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**Report to Council**

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**Date: 16 December 2010**

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**Subject: The closure of Tower Nursery School and its re establishment  
as the nursery class of Park Primary School.**

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**Report by: Interim Head of Education**

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**1.0 Purpose**

- 1.1 This report seeks approval to conduct a formal public consultation on two elements of a proposal by Education Services:
- (i) to establish Tower Nursery School as the nursery class of Park Primary School.
- and
- (ii) to close Tower Nursery School as a stand alone establishment

**2.0 Recommendations**

- 2.1 It is recommended that Council approves a formal public consultation on both aspects of the proposal which contains two options. The second option emerged during informal consultation earlier this year.
- 2.2 It is recommended that a report is brought back to Council no later than June 2011.

**3.0 Considerations**

- 3.1 The closure of any school requires that a formal consultation process be carried out in line with the Schools (Consultation) (Scotland) Act 2010.
- 3.2 At its meeting of 27 September 2007, Council approved the recommendations of the independent commission set up to review of the provision of education 3-12. One of the recommendations of the commission was to move to provide early years' education within the campus of primary schools wherever possible.

- 3.3 Council has already approved one closure of a nursery school and its re-establishment as a nursery class in a primary school. The closure of Clackmannan Nursery School and its merger with Clackmannan Primary School was approved by Council in June 2009. Inspections conducted by both HMIE and the Care Commission following the management of both establishments during the interim arrangements, as well as since formal closure of the school, report that the quality of early years' education provided in Clackmannan has been sustained and built upon.
- 3.4 At its meeting in December 2009, Council considered a report on Primary School Provision in Alloa West, and approved a recommendation that officers examine any other possibilities within the Council area for improving the organisation and delivery of teaching and learning through shared leadership of service components.
- 3.5 When it was established, Tower Nursery School provided nursery education for most of the town of Alloa. Over time, nursery classes have been established in the other schools in the town that serve the Alloa catchment area. Tower Nursery currently provides education services to 3-5 year old children who are mainly resident in the catchment area of Park Primary School. The nursery school is located on the same campus as the primary school and the two establishments are a short walk away from each other. Nursery pupils who have extended day places currently use the Park dining room for lunch.
- 3.6 Since the retiral of its headteacher in June 2009, Tower Nursery school has been led by an acting headteacher supported by a team of Early Years Workers. There has been no reduction in the quality of service delivery. Tower Nursery was recently inspected by HMIE and a good report followed.
- 3.7 The post of headteacher at Park Primary School has been filled by an acting headteacher for more than 2 years.
- 3.8 The current vacancies in both establishments allow for a merger under the leadership of a new headteacher of Park Primary School.
- 3.9 The services available to parents and pupils will suffer no detriment as a result of the proposed closure and revised management arrangements, as these will continue to be delivered as the nursery class of Park Primary School. The staffing ratios in the nursery class will continue at the same level as is currently provided.
- 3.10 The new management arrangements will support improved transition for pupils moving from nursery to primary education. The work of both establishments should be enhanced in supporting continuity of learning. This is especially important in the implementation of Curriculum for Excellence which states that learning at the 'early stage' covers the age range 3-6 years. A single management arrangement is wholly consistent with the principles of

the Early Years Framework, published recently by the Scottish Government and CoSLA. Whilst helping to deliver the GIRFEC agenda, the proposed change in arrangements would be consistent with the Council's Single Outcome Agreement and its Corporate Priorities.

3.11 The changes in management arrangements are expected to generate a saving of around £40 000 per annum as the result of the deletion of the head teacher's post in a full financial year.

3.12 There are 2 options for the consultation of Park Primary School and Tower Nursery School -these are:

#### Option 1

The complete integration of Park Primary School and Tower Nursery School with the relocation of the Nursery School in the primary school building. This would necessitate the relocation of the Primary School Support Service and adaptation of the building to accommodate the youngest pupils.

#### Option 2

A second option, suggested by parents and the community during the informal consultation is to merge the management of the school and the nursery class but to retain the purpose built accommodation. Some minor adaptations of the boundary fence between the two establishments should be investigated to make linking the two buildings easier and to allow pupils from both establishments to have easier access to facilities.

3.13 The preferred option of the Council is option 2.

## **4.0 Sustainability Implications**

There are no sustainability implications arising from this report.

## **5.0 Resource Implications**

5.1 Financial Details

5.2 The full financial implications of the recommendations are set out in the report. This includes a reference to full life cycle costs where appropriate.

Yes ✓

5.3 Staffing

5.3.1 There are no staffing implications in relation to the arrangements which exist currently for the management of nursery provision in Tower Nursery or in Park Primary School. The merger of the nursery school and the primary school, if approved, will allow the deletion of the post of Headteacher, Tower Nursery School.

## 6.0 Exempt Reports

Is this report exempt? Yes  (please detail the reasons for exemption below) No

## 7.0 Declarations

The recommendations contained within this report support or implement our Corporate Priorities and Council Policies.

### (1) Our Priorities 2008 - 2011 (Please tick )

- |  |                                     |
|--|-------------------------------------|
| The area has a positive image and attracts people and businesses         | <input type="checkbox"/>            |
| Our communities are more cohesive and inclusive                          | <input checked="" type="checkbox"/> |
| People are better skilled, trained and ready for learning and employment | <input type="checkbox"/>            |
| Our communities are safer  | <input type="checkbox"/>            |
| Vulnerable people and families are supported                             | <input checked="" type="checkbox"/> |
| Substance misuse and its effects are reduced                             | <input type="checkbox"/>            |
| Health is improving and health inequalities are reducing                 | <input type="checkbox"/>            |
| The environment is protected and enhanced for all                        | <input type="checkbox"/>            |
| The Council is effective, efficient and recognised for excellence        | <input type="checkbox"/>            |

### (2) Council Policies (Please detail)

## 8.0 Equalities Impact

8.1 Have you undertaken the required equalities impact assessment to ensure that no groups are adversely affected by the recommendations?

Yes  No

## 9.0 Legality

9.1 In adopting the recommendations contained in this report, the Council is acting within its legal powers. Yes

## 10.0 Appendices

10.1 Please list any appendices attached to this report. If there are no appendices, please state "none".

Appendix 1: Proposal Document and Consultation Timeline

Appendix 2: Consultation questionnaire

## 11.0 Background Papers

11.1 Have you used other documents to compile your report? (All documents must be kept available by the author for public inspection for four years from the date of meeting at



which the report is considered)

Yes  (please list the documents below) No

**Author(s)**

<b>NAME</b>	<b>DESIGNATION</b>	<b>TEL NO / EXTENSION</b>
Lesley Robertson	Interim Head of Education	2515

**Approved by**

<b>NAME</b>	<b>DESIGNATION</b>	<b>SIGNATURE</b>
Lesley Robertson	Interim Head of Education	
Angela Leitch	Chief Executive	



## **APPENDIX 1**



**Clackmannanshire Council**  
www.clacksweb.org.uk

Services to People: Education Service

PROPOSAL DOCUMENT: December 2010

### **Review of Education Provision**

The following schools are affected by this proposal document

PARK PRIMARY SCHOOL

TOWER NURSERY SCHOOL

This document has been issued by Clackmannanshire Council for proposal in terms of the Schools (Consultation) (Scotland) Act 2010.

Any Ordnance Survey map data included within this document is provided by Clackmannanshire Council under licence from Ordnance Survey in order to fulfil its public function in relation to this public proposal. Persons viewing this mapping should contact Ordnance Survey Copyright for advice where they wish to licence Ordnance Survey mapping data for their own use.

Proposal for the merger of Park and Tower Nursery Schools on one campus.

## **Summary Proposal**

It is proposed that:

education provision at Park Primary School and Tower Nursery School should be merged and managed by the head teacher of Park Primary School. Tower Nursery School should be renamed "Park Primary School Nursery Class".

## **Distribution**

A copy of this document is available on the Clackmannanshire Council web-site

[www.clacksweb.org.uk](http://www.clacksweb.org.uk)

A copy of the document will be provided for:

The Parent Council of each school  
The parents of pupils on the roll of each school  
Parents of children expected to attend the affected schools within 2 years of the date of publication of this proposal document  
The pupils at the affected schools  
The staff of the affected schools  
Trade Union representatives of the staff at the affected schools  
Alloa Central Community Council  
Alloa West Community Council  
Relevant users of the affected schools  
The constituency MSP  
Chief Superintendent Alloa Police  
Chief Executive NHS Forth Valley  
Area Commander Alloa Fire Station  
Hmie

A copy of this document is available from Council Headquarters, Greenfield Alloa  
Alloa Library Drysdale St Alloa  
Park Primary School  
Tower Nursery School

This document is available in alternative formats or translated form for readers whose first language is not English. Please apply to the Education Service, Lime Tree House, Alloa, by telephone 01259 452437 or by email [consultation @clacks.gov.uk](mailto:consultation@clacks.gov.uk)

## **This is a proposal document**

### **Proposal**

That subject to the outcome of this proposal exercise:

education provision at Park Primary School and Tower Nursery School should be merged and managed by the head teacher of Park Primary School. Tower Nursery School should be renamed "Park Primary School Nursery Class".

#### **1. Introduction**

1.1 Clackmannanshire Council aims to provide the possible educational experience for all pupils.

1.2 Aspirations for education are contained within the Single Outcome Agreement and the Council's Priorities contained within the Corporate Plan. Key priorities for education are:

- Our communities are more cohesive and inclusive
- Our people are better skilled and ready for learning and employment
- Vulnerable people and families are supported
- Health is improving and health inequalities are reducing
- The council is effective, efficient and recognised for excellence

The vision for education is contained within the document Learning to Succeed in Clackmannanshire in the 21st century. The skills and knowledge that young people will require in the future are consistent with the Council's aspirations to enable all learners to become:

- Successful learners
- Confident individuals
- Responsible citizens
- Effective contributors

#### **2. Reason for the proposal**

2.1 At its meeting of 27 September 2007, Council approved the recommendations of the independent commission set up to review of the provision of education 3-12. One of the recommendations of the commission was to move to provide early years' education within the campus of primary schools wherever possible.

2.2 When it was established, Tower Nursery School provided nursery education for most of the town of Alloa. Over time, nursery classes have been established in the other schools in the town that serve the Alloa catchment area. Tower Nursery currently provides education services to 3-5 year old children who are mainly resident in the

catchment area of Park Primary School. The nursery school is located on the same campus as the primary school and the two establishments are a short walk away from each other. Nursery pupils who have extended day places currently use the Park dining room for lunch.

- 2.3 As part of the Government's School Estate Strategy, Clackmannanshire Council, in common with all Scottish local authorities, is required to assess the condition and suitability of its schools and report these 'core facts' to the Scottish Government. It is required to produce a School Estate Management Plan (SEMP) also.
- 2.4 The major aims of the Council's Schools Estate Management Plan for the period to 2015 are to:
- bring the condition of all schools in the 3-12 estate to condition B or better and to maintain it
  - address issues of sufficiency as they arise
  - increase the number of 3-12 campus arrangements
  - improve the suitability of external learning, teaching and social spaces
  - improve dining facilities in those schools with the smallest dining space
- 2.5 Park Primary school roll is currently pupils.
- 2.6 Tower Nursery School has capacity for 60 pupils in 2 sessions. This is normally referred to as a 60:60 establishment. It has 10 full day places available for pupils who need them.
- 2.7 Since the retirement of its headteacher in June 2009, Tower Nursery school has been led by an acting headteacher supported by a team of Early Years Workers. There has been no reduction in the quality of service delivery
- 2.8 The post of headteacher at Park Primary School has been filled by an acting headteacher for more than 2 years
- 2.9 The conclusion is that the time is right to move to the delivery of education 3-12 as detailed by independent review. This would be consistent with changes expected of curriculum delivery through the requirement to implement the Curriculum for Excellence from August 2010. Full detail of the independent review of education 3-12 is provided in the background papers which will be available on clacksweb - specific link will be available in due course.
- 2.10 The decision of the member - officer working group convened to take forward the recommendations of the independent review of education 3-12 in Clackmannanshire was to consult on the proposal to merge the schools within Park Primary School under the leadership of the headteacher of the school. As this post is vacant, parents of the current Nursery School would have an opportunity to be represented in the appointment process.
- 2.11 In September 2010, the Council conducted a series of budget engagement events which sought views on how to address the issues that would emerge from the public

spending review of November 2010. A wide range of suggestions was received. However, a number of respondents saw advantages in reducing the number of stand alone nursery schools.

### **3.0 The Options for Consultation**

#### **3.1 Option 1 To move Tower Nursery School into the building of Park Primary School.**

This would require the removal of PSSS which would need to find new accommodation. Part of the school would need to be refurbished to accommodate the nursery. Outdoor play areas would need be developed and secure access with provision for a reception/foyer and cloakroom areas would be required. Some external work would be needed to ensure safe outdoor learning experiences and adequate storage for outdoor play equipment. Refurbishment costs are estimated at £200,000.

#### **3.2 Option 2 Retain the nursery school in its current building and operate it as the nursery class of the school**

3.3 Merge the management of the two establishments under the leadership of the head teacher of Park Primary School but retain the current Tower Nursery Building and rename it Park Nursery Class.

3.4 This has the advantage of retaining all of the features already in the building which means it is suitable for educating young children and is already consistent with the requirements of the Care Commission in terms of facilities and regulations.

3.5 It means that the Council has to continue to maintain the properties but it is least disruptive to the education of all pupils who use the buildings. It means that already established outdoor play and learning areas can continue to be used. In order to maximise the educational benefits of this proposal, some adaptation of perimeter fencing is required to enclose, as far as is possible, the nursery class within the school grounds. Some adaptations to the perimeter fence to make a secure entrance from the oath to the school and to the door to the rear of the nursery would be required. The cost of this is in the region of £3 500.

3.6 Option 2 is the preferred option.

### **4.0 Educational benefits**

4.1 The pupils at Tower Nursery School would benefit from realignment to a nursery class attached to Park Primary School. The implementation of this proposal would offer the following educational advantages

(1) management support

The nursery class will be managed by the primary headteacher with a member of the senior management team having day to day responsibility for the running of the nursery class. The primary school management team, with a wide experience in school self-evaluation and curriculum development will be well placed to have a positive impact on nursery improvements. Areas identified for continuous

improvement in the nursery class will be fully integrated and supported by the whole school improvement plan. This should lead to a more coherent learning experience for pupils at the early stage of curriculum for Excellence and beyond.

(2) Early intervention

The primary school will be able to collaborate with the nursery class in identifying children's needs at the earliest possible stage. They will be able to work with the child from the age of 3 which will help identify the range of support they might need as they develop. Transition planning should be improved as a result of better tailored and more coherent support packages which can be put in place to help each child reach their full potential.

(3) Enhanced staff development opportunities

Staff would benefit from working together and learning with a wide range of teaching and non-teaching colleagues. Nursery staff will be able to visit P1 on a regular basis. This provides a CPD opportunity for staff to look at how children learn in P1. The school will also be able to make use of the expertise of the nursery staff in building on and further developing a play based early years' environment. Shared staff development opportunities are enhanced. Nursery staff will be able to join school working groups and attend stage meetings.

(4) Improved transition

The proposal will significantly enhance transition arrangements for pupils who will attend Park Primary. During their time in the nursery class the children will be involved in the wider life of the school. They will be able to attend fun events, use the gym hall and attend school assemblies. All these activities will lessen the impact on transition to school. If they wish, nursery parents will be able to join the parent council and other parent's activities which will enable them to get to know the establishment before formal schooling begins. High levels of parental involvement are recognised as important to the learning success of children. If parents become actively involved at the nursery stages, the habit is more likely continue for the rest of their child's schooling

(5) Enhanced learning experience

This proposal supports continuity in children's learning at the early level of curriculum for excellence. The nursery staff and school staff will be able to work closely together to provide the children with a high quality experience over the 3 years. They will be able to share resources and carry out joint topic work. This will ensure that the children are receiving an appropriate broad and balanced curriculum. When children move to P1 they will be building more confidently on what they already know.

## **5.0 Likely Effect on the Local Community**

The effect is likely to be minimal. Apart from a change in the role of the most senior manager responsible for the nursery, the community should experience no difference as a result of this option.

## **6.0 Consequence of Preferred Option**

There will be a saving in staffing costs. This will not diminish the quality of the service provided to children and families.

## **7.0 Financial Implications**

The financial implications of this proposal are for option 1 £200,000 and for option 2 £3,500.

## **8.0 Other Considerations**

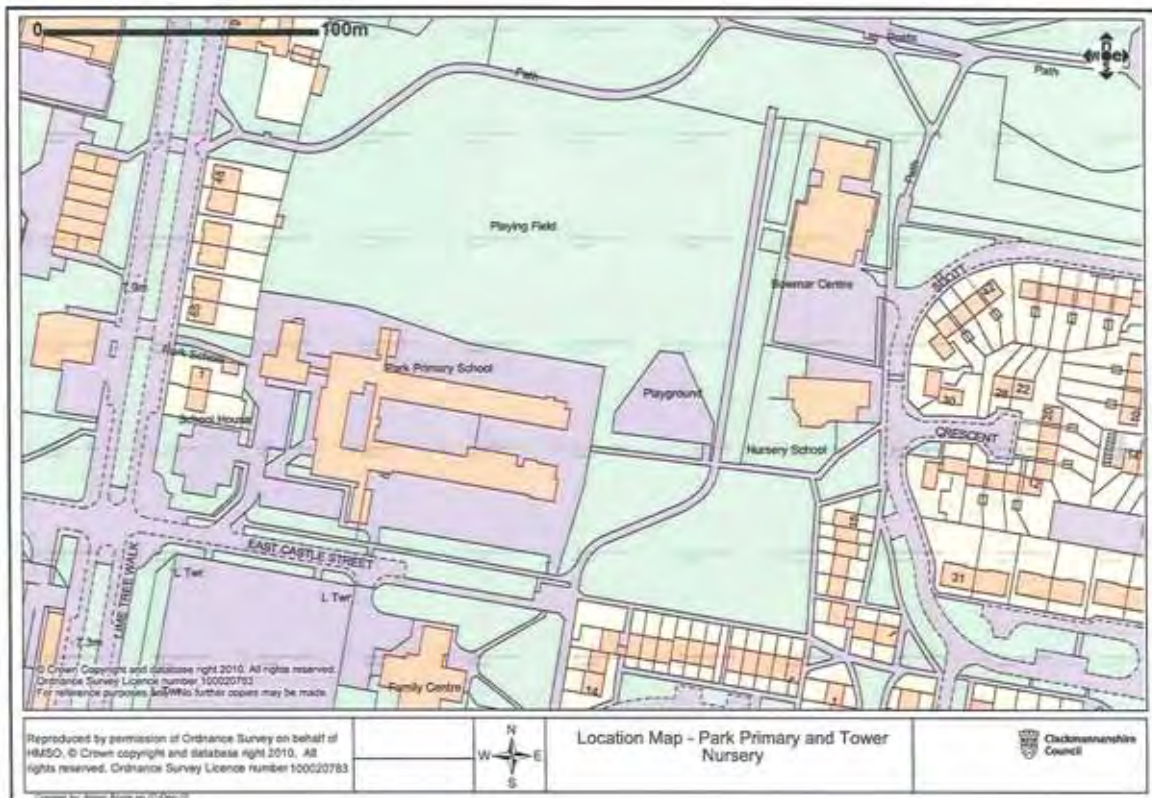
### **8.1 Feasibility**

There is a finite sum of money with which to work. Costs of borrowing over an extended period (30 - 50 years) have to be examined in each of the options where borrowing would be required. It is essential that the best balance between providing the best possible accommodation and resources to ensure that teaching and learning reflect the principles necessary to implement a Curriculum for Excellence.

In the case of Tower Nursery, the purpose built unit provides the best option at times of financial constraint. As well as regard being given to the accommodation requirements of merged service provision, consideration was given to whether there were travel time or safety issues that would preclude the proposed changes taking place.

The distance between the two schools is 50m from the rear of the primary school to the perimeter fence of the nursery.

## Impact of the proposal



### 8.2 Safety

There would be no safety issues as a result of this change.

### 8.3 Service Users

8.4 The proposal will result in pupils in the nursery having access to facilities in the school when appropriate. Some children already using the school dining facilities for lunch. From time to time, it might be appropriate for P1 children to make use of the play facilities in the nursery.

### 8.5 Staff

8.6 The proposal would mean that a headteacher post would become redundant. Currently, both headteacher posts are filled by acting appointments. Any surplus staff would be redeployed wherever possible. All staff transfers would be completed in accordance with the Council procedures relevant to the posts. There would be no impact on staff travel arrangements. Staffing of the school will be in accordance with Council staffing standards and the regulations of relevant bodies such as the Care Commission for staffing in the nursery. The staffing allocation for support assistants may vary because these posts are allocated to schools on a needs led basis and are managed by the Access to Educational Resources Group. In order to facilitate the management of the nursery, it is proposed to improve the perimeter fence to include a locked gate on the west side of the building and also to convert a door at this side of the building to provide secure access for staff.

- 8.7 Trade Unions and Professional Associations  
Representatives of all staff will be included as part of the consultation exercise.
- 8.8 Other pupils in the authority  
All pupils will benefit from an education service that is efficient and makes best use of available resources which can be focussed on front-line delivery.
- 8.9 Other users of the buildings  
Current levels of community use do not indicate that either building fulfils a particular need in the community. The proximity of Alloa Academy means that all community use can be provided for in that establishment.
- 8.10 Financial impact  
The costs of altering the door and fence are estimated at £3 500.
- 8.11 Environmental impact  
There would be no change to the current impact.
- 8.12 Equal opportunities  
As part of the consultation, the Council will consult with a wide range of stakeholders including staff, parents, pupils, trade unions, elected members and members of the community. Comments about equality will be addressed. The target groups are:
- disability
  - gender
  - sexual orientation
  - belief
  - age
  - black and ethnic minorities
- 8.13 Under the Disability Discrimination Act, (DDA) education providers must not treat disabled pupils less favourably and should take reasonable steps to avoid putting disabled pupils at a substantial disadvantage. This is the reasonable adjustments duty. The Council is committed to providing a fully accessible service to all pupils.
- 8.14 Subject to a more detailed Equalities Impact Assessment, the Council considers that there will be no negative impact on any of the target groups. If, in a subsequent EIA issues are identified then these will be addressed by the Council.

## **Consultation arrangements for this proposal document**

The full consultation timeline is attached at the end of this document

1. Consideration by the Council's 3-12 Working Group, by Council at its December 2009 meeting and at a special Council meeting held on **9 July 2010**.
2. Proposal Document issued to consultees and published on clacksweb  
A copy will also be issued free of charge to the consultees listed on the previous page
3. An advertisement will be placed in relevant local newspapers. The proposal process may be announced on Central FM
4. Length of consultation  
An advertisement will be placed in local newspapers on 6th of January 2011. The consultation will run thereafter until close of business on 24th February. This covers a period of 31 school days.
5. A public meeting will be held on 10th February further details are included on the next page
6. Involvement of HMIE  
When the proposal document is published, a copy will be sent to HMIE. HMIE will also receive a copy of any relevant written representations that are received by the Council from any person during the consultation period. HMIE will receive a copy of oral representation made at the public meeting and, as available (and so far as is otherwise practicable), a copy of any other relevant documentation. HMIE will then prepare a report on the educational aspects of the proposal not later than 3 weeks after the Council has sent them all representations and documents mentioned above. The 3 week period of HMIE work will not begin until after the consultation period has ended. In preparing their report HMIE may enter the affected schools and make such reasonable enquiries of such people they consider appropriate and may make such reasonable enquiries of such other people as they consider appropriate.
7. Preparation of consultation report  
The Council will review the proposal having regard to the HMIE report, written representation that it has received and oral representations made to it by any person at the public meeting. It will then prepare a consultation report. This report will be published in electronic and printed formats and will be advertised in local newspapers. It will be available on clacks web and from Council headquarters, Alloa library and the affected schools, free of charge. Anyone who made written representation during the consultation period will be informed about the report. The report will include a record of the total number of written representations, a summary of the written representations, a summary of the oral representations made at the public meeting, the Authority's response to the HMIE report, a copy of the HMIE report, and any other relevant information, including alleged inaccuracies and how those have been handled. The report will also contain the proposal in light of the HMIE report and representations (both written and oral) that it received. The consultation report will be published and available for further consideration for a period of 3 weeks.

## 8. Decision

This report together with any other relevant documentation will be considered by the Council which will come to a decision.

Scottish Ministers' Call-in. The Council is required to notify the Scottish Ministers of the council decision and provide them with a copy of the proposal document and the consultation report within 6 days of the decision being made. The Scottish Ministers have a 6 week period from the date of that final decision to decide whether they will call in the proposal. Within the first 3 weeks of that 6 week period, the Scottish Ministers will take account of all relevant representations made to them by any person. Until the outcome of the 6 week call in process has been notified to the Council, they will not proceed to implement the proposal approved at step 8 above. If the Scottish Ministers call in the proposal, they may refuse to consent to the proposal or grant their consent to the proposal subject to conditions or unconditionally. Until the outcome of the call in has been notified to the Council, it is unable to proceed to implement the proposal.

Note on corrections – If any inaccuracy or omission is discovered in this proposal document, either by the Council or any other person, the Council will determine whether relevant information has been omitted or whether there has been an inaccuracy. It will then take appropriate action which may include the issue of a correction or the reissuing of the proposal paper or the revision of the timescale for the consultation period if appropriate. In that event, relevant consultees and HMle will be advised.

## Public Meeting

A public meeting will be held to attend the discuss the proposals. Anyone wishing attend the public meeting is invited to do so, The meeting, which will be convened by Clackmannanshire Council in consultation with the parent councils of Park Primary School and Tower Nursery School will be addressed by the Chief Executive of Clackmannanshire Council or any other senior officer of the Council.

The meeting will provide an opportunity to:

- hear more about the proposals
- ask questions about the proposals
- have your views recorded so that they can be taken into account as part of the proposal process

The meeting will be held on **the 25th of February in the Alloa Academy**

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

## Responding to the proposal

Interested parties are invited to respond to the proposal by making written or electronic submissions to the Interim Head of Education, Clackmannanshire Council, Lime Tree House Alloa FK10 1EX. Email: [servicestopeople@clacks.gov.uk](mailto:servicestopeople@clacks.gov.uk)

A form is provided at appendix 1 for the convenience of those wishing to respond. Its use is not compulsory. However, those wishing to respond are invited to state their relationship with the school – for example, pupil, parent, carer, grandparent, teacher in school, member of the community, etc. Responses from the parent councils, staff and pupil council are especially welcome.

Those sending a response whether by letter or electronically should be aware that their response will be open to public scrutiny and may be supplied to anyone making a reasonable request to see it. If they do not wish their response to be made publicly available, they should clearly write on the document 'I wish my response to be considered as confidential with access restricted to elected members and officials of Clackmannanshire Council'. Otherwise it will be assumed that the person making the response agrees to it being made publicly available.

Responses should be made to the proposal no later than close of business on Wednesday the 24th of February 2011

It is recommended that the Head of Education prepares a report on the results of the proposal process for consideration at a future meeting of the Council.

## Conclusion

The Council has difficult decisions to make in the course of the next financial year and beyond. It is difficult to justify spending resources on property that could draw funding away from spending which would be of direct benefit to pupils.

The Council is of the view that the measures proposed in this document will improve the educational provision for a significant number of pupils in Alloa and in the wider Council area. In this way, the reputation for educational provision can be maintained and improved.

**December 2010**  
**Lesley Robertson**  
**Interim Head of Education.**

## NB Consultation report must contain

- The number of written representations received.
- Summary of representations made at public meeting
- Summary of all written and oral representations made and the authority's response to these
- The authority response to the HMIE report
- The full text of the HMIE report
- A statement of how the authority reviewed the proposal in the light of the representations and the HMIE report
- Details of any omissions or inaccuracies and actions taken to correct these
- Explanation of how people can make representations to Ministers
- The report must be available in electronic and paper format at Greenfield on the website and at both schools as a minimum
- All persons who make written representations must be informed of the publication of the consultation report

### Proposed timeline for consultation

<b>Dates</b>	<b>Action</b>
17th December	Confirm with HMIE consultation timescale Issue proposal to HMIE
12th January	Proposal published
18th January	Pupils at both schools given notice paper and guide to 'the act' leaflet
18th January	Consultation period begins
Repeated weekly from 18th January	Formal notification of public meeting 25th February 6.30pm in Alloa Academy
26th February	Minute of public meeting on website
1st March	Joint meeting of Schools' Parent Councils 1st March Alloa Academy
2nd March	Minute of joint meeting on website
3rd March	End of Consultation meeting
7th March	Responses to all written submissions made
14th March	Collate pupil consultation
14th March	Prepare all papers to submit to HMIE
10th March	HMIE report produced
28th March	Consultation report ready advertise publication of consultation report Inform all respondents who wrote of publication report
28th March	Finance and Legal approval 28/03/10
21st April	Council Meeting
27th April	Notify Ministers of decision to merge if approved
5th May	End of time for further consultation
19th May	Ministerial call in period





**APPENDIX 2**

**Consultation Park Primary School & Tower Nursery School**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Interest (please circle)

Parent/Carer

Pupil

Member of Staff

Prospective Parent

Member of Public

My preferred option: (please tick)

Option 1

Option 2

Any other comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please return to: Consultation Park /Tower c/o Lime Tree House, Castle Street,  
Alloa FK10 1EX, by 3 March 2011

