2 There are minimal anticipated financial implications for a reduced spend in school transportation as an outcome of this proposal. Any additional costs related to training will be funded on an invest-to-save basis through prioritisation of existing budgets as part of an authority wide capacity building programme as detailed in the Additional Support Needs Career Long Professional Learning (CLPL) Strategy. The proposed redistribution of staffing resources will promote equity, fairness and transparency and ensure a sustainable workforce for the future.

**Maria Walker**  
**Director of Education and Children's Services**

Report prepared by Rhona Jarvis Quality Improvement Officer ASN  
January 2017

**APPENDIX A STATUTORY CONSULTATION REPORT – THE RELOCATION OF NEWTONHILL SCHOOL ENHANCED PROVISION CENTRE TO PORTLETHEN PRIMARY SCHOOL, PORTLETHEN**

**APPENDIX B EDUCATION SCOTLAND REPORT**

**APPENDIX C EQUALITY IMPACT ASSESSMENT**



**Appendix A**

**Aberdeenshire**  
COUNCIL



**EDUCATION & CHILDREN'S SERVICES**

**ABERDEENSHIRE SCHOOLS  
ENHANCED PROVISION**

**APPENDIX A - THE RELOCATION OF  
NEWTONHILL SCHOOL ENHANCED  
PROVISION CENTRE TO PORTLETHEN  
PRIMARY SCHOOL, PORTLETHEN**

**CONSULTATION REPORT**

**DECEMBER 2016**

**This Consultation Report has been issued by Education &  
Children's Services of Aberdeenshire Council in accordance with  
the Schools (Consultation) (Scotland) Act 2010**

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## 1 BACKGROUND

- 1.1 In October 2013, it was agreed by Aberdeenshire Council's Education, Learning and Leisure Committee to conduct an audit of enhanced provision across Aberdeenshire. In August 2014 the findings from the Enhanced Provision informal engagement events were presented to Aberdeenshire Council's Education, Learning and Leisure Committee. Following on from this, the proposal document 'Aberdeenshire Schools Enhanced Provision – the relocation of Newtonhill School enhanced provision centre to Portlethen School, Portlethen and the establishment of a new enhanced provision centre at Mill O'Forest School, Stonehaven' was considered by Aberdeenshire Council's Education, Learning and Leisure Committee on 28 May 2015 when it was agreed that it should be issued as a basis for consultation.
- 1.2 A formal statutory consultation took place between 24 August – 9 October 2015 and a report was sent to Education Scotland. Education Scotland issued a report on the statutory consultation process in November 2015 finding the proposal had the potential to increase capacity to meet the higher levels of need identified at Portlethen Primary School but lacked specificity about the educational benefits and on the impact of the relocation on staffing levels, resources and training opportunities in both schools. Further, Education Scotland suggested it would also be helpful to provide specific reassurance to parents of children with significant additional support needs at Newtonhill School that they would not be disadvantaged as a result of implementation. It should be noted that Portlethen Primary School and Newtonhill School are not rural schools subject to the Rural Schools legislate.
- 1.3 It was agreed to take stock and prepare a revised statutory consultation proposal for the ELL Committee in May 2016 incorporating Education Scotland's comments to undertake a fresh formal statutory consultation process in June 2016. It was also agreed to separate the original combined proposal for Portlethen and Stonehaven and present each proposal on an individual basis. The projected timeline was over 6-12 months. This option ensured that Education Scotland's recommendations could be incorporated into a fresh formal statutory consultation process, whilst progressing the process to completion in a more timely manner.
- 1.4 The ELL Committee on 24 March 2016 agreed the following actions:
- for the duration of school session 2015/16, allocate proportionate enhanced provision staffing in both schools to ensure consistency of support until Hillside School opens.
  - to prepare a revised proposal for the May 2016 ELL Committee including clarification on implementation plans and provide a timescale for the completion of Hillside School as per Education Scotland's report recommendations and to reflect the revised Scottish government's guidance.



- subject to approval of the proposal by ELL Committee in May 2016, initiate formal statutory consultation proposal from June 2016.

- 1.5 The proposal document 'Aberdeenshire Schools Enhanced Provision – the relocation of Newtonhill School enhanced provision centre to Portlethen School, Portlethen' was considered by Aberdeenshire Council's Education, Learning and Leisure Committee on 26 May 2016 when it was agreed that it should be issued as a basis for consultation.
- 1.6 Officers liaised with the Head Teachers of Newtonhill and Portlethen Primary Schools in April and May 2016 to ensure they were informed of the proposal and possible impact and were aware of the Statutory Consultation process. Head Teachers informed staff and parents.

## 2 THE PROPOSAL

- 2.1 The proposal document was issued week commencing 6 June 2016 to those individuals and bodies listed under Distribution within the document. The Proposal Document was also published on the Council website: [www.aberdeenshire.gov.uk](http://www.aberdeenshire.gov.uk). The proposal document made clear to consultees that the consultation period would run from Friday 10 June 2016 until Friday 16 September 2016 covering a period in excess of 30 school days.

The proposal on which consultation took place was that:

*Enhanced provision across Aberdeenshire has been reviewed and a nine area model is currently being implemented during 2014-16. Each cluster will have a primary and a secondary enhanced provision centre and each area will have a community resource hub. The aim is to provide support for all learners in the local schools through universal and targeted support and to ensure that enhanced provision is located where the need is greatest.*

*The new enhanced provision model aims to increase capacity at a school and cluster level for all learners to ensure greater consistency of, and equity of access to, an improved quality of provision across the authority.*

*At present the enhanced provision centre for the Portlethen and Stonehaven clusters is located at Newtonhill School, Newtonhill. Trends analysis reflects the numbers of children with additional support needs in Portlethen Primary School and Mill O' Forest School are greater than the numbers at Newtonhill.*

*It is proposed that the primary enhanced provision centre at Newtonhill will be relocated to Portlethen Primary School where the need is greatest. The proposal has been made to address existing and future needs within Portlethen Primary School and should not result in any significant change to the existing roll either at Portlethen Primary School or Newtonhill School.*

*The only remaining cluster without primary enhanced provision is Stonehaven and the proposal is to develop a new primary enhanced provision centre at Mill O' Forest School, Stonehaven.*

*The provision of additional support for learning in the Authority's schools is underpinned by a strategic approach to career long professional learning and training for all the workforce to ensure the Council provides the right support, in the right place, at the right time.*

The document proposed that the enhanced provision centre at Newtonhill be relocated to Portlethen Primary School with a phased implementation period until Hillside School is completed and operational in 2017.

## 2.2 Educational Benefits Statement

The nine area model of enhanced provision will provide a fair, transparent and equitable service across Aberdeenshire and allows all children with additional support needs to be educated in their own communities. The new model will improve support for children and young people with additional support needs and extend existing effective inclusive practice.

<https://www.aberdeenshire.gov.uk/media/16925/education-enhanced-provision-nine-area-model.pdf>

The model will enhance the existing continuum of provision in the Portlethen cluster, in line with the authority-wide model and increase capacity to meet the higher levels of need identified at Portlethen Primary School.

<https://www.aberdeenshire.gov.uk/media/16924/enhanced-education-provision-portlethen-stonehaven-laurencekirk.pdf>

Children living in the Portlethen cluster and requiring enhanced provision will be able to access it locally rather than having to travel to Newtonhill. The bulk of the population within the cluster reside in the small town of Portlethen thereby reducing the travel distance.

Existing pupils with significant additional support needs at Newtonhill who access enhanced provision will continue to be supported at Newtonhill and will not be required to transfer to Portlethen. A sensory room which can be used as a break out space is under development at Newtonhill Primary.

The phased implementation of the proposed changes will require a robust planning process in partnership with parents for each individual pupil attending Newtonhill School enhanced provision centre to ensure their needs continue to be met in the most appropriate location and via their Individual Education Plan.

The re-location of enhanced provision from Newtonhill to Portlethen will not impact on the capacity of Portlethen Primary School. No pupil from outwith the Portlethen Primary School catchment area will be moved to the enhanced

provision at Portlethen until the school at Hillside opens.

The learning environment will have a designated quiet space, sensory space and a life skills area. The enhanced provision will continue to be used flexibly to meet the needs of learners and has immediate access to the outdoor learning environment.

Resources will be used and deployed flexibly to meet a range of needs. Work in partnership with the local community to develop outdoor learning will continue.

A mainstream setting will continue to support children to develop resilience and be active participants in the wider world, through understanding their emotions, learning coping strategies and a gradual planned supported exposure to a range of life's experiences. The social and emotional needs of individual pupils will continue to be supported through the effective transition planning process. Staff will be confident, equipped and supported to meet these needs.

Pupils will feel more supported as a result of increased investment in staff training and professional development as all schools become more autism and dyslexia friendly with an emphasis on nurturing approaches. Schools will be better able to support a child's language, literacy, numeracy and communication needs; along with their social and emotional development. Training will be provided on a regular ongoing basis to all staff.

On-going investment in training and professional development will ensure that staff develop the competencies and skills to effectively support pupils' needs and thereby increase capacity of all staff groups. To date opportunities provided for training have included Dyslexia awareness, CALM theory and physical intervention, visual support training, Individual Education Plans and The Support Manual. Equalities and Respecting Diversity Council-wide training have also been completed which includes all categories of staffing.

### **3 INVOLVEMENT OF STAKEHOLDERS**

#### **3.1 Public Meetings**

Public meetings were held in Portlethen Primary School, Portlethen on Tuesday 14 June 2016 and in Newtonhill School, Newtonhill on Thursday 16 June 2016 to discuss the proposals issued for public consultation.

Stakeholders from all of the schools in the Portlethen cluster were invited.

The pupil roll of each of the schools at this time was:

Portlethen Academy - 663

Portlethen Primary School - 533

Fishermoss School - 353

Newtonhill School - 385

Banchory Devenick School – 50

The table below details the numbers of attendees at the public meetings.

A full note of the public meeting is detailed in Appendix 1.

Date	Time	Venue	Number of Recorded Attendees
14 June 2016	6.30 pm	Portlethen Primary School	10 stakeholders plus officers and representative from Education Scotland
16 June 2016	6.30 pm	Newtonhill School	19 stakeholders plus officers and representative from Education Scotland

There were several comments and questions raised and these included the following:

- How will the enhanced provision work and the learning environment be utilised?
- What staff training will be offered to ensure staff feel confident about meeting needs?
- The challenge of recruiting staff to ensure adequate resourcing is in place
- What will be the impact on pupils, parents and staff?
- How will the enhanced provision model work to ensure learners' needs are met?
- Concerns raised about the level of provision of speech and language therapy
- Arrangements for transport

### 3.2 Staff Meeting

A meeting for all teaching and non-teaching staff of all schools in the Portlethen Cluster was held in Portlethen Academy on 29 August 2016 at which 4 staff attended.

### 3.3 Pupil Consultation

The Pupil Councils of Portlethen Primary School and Newtonhill Primary School were given the opportunity to comment on the proposal. At Newtonhill School, the pupils who currently receive support from the enhanced provision were also given an opportunity to comment.

The Pupil Council at Portlethen Primary School chose to use the online survey for pupils to record their views. Pupils at Newtonhill Primary School met with their Head Teacher and their views were forwarded to officers.

An online survey was set up via Survey Monkey to gather responses from pupils. A total of 46 responses were received and collated.

### 3.4 Online Survey for Stakeholders

An online survey was set up via Survey Monkey to gather responses from all interested parties. A total of 36 responses were received and collated.

## 4 CONSULTATION RESPONSES

### 4.1 Written Responses

3 written responses were received by email;

08.06.16 Email from a parent questioning timing of notification of consultation period.

16.06.2016 Email from a parent questioning budget available to implement the proposal.

02.09.2016 Email with an attached written response from a Community Council questioning the rationale for moving the enhanced provision and the impact on parents

### 4.2 Survey Monkey Responses - Stakeholders

As part of the consultation process Survey Monkey was used to gather the views of interested stakeholders. The survey listed 10 questions including 4 written responses. There were 36 respondents, however some of these did not answer all of the questions.

<p><b>1. Which school are you connected with?</b></p>
<p><b>36 responses.</b> Portlethen Primary School 26, Newtonhill Primary School 10, Fishermoss Primary School 3, Portlethen Academy 1, Banchory Devenick 1, Not Applicable 1, Carronhill School 0</p>
<p><b>2. In which role are you completing this survey?</b></p>
<p><b>36 responses.</b> 22 identified themselves as education staff, 14 as parents/carers, and 3 as other</p>
<p><b>3. Does your child currently access enhanced provision at Newtonhill Primary School?</b></p>
<p><b>35 responses</b> Yes 3, No 18, Not Sure 1, Not Applicable 13</p>

**4. Do you agree with the proposal that Stonehaven would benefit from enhanced provision being established at Mill O' Forest Primary School**

**26 responses**  
Yes 19, No 7

**5. Please give reason(s) for your answer**

**26 responses**

14 respondents noted that there is a need for enhanced provision in the Stonehaven cluster and that Mill O' Forest currently meets the needs of a wide range of learners and would be well placed to become the enhanced provision centre for Stonehaven. 3 of these felt that the provision should be where the need is greatest. The location and layout of the school were felt to be suitable.

3 respondents who disagreed with the proposal felt that enhanced provision should be located in Portlethen. 4 respondents felt that every school should have enhanced provision. 2 respondents didn't express a preference.

2 respondents commented that adequate staffing is required.

1 response was incomplete.

**6. Do you agree that Portlethen would benefit from the relocation of Enhanced Provision from Newtonhill Primary School to Portlethen Primary School?**

**25 responses**  
Yes 18, No 7

**7. Please give reason(s) for your answer**

**25 responses**

18 respondents stated that there is a higher level of need in Portlethen and that children with a wide range of additional support needs would benefit from enhanced provision being located there. Portlethen was felt to be a more central location for the cluster. 1 of these questioned provision for pupils currently at Newtonhill.

2 respondents said that there was a lack of space for enhanced provision at Portlethen. 2 expressed the opinion that every school requires enhanced provision. 1 noted that both Portlethen and Newtonhill should have enhanced provision. 2 remarked that provision is already established at Newtonhill

**8. Are you in favour of accepting the proposal as set out in the consultation document?**

**23 responses.**

13 responses in favour of The Enhanced Provision Centre at Newtonhill to be relocated to Portlethen Primary School with a phased implementation

period until Hillside School is completed and operational in 2017.  
5 responses in favour of Retention of the status quo with Newtonhill as Enhanced Provision Centre.  
5 responses in favour of Retention of Newtonhill as Enhanced Provision Centre until Hillside School opens and develop Portlethen Primary School as the Enhanced Provision Centre for the cluster.

**9. Please give reason(s) for your answer**

**23 responses**

14 respondents were in favour of accepting the proposal stating that Portlethen was the preferred location for enhanced provision as this is where the need is greatest.  
4 respondents stated that enhanced provision should be available in all schools.  
4 respondents wanted to retain enhanced provision in Newtonhill as more space was available.  
1 respondent did not express a view

**10. Please detail below any further comments you wish to make on the proposal for consideration.**

**9 responses**

3 respondents stated the proposal provided an opportunity to meet the needs of more children in the Portlethen cluster. 4 comments relating to the need for appropriate staffing and resources were made. 1 respondent questioned the ability of classroom teachers to include children with complex needs at Newtonhill as a reason for retaining enhanced provision at Newtonhill.  
1 respondent was unaware of the consultation process until the week before it began but in favour of both schools having enhanced provision.

4.3 Survey Monkey Responses – Pupils

As part of the consultation process Survey Monkey was used to gather the views of pupils. The survey listed 5 questions including 4 written responses. There were 46 respondents, however some of these did not answer all of the questions.

**1. Do you think the proposal to move the enhanced provision from Newtonhill School to Portlethen Primary School is a good idea?**

**46 responses.**  
Yes 32, No 14

**2. What is good about the idea?**

**43 responses**

27 respondents stated that relocating enhanced provision to Portlethen School was a good idea because more pupils live in Portlethen than in Newtonhill and therefore the needs of more pupils would be met.

1 respondent noted that Portlethen would gain but that this would impact on Newtonhill. 1 commented that the proposal would help council cut backs.

11 respondents expressed the view that the proposal was not a good idea. 3 of these commented on the advantages to pupils living in Newtonhill.

3 comments did not express a view.

### **3. What is not good about the idea?**

#### **43 responses**

26 respondents commented on how the proposal impacts on Newtonhill and that support for pupils would be affected as a result of enhanced provision being relocated to Portlethen.

1 respondent felt that pupils should be educated as close to their catchment school as possible.

2 respondent questioned the appropriateness of the accommodation at Portlethen.

13 respondents expressed the view that the proposal was a good idea.

2 comments did not express a view.

### **4. What do you think Aberdeenshire Council should do?**

#### **42 responses.**

28 responses in favour of Keep things the same at Newtonhill School and also have enhanced provision at Portlethen Primary School until Hillside School opens. When Hillside School opens enhanced provision moves from Newtonhill School to Portlethen Primary School.

14 responses in favour of Keep things the same with Newtonhill as enhanced provision centre

### **5. Are there any other comments you would like to make about the proposed changes for Enhanced Provision?**

#### **27 responses**

13 respondents said they had no comments to make.

4 respondents expressed the view that there is a greater need at Portlethen and 1 recognition that this would bring additional staffing.

It would appear that between 4 and 8 comments may have been made by parents rather than pupils. 4 comments that might be attributable to secondary aged pupils include enhanced provision centres being retained in both schools, support being available in all schools and retaining the status quo.



## 5 SUMMARY OF ORAL AND WRITTEN REPRESENTATIONS WITH EDUCATION AUTHORITY RESPONSES

### 5.1 Impact on Pupils, Transition Arrangements and Educational Benefits

72% of stakeholder responses were in favour of accepting the proposal whereas 28% were not in favour. Most concerns and issues related to the impact on pupils at Newtonhill School and transition arrangements.

The educational benefits identified related to the need for enhanced provision to be located where the need is greatest and children being able to access support in their local school.

The majority of respondents commented that Portlethen Primary School is a more central location for the cluster and acknowledged that there are higher numbers of children with additional support needs in the Portlethen community.

A minority of respondents including Newtonhill pupils and parents expressed concern as to the impact on pupils who access the enhanced provision centre and stated that they wished their children to continue at Newtonhill School for their primary education.

Aberdeenshire Council will ensure that pupils who presently access enhanced provision at Newtonhill School and wish to remain at Newtonhill School will continue to have their needs met adequately and efficiently.

The existing formulaic allocation of both Additional Support for Learning teaching staffing and Pupil Support Assistants based on needs led assessment will ensure that appropriate resourcing is available. In addition outreach support will be available from the enhanced provision centre. Pupils will continue to have access to flexible and appropriate learning environments, facilities and resources.

Transition arrangements including timescales for pupils who may require to access enhanced provision and/or may wish to transfer would be fully discussed and agreed via detailed consultation with parents and staff. Friendship groups will also be given full consideration as part of any transition planning.

Aberdeenshire Council are confident that the proposal has the potential to bring educational benefits to more children in the Portlethen cluster both in the immediate and longer term future.

## 5.2 Staffing Implications, Resources and Career Long Professional Learning (Staff Training)

Comments related to the need for skilled and trained workforce and how to develop competencies and skills to ensure pupils' needs are met in the immediate and longer term.

Comments were expressed about recruitment, retention and allocation of staff with related timescales and impact on staff.

Aberdeenshire Council has consulted with headteachers to establish a rolling programme within the school improvement planning framework of Career Long Professional Learning (CLPL) to increase the confidence and competence of all staff.

This CLPL programme will build on the existing training and professional development programme for this session and will take account of future training needs as part of the annual professional development and review process for all staff.

Aberdeenshire Council is committed to ensuring that pupils are supported by staff who have the right combination of skills and expertise across a range of additional support needs.

Recruitment has been underway and staffing is in place at Portlethen Primary School. Responsibility for allocation of staffing remains with the Local Management Group which comprises headteachers from the cluster.

## 6 EDUCATION SCOTLAND REPORT SUMMARY

- 6.1 The Education Scotland report is reproduced in full in Appendix 5. Whilst Aberdeenshire Council has consulted on the proposed changes for both the Portlethen and Stonehaven clusters and reported their findings and recommendations separately Education Scotland have included their feedback on both the Portlethen and Stonehaven proposals in one report. The Education Scotland report is therefore replicated in the Stonehaven consultation committee report. The main points from the Education Scotland Report are noted below.
- 6.2 The proposals to relocate the Newtonhill Primary School enhanced provision centre to Portlethen Primary School and to establish a new enhanced provision centre at Mill O'Forest Primary School, Stonehaven have the potential to bring educational benefits to children in the Portlethen and Stonehaven clusters.
- 6.3 Greater numbers of children will access the enhanced provision centres creating the potential for improved educational and social benefits.

- 6.4 In taking Proposal 1 forward, the council should make clear to parents how they intend to offer the same level of support to children currently attending the Newtonhill enhanced provision centre for the remainder of their time in primary school.
- 6.5 Response - Aberdeenshire Council has provided additional staffing for session 2016-2017 to ensure children at Newtonhill School receive the same level of support. The formulaic needs based allocation of future teaching and PSA staffing will ensure that pupils will continue to have their needs met adequately and efficiently
- 6.6 With regard to Proposal 1 and 2, the council will also, if they wish to realise their aspiration for the right support, in the right place at the right time, need to be clearer about how and when staff will have access to appropriate professional learning. Staff are not yet clear about how they will be supported to be confident and equipped to meet the needs of all children attending the enhanced provision centres.
- 6.7 Response - Aberdeenshire Council has consulted with headteachers to establish a rolling programme within the school improvement planning framework of Career Long Professional Learning to increase the confidence and competence of all staff.

## **7 INACCURACIES**

- 7.1 Due to the change of location of some of the electronic documents on Aberdeenshire Council's website after the proposal document was finalised but prior to week beginning 6 June 2016, a small number of links in the proposal document had to be altered before copies were emailed, posted or distributed to stakeholders. Electronic versions of the proposal document were amended prior to the beginning of the formal statutory consultation and contained the correct links. However, paper copies of the document had already been printed by Design & Print so that they were ready for distribution. An 'Error Correction Note' was therefore attached to all paper copies of the document prior to them being posted or distributed to stakeholders to whom electronic versions could not be sent.

## **8 COMPLIANCE WITH SECTION 9(1) OF THE SCHOOLS CONSULTATION) (SCOTLAND) ACT 2010 AND CONCLUSIONS**

Section 9(1) of the Schools (Consultation) (Scotland) Act 2010 states that:

*After the Education Authority has received Education Scotland's report, the Authority is to review the relevant proposal having regard (in particular) to*

- (i) *written representations received by the Authority (from any person) during the consultation period,*

- (ii) *oral representations made to it (by any person) at the public meeting,*
- (iii) *Education Scotland's report.*

Officers of the Education Authority have listened carefully to the points made at the public meetings and have considered equally carefully the written representations. The Education Authority has reviewed the proposal in light of these representations and HM Inspector's report.

## 9 CONCLUSIONS AND RECOMMENDATION

In summary the 3 proposals considered as part of the statutory consultation are;

- Option 1 Relocate the Enhanced Provision Centre at Newtonhill to Portlethen Primary School with a phased implementation period until Hillside School is completed and operational in 2017
- Option 2 Retention of the status quo with Newtonhill as enhanced provision centre
- Option 3 Retention of Newtonhill as Enhanced Provision Centre until Hillside School opens, and develop Portlethen Primary School as the Enhanced Provision Centre for the cluster

From analysis of the consultation feedback via public meetings, survey monkey and written responses there is overall support for the authority proposal and any concerns can be addressed as detailed in the summary in section 5.

**The recommendation of officers is that Aberdeenshire Council should adopt Option 1 to relocate the Enhanced Provision Centre at Newtonhill School to Portlethen Primary School with a phased implementation period until Hillside School is completed and operational in 2017.**

## APPENDIX B: EDUCATION SCOTLAND REPORT

**Report by Education Scotland addressing educational aspects of the two proposals by Aberdeenshire Council to implement its model for enhanced provision.**

**Proposal 1: To relocate the Newtonhill Primary School enhanced provision centre to Portlethen Primary School.**

**Proposal 2: To establish a new enhanced provision centre at Mill O'Forest Primary School, Stonehaven.**

### 1. Introduction

1.1 This report from Education Scotland has been prepared by HM Inspectors in accordance with the terms of the *Schools (Consultation) (Scotland) Act 2010* and the amendments contained in the *Children and Young People (Scotland) Act 2014*. The purpose of the report is to provide an independent and impartial consideration of Aberdeenshire Council's two proposals shown above to relocate the Newtonhill Primary School enhanced provision centre to Portlethen Primary School and to establish a new enhanced provision centre at Mill O'Forest Primary School, Stonehaven. Section 2 of the report sets out brief details of the consultation process. Section 3 of the report sets out HM Inspectors' consideration of the educational aspects of the proposals, including significant views expressed by consultees. Section 4 summarises HM Inspectors' overall view of the proposals. Upon receipt of this report, the Act requires the council to consider it and then prepare its final consultation report. The council's final consultation report should include a copy of this report and must contain an explanation of how, in finalising the proposals, it has reviewed the initial proposals, including a summary of points raised during the consultation process and the council's response to them. The council has to publish its final consultation report three weeks before it takes its final decision. Where a council is proposing to close a school, it needs to follow all legislative obligations set out in the 2010 Act, including notifying Ministers within six working days of making its final decision and explaining to consultees the opportunity they have to make representations to Ministers.

1.2 HM Inspectors considered:

- the likely effects of the proposals for children and young people of the schools; any other users; children likely to become pupils within two years of the date of publication of the proposal papers; and other children and young people in the council area;
- any other likely effects of the proposals;
- how the council intends to minimise or avoid any adverse effects that may arise from the proposals; and
- the educational benefits the council believes will result from implementation of the proposals, and the council's reasons for coming to these beliefs.

1.3 In preparing this report, HM Inspectors undertook the following activities:

- attendance at the public meetings held on 14, 16 and 22 June 2016 in connection with the council's proposals;
- consideration of all relevant documentation provided by the council in relation to the proposals, specifically the educational benefits statement and related consultation documents, written and oral submissions from parents and others; and
- visits to the sites of Newtonhill, Portlethen and Mill O'Forest Primary Schools, including discussion with relevant consultees.

## **2. Consultation Process**

2.1 Aberdeenshire Council undertook the consultation on its proposals with reference to the *Schools (Consultation) (Scotland) Act 2010* and the amendments in the *Children and Young People (Scotland) Act 2014*.

2.2 The formal consultation ran from 10 June until 16 September 2016. The council posted the consultation documents on its website. It issued copies of the relevant document to pupils and parents in the catchment areas of Newtonhill, Portlethen and Mill O'Forest Primary Schools and to the Parent Councils of those schools. Further copies were available to pupils attending the enhanced provision at Newtonhill Primary School as well as to all schools in the Portlethen and Stonehaven clusters and community groups. The council made appropriate arrangements to gather the views of children attending Newtonhill, Portlethen and Mill O'Forest Primary Schools. The council placed copies of the proposals in local libraries and the Council Headquarters. The meetings held for Proposal 1 on 14 and 16 June 2016 were attended by ten and 19 stakeholders. The meeting held for Proposal 2 on 22 June 2016 was attended by 20 stakeholders. Overall, the majority of stakeholders were supportive of Proposal 1. With regard to Proposal 2 to create the enhanced provision at Mill O'Forest Primary School, the strength of feeling was more positive with most stakeholders in favour. Less than ten written communications were received in response to the proposals. There were 46 respondents to the online questionnaire for Proposal 1, with the majority in favour of the proposal. There were less than ten responses to the online questionnaire for Proposal 2, all of which were in favour of the proposal.

## **3. Educational Aspects of the Proposals**

3.1 The proposals to relocate the enhanced provision from Newtonhill Primary School to Portlethen Primary School and to establish an enhanced provision at Mill O'Forest Primary School have the potential to bring educational benefits to the children in the Portlethen and Stonehaven clusters. The council is striving to provide a fairer and more equitable service to children and young people in these clusters.

- 3.2 **Proposal 1:** If Proposal 1 goes ahead, more children in Portlethen Primary School will have access to the provision. The learning environment there will be improved through the establishment of a designated quiet space, a sensory room and a life skills area which will better meet the wide range of needs of children accessing the provision.
- 3.3 **Proposal 2:** If Proposal 2 goes ahead in Mill O'Forest Primary School, a quiet space and sensory room will add to the existing nurture room to provide for a wider range of needs. The council has begun to make adaptations to allow improved access for wheelchair users in Mill O'Forest Primary School. However, most stakeholders feel the pace of this work has been too slow. Both proposals will, overall, reduce travel time and improve access to the enhanced provision. In terms of Proposal 1, this will allow greater numbers of children easier access.
- 3.4 With respect to Proposals 1 and 2, all parents from Portlethen and Mill O'Forest Primary Schools who met with Inspectors were supportive of the proposals. They could see the potential benefits this would bring to all children in their schools, not only for the children accessing the enhanced provision. They thought that the establishment of an enhanced provision in their schools was long overdue.
- 3.5 In terms of Proposal 1, parents from Newtonhill Primary School were opposed to the proposal to move the provision from Newtonhill to Portlethen Primary School. The whole school community, including parents, is proud of the inclusive ethos which has been developed partly due to the location of the base. They fear that this might be lost in the future. They are concerned that the children already attending the provision in Newtonhill Primary School will be able to continue to access this within Newtonhill for the remainder of their primary education. In particular, they would like to be reassured that the same level of support will be provided over the next four school sessions until all children in the provision have moved through the school.
- 3.6 In terms of Proposal 1 and 2, overall, all children from Portlethen and Mill O'Forest Primary Schools who met with HM Inspectors were in favour of the proposals. In terms of Proposal 1, the children from Newtonhill Primary School opposed the proposal, with around a third suggesting the provision should be available in both Portlethen and Newtonhill. For both Proposals, children from all three schools talked positively about the benefits to the whole school community as well as individual children accessing the provision. They recognised the importance of having a better understanding of the needs of others and for embracing an ethos of inclusion within their schools.
- 3.7 Almost all staff in all three schools were in favour of the proposals. They recognise the need for the enhanced support from which children have the potential to benefit educationally and socially. For Proposal 1 and 2, all staff in Portlethen and Mill O'Forest Primary Schools are keen to do the very best for the children who will attend should the proposals be approved. However, they are concerned that they should have the right combination of skills and expertise to provide that support. In order to be confident, they feel that more targeted

professional learning should be available to all teaching staff and pupil support assistants.

- 3.8 At the start of the consultation period the council identified inaccuracies in the electronic links provided in Proposals 1 and 2. The council took action to investigate and rectify these inaccuracies. In its final consultation report, the council will need to set out the actions it has taken to address these inaccuracies.

#### **4. Summary**

The proposals to relocate the Newtonhill Primary School enhanced provision centre to Portlethen Primary School and to establish a new enhanced provision centre at Mill O'Forest Primary School, Stonehaven have the potential to bring educational benefits to children in the Portlethen and Stonehaven clusters. Greater numbers of children will access the enhanced provision centres creating the potential for improved educational and social benefits. In taking Proposal 1 forward, the council should make clear to parents how they intend to offer the same level of support to children currently attending the Newtonhill enhanced provision centre for the remainder of their time in primary school. With regard to Proposal 1 and 2, the council will also, if they wish to realise their aspiration for the right support, in the right place at the right time, need to be clearer about how and when staff will have access to appropriate professional learning. Staff are not yet clear about how they will be supported to be confident and equipped to meet the needs of all children attending the enhanced provision centres.

In its final consultation report, the council will need to set out the actions it has taken to address any alleged inaccuracies in its proposals.

**HM Inspectors  
Education Scotland  
October 2016**



APPENDIX C

EQUALITY IMPACT ASSESSMENT



EQUALITY IMPACT ASSESSMENT

Stage 1: Title and aims of the activity (“activity” is an umbrella term covering policies, procedures, guidance and decisions).	
Service	Education & Children’s Services
Section	Secondary Education and Additional Support Needs
Title of the activity etc.	Statutory Consultation – Portlethen and Newtonhill: Proposed Relocation of Enhanced Provision Centre
Aims of the activity	<p>Currently there is an Enhanced Provision Centre at Newtonhill School. Pupils from Stonehaven Cluster and Newtonhill Cluster currently access the Enhanced Provision Centre within Newtonhill School.</p> <p>The aims of the activity are:</p> <ul style="list-style-type: none"> <li>• to establish enhanced provision centres across Aberdeenshire in line with Aberdeenshire’s Schools Enhanced Provision 9 Area model.</li> <li>• to provide a refreshed, equitable and transparent model of enhanced provision.</li> <li>• to relocate Newtonhill School Enhanced Provision Centre to Portlethen School, Portlethen</li> <li>• to hold a statutory consultation from 10 June 2016 - 16 September 2016.</li> </ul>
Author(s) & Title(s)	Rhona Jarvis/Carole Sneddon

Stage 2: List the evidence that has been used in this assessment.	
Internal data (customer satisfaction surveys; equality monitoring data; customer complaints).	The evidence for this came from a review of enhanced provision across Aberdeenshire which included the online survey results, feedback gathered at the twenty seven engagement events on the enhanced provision nine area model.
Internal consultation with staff and other services affected.	It has been identified that the current resources are not meeting the needs of children and their families. A steering group was created from an initial Kaizen for Daily Improvement event. The group consisted of teaching staff, Quality Improvement Officer, Business Support Officer, ASN Manager, Early Years Manager and Educational Psychology. The informal engagement events across Aberdeenshire included an open invitation to staff, parents and stakeholders.

External consultation (partner organisations, community groups, and councils).	NHS Occupational Health team was involved in the steering group meetings and their input was critical to the development of the proposal. The proposal is for a statutory consultation which will inform the progress or otherwise of this project.
External data (census, available statistics).	Equalities Act 2010, UN Convention on the Rights of Disabled People, UN Convention on the Rights of the Child, Children and Young People's Act and ScotXed data
Other (general information as appropriate).	Standards in Scotland's Schools 2000 Act , GIRFEC, Curriculum for Excellence, Education (Additional Support for Learning) (Scotland) Act 2009 and HMIE Reports

Stage 3: Evidence Gaps.	
Are there any gaps in the information you currently hold?	There are no gaps and all information held will be reviewed again as part of the statutory consultation process.

Stage 4: Measures to fill the evidence gaps.		
What measures will be taken to fill the information gaps before the activity is implemented? These should be included in the action plan at the back of this form.	Measures:	Timescale:
	Meetings with staff	June 2015
	Statutory Consultation on Portlethen, Stonehaven and Newtonhill Enhanced Provision Centres will be carried out in the Portlethen and Stonehaven Clusters	10 June 2016– 16 September 2016
	Where appropriate, pupils will be consulted	September 2016

Stage 5: Are there potential impacts on protected groups? Please complete for each protected group by inserting "yes" in the applicable box/boxes below.				
	Positive	Negative	Neutral	Unknown
Age – Younger	Yes			
Age – Older			Yes	
Disability	Yes			
Race – (includes Gypsy Travellers)			Yes	
Religion or Belief			Yes	
Gender – male/female			Yes	
Pregnancy and maternity			Yes	
Sexual orientation – (includes Lesbian/ Gay/Bisexual)			Yes	
Gender reassignment – (includes Transgender)			Yes	
Marriage and Civil Partnership			Yes	

Stage 6: What are the positive and negative impacts?		
Impacts.	Positive (describe the impact for each of the protected characteristics affected)	Negative (describe the impact for each of the protected characteristics affected)
Please detail the potential positive and/or negative impacts on those with protected characteristics you have highlighted above. Detail the impacts and describe those affected.	Age Younger - Children will be able to access support within their communities.	
	Disability – The Enhanced Provision Centres are accessible and will be able to support children with additional support needs.	

Stage 7: Have any of the affected groups been consulted?	
If yes, please give details of how this was done and what the results were. If no, how have you ensured that you can make an informed decision about mitigating steps?	A series of informal engagement events were held across Aberdeenshire providing information for staff and parents on the proposed relocation of enhanced provision and reallocation of services throughout the local authority. Please see appendix 1

Stage 8: What mitigating steps will be taken to remove or reduce negative impacts?		
These should be included in any action plan at the back of this form.	Mitigating Steps	Timescale
	A online survey was available to all staff and parents and informal engagement events were held	June 2014 (4 weeks)
	Creation of a sensory room at Newtonhill School	July 2015
	Development of a Lifeskills room, upgrade of medical room and development of a sensory room within Portlethen School.	July 2015
	Statutory Consultation Process (including online survey and public meetings)	10 June 2016 – 16 September 2016
	Local Area Committee – The proposal document will be presented to both Education & Children’s Services and Area Committee	May 2016 – October 2016

Stage 9: What steps can be taken to promote good relations between various groups?	
These should be included in the action plan.	Regular communication between schools and Enhanced Provision Team. Documentation will be made available in various formats to ensure accessibility to the documents, where requested. Staff meetings will be held to discuss the proposal and possible impact.

Stage 10: How does the policy/activity create opportunities for advancing equality of opportunity?
The consultation will support children with additional support needs across Aberdeenshire to access support within their own communities. Increased capacity and equity of service availability.

Stage 11: What equality monitoring arrangements will be put in place?	
These should be included in any action plan (for example customer satisfaction questionnaires).	Meetings will be held to engage with staff A questionnaire will be available online. Stakeholders will be provided with the opportunity to give their views and opinions on the proposal at public meetings.

Stage 12: What is the outcome of the Assessment?		
Please complete the appropriate box/boxes	1	No negative impacts have been identified –please explain.
	No negative impacts have been identified as the proposal aims to increase equity across Portlethen and Newtonhill Clusters	
	2	Negative Impacts have been identified, these can be mitigated - please explain. * Please fill in Stage 13 if this option is chosen.
	3	The activity will have negative impacts which cannot be mitigated fully – please explain. * Please fill in Stage 13 if this option is chosen

* Stage 13: Set out the justification that the activity can and should go ahead despite the negative impact.

Stage 14: Sign off and authorisation.			
Sign off and authorisation.	1) Service and Team		
	2) Title of Policy/Activity	(if appropriate)	
	3) <b>Authors:</b> I/We have completed the equality impact assessment for this policy/activity.	Name: Rhona Jarvis Position: ASN Manager (Additional Support Needs) – Enhanced Provision Date: 20/04/2016 Signature:	Name: Carole Sneddon Position: Project Officer Date: 20/04/2016 Signature:
		Name: Position: Date: Signature:	Name: Position: Date: Signature:
	4) Consultation with Service Manager	Name: Date:	
	5) Authorisation by Director or Head of Service	Name: Position: Date:	Name: Position: Date:
	6) If the EIA relates to a matter that has to go before a Committee, Committee report author sends the Committee Report and this form, and any supporting assessment documents, to the Officers responsible for monitoring and the Committee Officer of the relevant Committee. e.g. Social Work and Housing Committee.		Date:
	7) EIA author sends a copy of the finalised form to: eia@abdnshire		Date:
(Equalities team to complete) Has the completed form been published on the website? YES/NO		Date:	

Action Plan						
Action	Start	Complete	Lead Officer	Expected Outcome	Resource Implications	
Informal Consultation Events	June 2014	July 2014	Rhona Jarvis	Greater Awareness of Aberdeenshire's Schools Enhanced Provision Project	Costs of room bookings, advertising and team hours to deliver the events.	
Present Proposed Consultation Document to Education & Children's Services Committee	May 2015	May 2015	Rhona Jarvis	Agreement in principal to deliver a formal consultation on the relocation of Newtonhill School enhanced provision centre to Portlethen School, Portlethen.	Cost of room bookings and refreshments, printed proposal documents from Design and Print Team, advertising in local newspapers.	
Engagement with school staff	1 June 2015	26 June 2015	Rhona Jarvis	Regular communication between schools and Enhanced Provision Team. Documentation will be made available in various formats to ensure accessibility to the documents, where requested. Staff meetings will be held to discuss the proposal and possible impact.		
Formal Consultation Events	10 June 2016	19 Sept 2016	Rhona Jarvis	Complete the formal statutory consultation process including public meetings, staff and pupil engagement sessions	Costs of room bookings, advertising and team hours to deliver the events. Cost of production of proposal document by Design and Print Team.	
Post Statutory Consultation Activities	23 Sept 2016	5 Jan 2016	Rhona Jarvis	Collation of feedback, reporting to Education Scotland, Kincardine and Mearns Committee and Education, Learning & Leisure Committee		

