



## APPENDIX 1

# CHILDREN AND YOUNG PEOPLE'S SERVICES

## PROPOSAL PAPER

### STATUTORY CONSULTATION IN RESPECT OF PROPOSED AMENDMENTS TO THE CATCHMENT AREAS OF YARROW PRIMARY SCHOOL, YARROW AND PHILIPHAUGH COMMUNITY SCHOOL, SELKIRK

#### CONSULTATION PERIOD:

X APRIL 2019 TO X MAY 2019

#### PUBLIC MEETINGS :

PHILIPHAUGH COMMUNITY SCHOOL  
SELKIRK  
ON [23 MAY] AT 5.30PM

YARROW PRIMARY SCHOOL  
YARROW BY SELKIRK  
ON [23 MAY] AT 7.30 PM

## 1. THE PROPOSALS

Scottish Borders Council (the **Council**) is seeking your comments on proposals to amend the catchment areas of Yarrow Primary School and Philiphaugh Community School.

## 2. BACKGROUND TO THE PROPOSALS

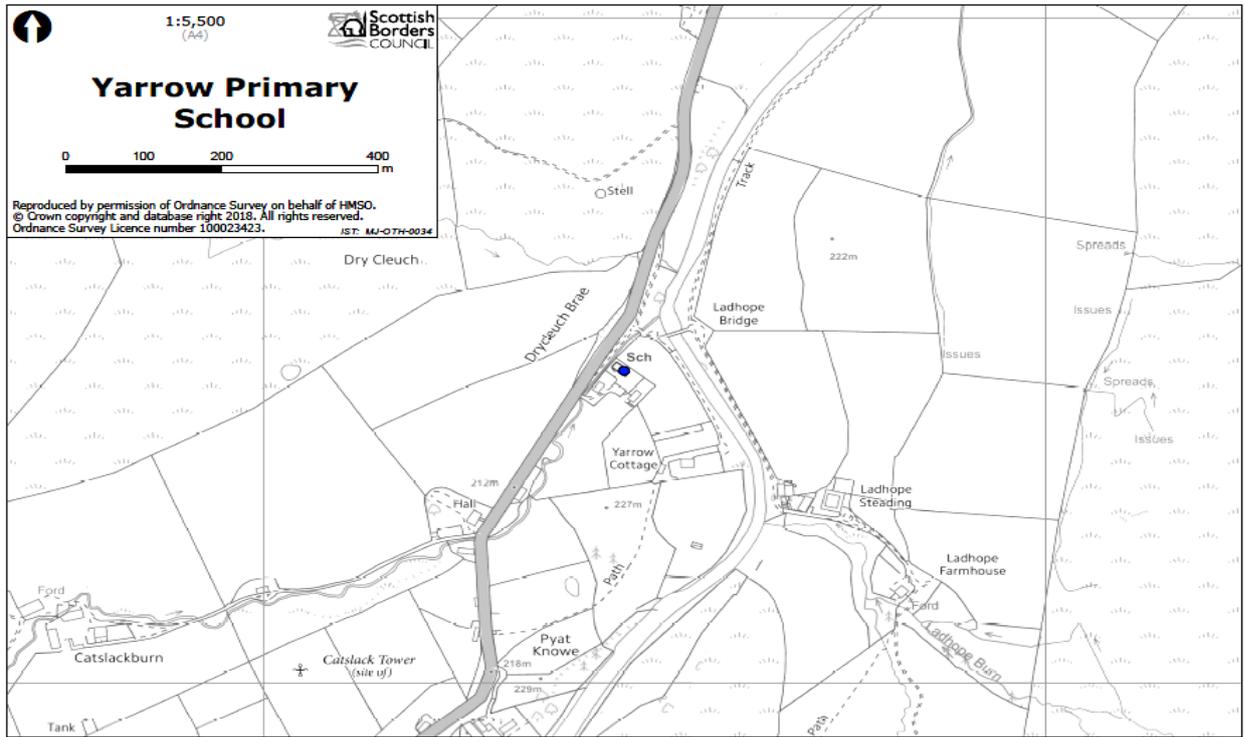
- 2.1 In February 2016 Scottish Border Council's Executive (Education) Committee agreed to commence a pre-consultation process regarding the current school estate provision and what it should aspire to look like across the Region. The Council undertook to engage with all stakeholders to obtain information and opinions regarding the current school estate and to seek views and ideas in respect of the vision of the future school estate.
- 2.2 The five strategic principles that were adopted when reviewing the school estate were:-
  - 2.2.1 Increased educational opportunities for all generations in the community;
  - 2.2.2 Improved outcomes for children and young people;
  - 2.2.3 Sustainability;
  - 2.2.4 Future proofing the school estate; and
  - 2.2.5 Affordability
- 2.3 As part of the School Estate Review engagement, Council officers met with parents of Yarrow pupils, who indicated that they had some concerns regarding the declining school roll and indicated that they wished to work with the Council with attempts to increase the roll and improve the sustainability of their school. One of the options discussed was whether there was potential to extend the Yarrow catchment zone to increase pupil numbers.

## 3. YARROW PRIMARY SCHOOL

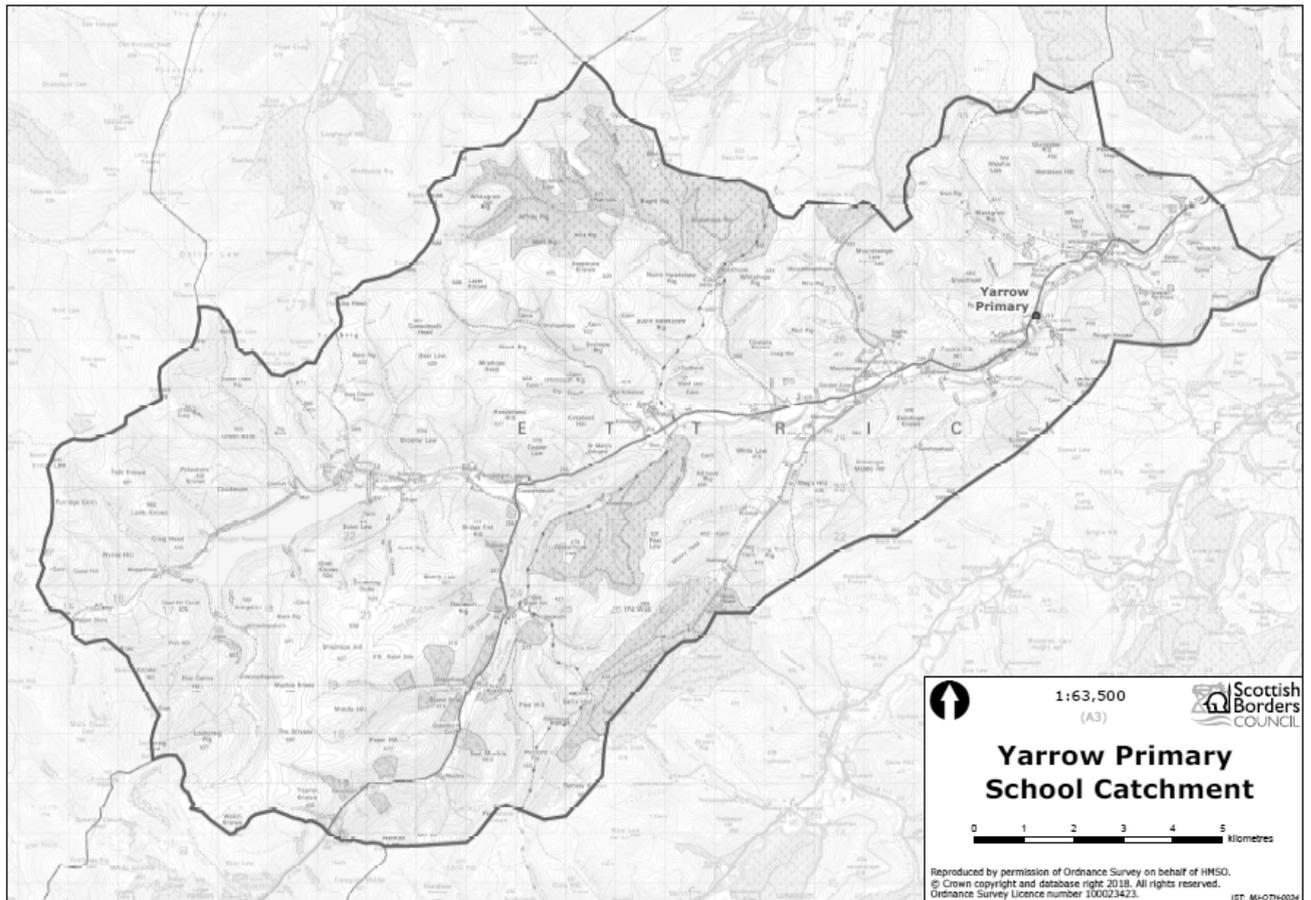
- 3.1 Yarrow Primary School is a non-denominational primary school in the Yarrow valley in the Scottish Borders and is within Selkirk High School's catchment zone. The current catchment zones for Selkirk High School cluster are shown in **Appendix 1**.
- 3.2 Yarrow Primary School is classified by the Scottish Government to be a Remote Rural School in accordance with its Rural Schools List<sup>1</sup>. Yarrow Primary School's location is shown below:-

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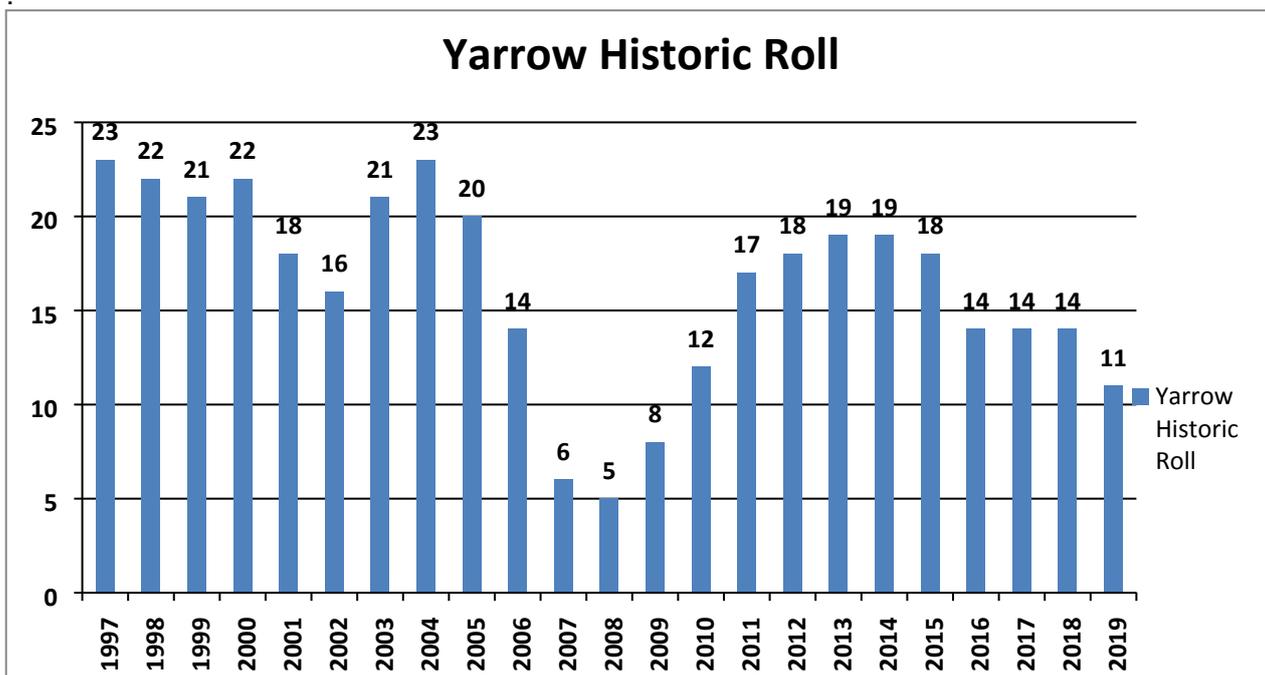
<sup>1</sup> [Scottish Government's Rural School List May 2017](#)



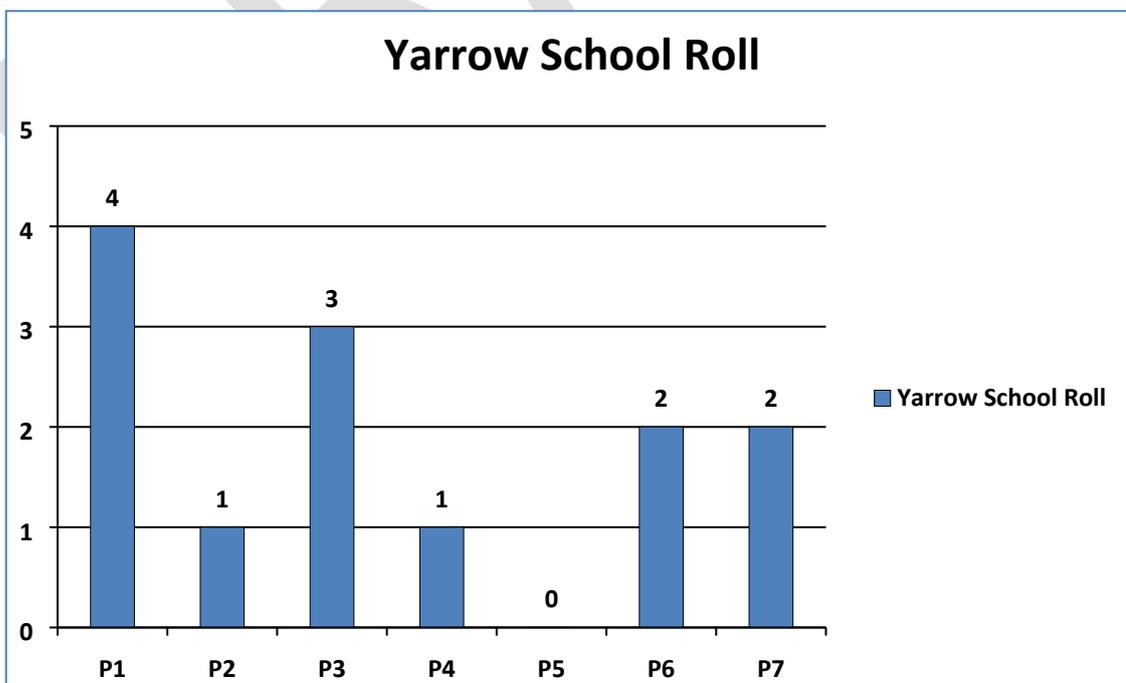
3.3 Yarrow's catchment is shown here:



3.4 The roll has fluctuated over the years, reflecting both changes in demographics and parental choice:-



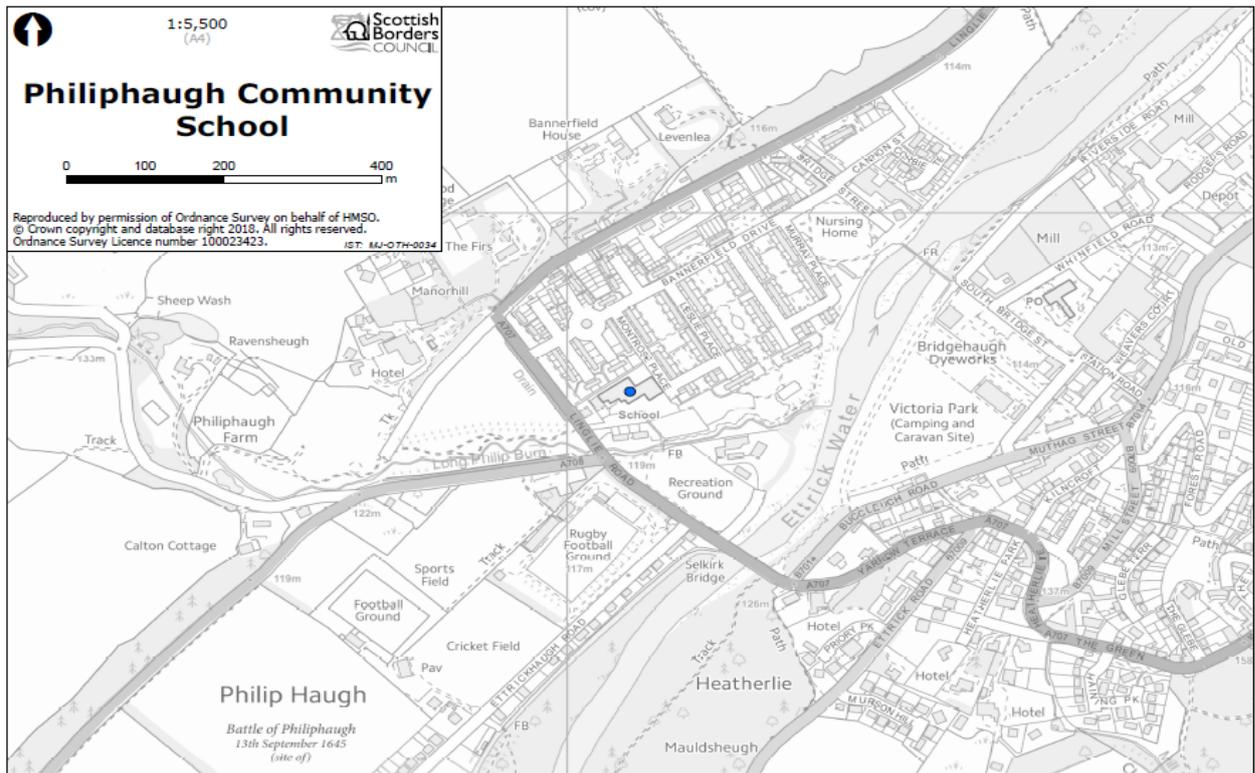
3.5 The school has capacity for 50 pupils. There are currently 13 children attending the school (this includes 2 children attending through placement requests). There are no children currently enrolled to enter into P1 at the school in August 2019. It is currently projected that the school roll will drop to 11 pupils for the 2019/20 session



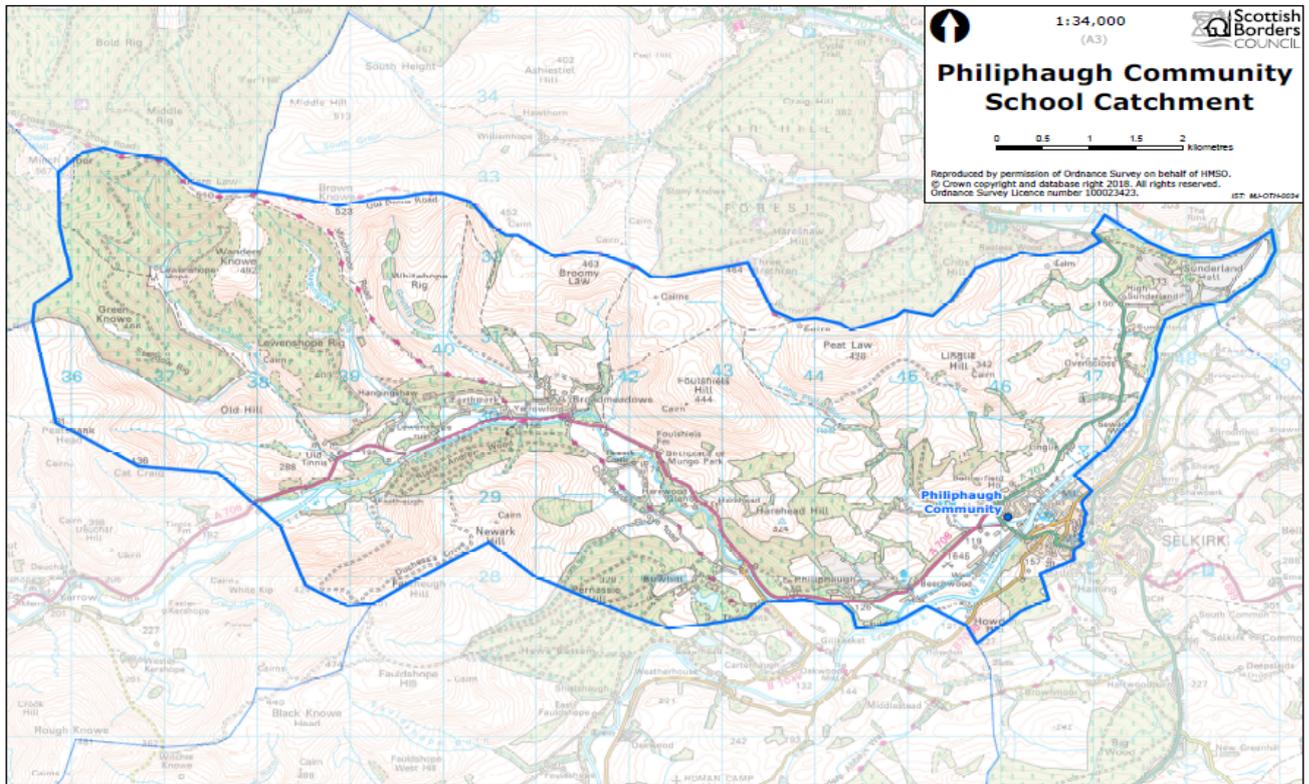
- 3.6 Council figures indicate that there are currently 11 primary aged pupils living within the catchment for Yarrow Primary School. Based on the Council's current records there is currently only one pre-school aged child within the catchment area. Current projections for pupil numbers indicate that the school roll is not projected to grow.

#### 4 PHILIPHAUGH COMMUNITY SCHOOL

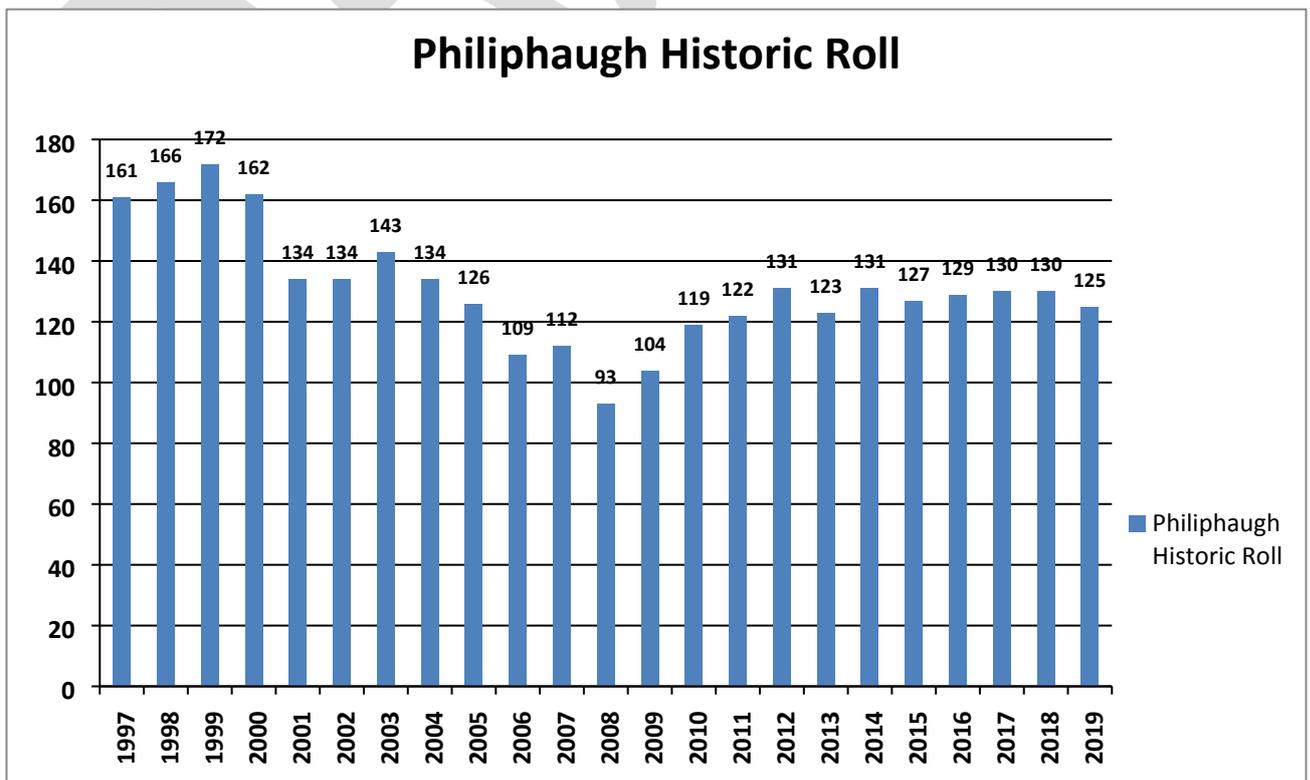
- 4.1 Philiphaugh Community School is a non-denominational primary school located in Selkirk. The school's location is shown here:



4.3 The school's catchment area is shown here:-



4.4 The school has capacity for 150 pupils. There are currently 125 pupils attending the school which equates to 83% occupancy.



## 5 REASONS FOR THE PROPOSALS

- 5.1. The Council wishes to consult with parents, pupils, staff and the community on the proposals to amend the current catchment areas for Yarrow Primary School and Philiphaugh Community School. The proposal seek to increase the size of the Yarrow catchment zone to include the Yarrowford and Broadmeadows area.
- 5.2 There are a number of reasons why the Council wishes to consult on these proposals:-
  - 5.2.1 The Yarrow school roll has diminished significantly over recent years; operating at an average occupancy of 36.4% over the last 5 years, with a fall in the current school year to 26%. Current projections do not indicate growth in pupil numbers;
  - 5.2.2 Yarrow Primary School is included in the Scottish Government's List of Rural Schools of May 2017 as an Accessible Rural School <sup>2</sup>. Taking cognisance of the important role that rural schools can play in rural communities, Council officers have worked with the school and the parents to try and boost the school roll and the sustainability of the school;
  - 5.2.3 One of the options that have been considered is a review of the catchment boundaries to establish whether amending the catchment areas would provide an opportunity to increase the school roll and improve the sustainability of the school. Officers reviewed the current catchment boundaries and have identified an area at Yarrowford and Broadmeadows that could be consulted upon to determine whether it should form part of the Yarrow catchment area or the Philiphaugh catchment area;
  - 5.2.4 An engagement session was held on 11 December 2018 at Yarrowford Village Hall, regarding catchment areas and boundaries. 12 members of the community area attended, all of whom considered that Yarrowford and Broadmeadows area was part of the Yarrow valley community and that their preference would be for the Yarrowford and Broadmeadows area to form part of the Yarrow Primary School catchment area;
  - 5.2.5 Council records indicate that there are currently 8 pupils in the Yarrowford and Broadmeadows area attending Philiphaugh Community School and 2 pre-school aged children in the area. Officers are therefore seeking views from the community to establish whether there is support for the proposed re-alignment of the catchment area;
  - 5.2.6 It is not anticipated that the proposal to amend the catchment area will have a material impact on Philiphaugh Community School. The numbers in the area under consideration are small and the Philiphaugh roll has been at a consistent level for a number of years. If there is support for the proposals and Councillors decide to amend the catchment area, the children who currently attend Philiphaugh and their future siblings will have a choice whether to attend Yarrow or Philiphaugh. The Council will provide transport as required in line with the schools transport policy.

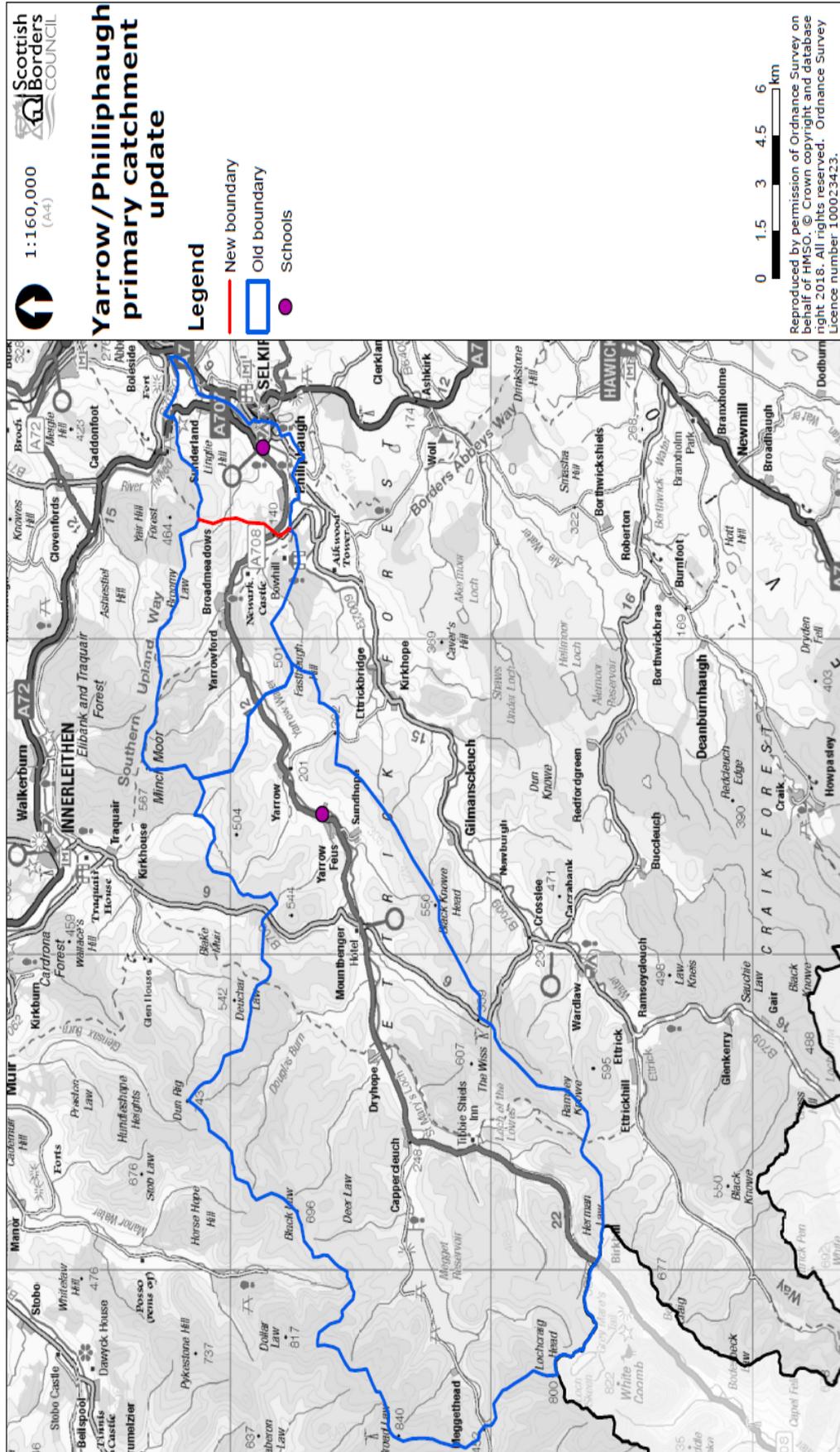
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<sup>2</sup> [Scottish Government - Rural Schools in Scotland](#)

## 6 PROPOSALS

6.1 It is proposed that the catchment area is amended before at or around 3 July 2019 accordance with the plans below:-

### Proposed New Yarrow Catchment Area



## Proposed New Catchment Boundary



- 6.2 It is proposed that following the consultation (if the decision is made to amend the catchment areas) that school transport will be provided to and from school in line the Council's school transport policy.
- 6.3 It is also proposed that the children currently attending Philliphaugh Community School, and future siblings, can continue to attend Philliphaugh if they wish, with transport being provided by the Council.
- 6.4 It is Council policy to support parental choice, as far as possible, regarding school choice and placement requests will continue to be considered on the current basis.

## 7 EDUCATIONAL BENEFITS FOR THE PUPILS

- 7.1 Council officers have been considering options to increase Yarrow Primary School's roll. The roll has declined significantly in recent years and based on the current catchment area is not projected to grow in the next 5 years.
- 7.2 The importance of rural schools in the community is recognised by the Council and the possible educational benefits of attending a school setting within a community have been identified:
- 7.2.1 A school can play an important role in the community and provide opportunities for members of the community to become involved in learning. Closer ties to the community can provide specific learning opportunities and experiences which can enhance the sense of community across the generations.
- 7.2.2 Students at small schools may be engaged in their school community, leading to a sense of personal responsibility for the community. Pupils may have greater

exposure to friends across a wider age range, which can assist with social skills and development

- 7.2.3 Students at smaller schools can develop strong relationships with their peers and their teachers. This can increase confidence and reduce the fear of making mistakes
- 7.2.4 The nature of composite classes can encourage pupils to work together across the age ranges and abilities which can have a positive impact on all learners.
- 7.3 It is recognised that smaller schools can offer a different learning experience for some children compared to a larger school environment. However there are other points to consider which include :-
- 7.3.1 Pupils attending a school with a small peer group may not be able to experience the variety of learning and teaching experiences and breadth of curriculum that could arise at a larger school with more pupils and staff.
- 7.3.2 Opportunities for collaborative working with peers can be limited.
- 7.3.3 A smaller roll and a smaller peer group may result in pupils requiring more support in the transition to secondary school.
- 7.3.4 A small roll can restrict opportunities for team sports/recreational activities and the arts
- 7.4 All the points at section 7.3 above must be considered in the context of the active role that the local community plays in the school and the close ties that exist across the Selkirk cluster. Some of these factors can be overcome by:-
- 7.4.1 Transporting the pupils to participate in activities in a neighbouring schools; however that in itself involves time out of school travelling there and back; and
- 7.4.2 Providing the appropriate level of support by experienced staff with a close understanding of each child.

#### **IMPACT ON STAFF**

- 7.5 The impact of the proposal on staff is not considered likely to be significant; however the proposed catchment area amendment could contribute to Yarrow having a more sustainable pupil roll which should assist with efforts to attract, support and retain effective teacher and staff levels.

#### **IMPACT ON PUPILS AT OTHER SCHOOLS IN THE COUNCIL AREA**

- 7.6 The proposals to amend the catchment area will work to ensure that a small rural school option is retained for pupils in the Selkirk cluster.

#### **IMPACT UPON THE COMMUNITY**

- 7.7 These proposals seek to assist the rural community in the Yarrow valley in their efforts to make the primary school more sustainable. The area has experienced significant changes in the demographics over the years and these proposals seek to re-align the catchment area to increase the sustainability of the school and provide a viable rural school option for families within the area.

### **8 EQUALITY OF OPPORTUNITY**

These proposals will assist in ensuring that children in the Yarrow valley can have parity of access to learning, opportunities and facilities in their communities. All children will have access to the same early years' experience, primary and secondary schools as those in their community which should assist with the transition throughout their learning journey.

## 9. FINANCIAL IMPACT

- 9.1 The children being transported from the Yarrowford and Broadmeadows area to Philphaugh Community School are transported on the bus from the Yarrow valley into Selkirk for the High School. It is not projected that there will be any savings from this contract if any pupils from this area decide to attend Yarrow Primary School as the same size of vehicle will continue to be required.
- 9.2 Based on the number of children currently in the area being consulted upon, it is estimated that one vehicle would be required to transport the children to Yarrow Primary School and that this would cost in the region of £15,000 per annum. This costing has been calculated in line with the Council's School Transport team and their detailed knowledge of the transport contract procurement process and market in the area.

## 10. SUMMARY OF THE PROCESS FOR THIS PROPOSAL PAPER

- 10.1 This Proposal Paper has been prepared by the Council's Children and Young People's Services in accordance with the Schools (Consultation) (Scotland) Act 2010, as amended (**2010 Act**). The 2010 Act sets out a consultation procedure that a Local Authority must follow for certain proposals affecting schools in their area. The 2010 Act and its explanatory notes are available for reference at the following websites, respectively:

[Schools \(Consultation\) \(Scotland\) Act 2010](#)

[Schools \(Consultation\) \(Scotland\) Act 2010 - Explanatory Notes](#)

- 10.2 The proposal to amend the catchment areas of Yarrow Primary School and Philphaugh Community School is deemed a relevant proposal in terms of the 2010 Act (the **Proposals**) and is therefore subject to the statutory consultation procedure specified in the 2010 Act.
- 10.3 The Proposal Paper will be available for inspection, free of charge, at:
- Council Headquarters, Newtown St Boswells, Melrose,
  - Yarrow Primary School, Yarrow, Selkirk,
  - Philiphaugh Community School, Selkirk
  - Selkirk Library, Ettrick Terrace, Selkirk

and published on the Scottish Borders Council website:

<https://scotborders.citizenspace.com/children-and-young-people/selkirkcatchment>

- 10.4 Copies of this Proposal Paper are available in English (and other languages upon request) from:

Yarrow and Philiphaugh School Catchment Consultation  
Children and Young People's Services  
Scottish Borders Council  
Council Headquarters  
Newtown St Boswells  
Melrose  
TD6 0SA

Telephone: 01835 825080

E-mail: [schoolestates@scotborders.gov.uk](mailto:schoolestates@scotborders.gov.uk)

10.5 Formal notice of the Proposal and relevant information will be given and be made available, free of charge, to the consultees listed as follows:

- the parents/carers of the children who attend an affected school;
- the Parent Council of an affected school;
- the parent/carers of any children likely to attend an affected school within two years of the date of the publication of the Proposal Paper;
- the pupils attending an affected school;
- the Staff (teaching and non-teaching) at an affected school;
- any Trade Union which is representative of the staff;
- Ettrick & Yarrow Community Council and Selkirk Community Council;
- the community planning partnership (as defined in section 4(5) of the Community Empowerment (Scotland) Act 2015) for the area where an affected school is situated or any other community planning partnership that the Education Authority considers relevant;
- the constituency Member of the Scottish Parliament;
- the constituency Member of Parliament;
- the List Members of the Scottish Parliament.

#### 10.6 **Advertisement in Local Media**

Advertisements were placed in the relevant local media the week beginning X April 2019, giving the dates for the consultation period and for the public meeting.

#### 10.7 **Consultation Period**

The consultation for these Proposals will run from X 2019 and will end on X 2019. This period allows for the statutory minimum of six weeks, including at least thirty school days.

#### 10.8 **Public Meetings**

Public meetings will be held, the details of which are set out below:

At 5.30pm on [23 May 2019]  
Philiphaugh Community School  
2 Lingle Road  
Selkirk  
TD7 5LT

and

At 7.30pm on [23 May 2019]  
 Yarrow Primary School  
 Yarrow  
 By Selkirk  
 TD7 5NE

#### 10.9 **Format of Public Meeting**

Anyone wishing to attend the public meeting is invited to do so. The meeting, which will be convened by Scottish Borders Council, will be addressed by an officer from Children and Young People's Services and other relevant parties.

The meetings will provide an opportunity to:

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

A note will be taken at the meeting of comments, questions and officer responses. These notes will be published on the Council website and a copy will be made available on request. These notes will be forwarded to Education Scotland, along with other submissions and comments received by the Council during the consultation process.

### 11 **HAVE YOUR SAY – HOW YOU CAN RESPOND TO THE PROPOSALS**

11.1 A consultation regarding a proposed change to your child's or your community's school is your chance to share your views. Your responses can really shape and influence future decisions; you can play your part by:

- Submitting a written or electronic response to the Council as outlined below;
- Attending one of the public meetings to ask questions; raise concerns/issues; make suggestions to be held on [23 May]2019:-
  - 5.30 pm at Philphaugh Community School; and
  - 7.30pm at Yarrow Primary School;
- Speaking to your local Councillors;
- Engaging with your school's Parent Council. The Parent Council can play a key role in engaging with the Council throughout the process;
- Make representations as part of your Community;
- Informing Scottish Borders Council if you think that this Proposal Paper has significant inaccuracies or omissions.

11.2. All interested parties are invited to respond to the Proposal by making written or electronic submissions to:

Yarrow and Philphaugh Catchment Consultation

Children and Young People's Services  
 Scottish Borders Council  
 Council Headquarters  
 Newtown St Boswells  
 Melrose  
 TD6 0SA  
 Or

Web Address: <https://scotborders.citizenspace.com/children-and-young-people/selkirkcatchment>

- 11.3 A response form is available from Children & Young People's Services, Scottish Borders Council, Council Headquarters, Newtown St Boswells, Melrose TD6 0SA or online at <https://scotborders.citizenspace.com/children-and-young-people/selkirkcatchment> . A copy of the response form is attached as **Appendix 2**.
- 11.4 Use of the response form is not compulsory. If you wish to respond by letter or electronically, you are invited to state your relationship with the school – for example, “pupil”, “parent”, “carer”, “relative”, “former pupil”, “teacher in school”, “member of the community” etc. Responses from Parent Councils, staff and Pupil Councils are particularly welcome.
- 11.5 Those sending in a response, whether by letter or electronically, should note 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 Councillors and Council Officers of Scottish Borders Council”. Otherwise, it will be assumed that the person making the response agrees to it being made publicly available.
- 11.6 All written responses must be received by the last day of the consultation period, **X 2019**.
- 11.7 Education Scotland has prepared guidance regarding School Consultations. This can be accessed at [Education Scotland's Guidance on School Consultations](#).

## 12. INVOLVEMENT OF EDUCATION SCOTLAND

A copy of this Proposal document will be sent to Education Scotland by the Council. Education Scotland will also receive a copy of any relevant written representations that are received by the Council from any person during the consultation period or, if Education Scotland agree, a summary of them. Education Scotland will further receive a summary of any oral representations made to the Council at the public meeting that will be held and, as available (and so far as otherwise practicable), a copy of any other relevant documentation. Education Scotland will then prepare a report on the educational aspects of the proposal not later than 3 weeks after the Council has sent them all representations and documents mentioned above. In some cases, it is possible for them to extend the 3 weeks with the agreement of the Authority. However, for the avoidance of doubt, the 3 week period will not start until after the consultation period has ended. In preparing their report, Education Scotland may enter the affected school(s) and make such reasonable enquiries of such people there as they consider appropriate and may make such reasonable enquiries of such other people as they consider appropriate.

## 13. PREPARATION OF CONSULTATION REPORT

- 13.1 The Council will review the Proposal having regard to the Education Scotland report, the written representations that it has received and oral representations made to it by any person at the public meeting. It will then prepare a Consultation Report.
- 13.2 This Report will be published in electronic and printed formats and will be advertised in local newspapers. It will be available on the Council website and from Council Headquarters, the public library in Selkirk, as well as both primary schools, free of charge. Anyone who made written representations during the consultation period will also be informed about the report. The report will include a record of the total number of written representations made during the consultation period, a summary of the written representations, a summary of the oral representations made at the public meeting, the Authority's response to the Education Scotland Report as well as any written or oral representations it has received, together with a copy of the Education Scotland Report and any other relevant information, including details of any alleged inaccuracies and how these have been handled.
- 13.3 The Consultation Report will be published and available for further consideration for a period of three weeks, before it is presented to Full Council at the next scheduled Council meeting.
- 13.4 No decision will be taken in regard to the Proposal or any changes put into effect by either the Council or the Council's Executive (Education) Committee until the statutory consultation process has been properly completed.

#### **14. NOTE ON CORRECTIONS**

If any inaccuracy or omission is discovered in this Proposal Paper, either by Scottish Borders Council or any person, Scottish Borders Council will determine if relevant information has been omitted or there has been an inaccuracy. It will then take appropriate action which may include the issue of a correction or the re-issuing of the Proposal Paper, or the revision of the timescale for the consultation period, if appropriate. In that event, relevant consultees and Education Scotland will be advised.

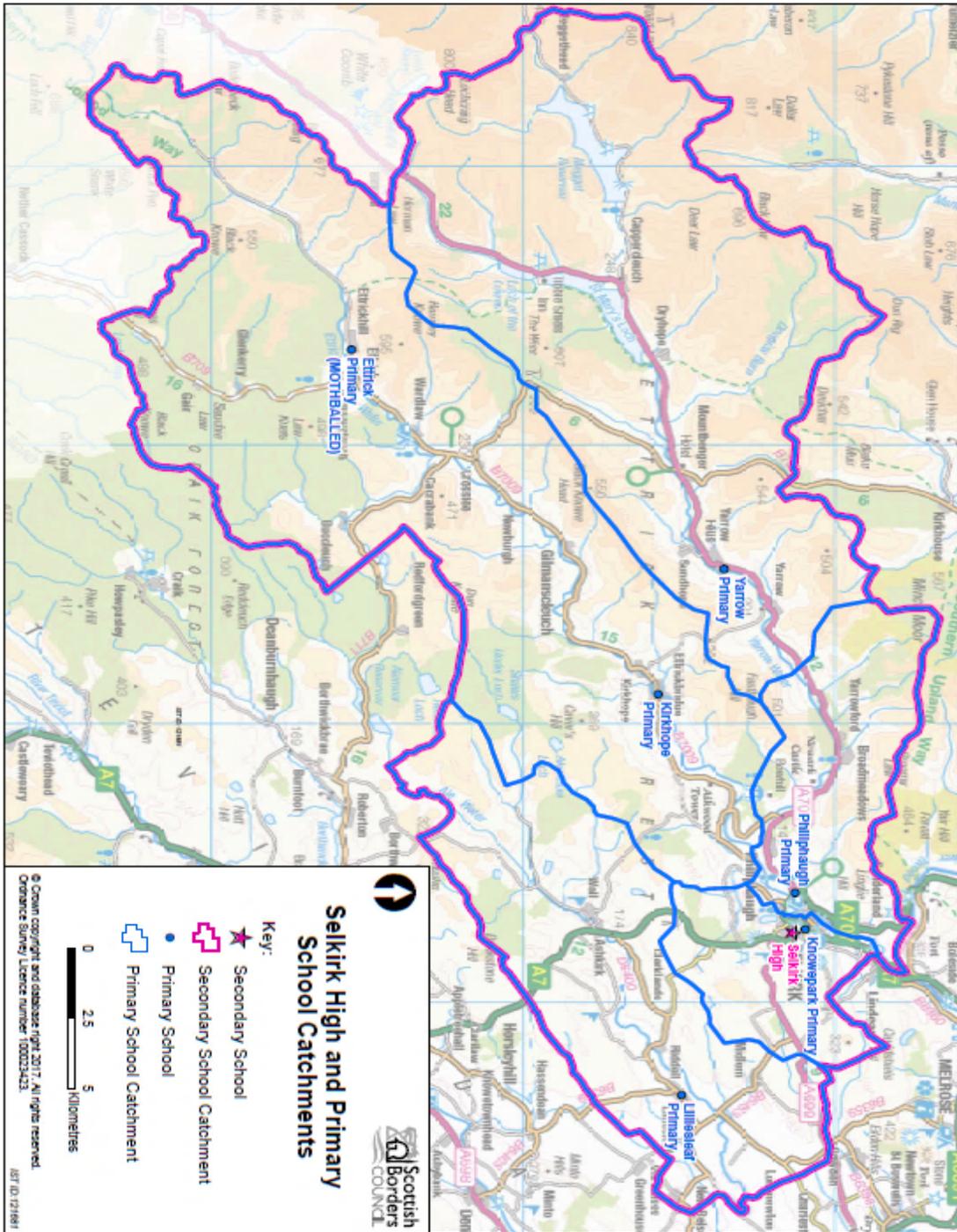
**STUART EASINGWOOD**  
**INTERIM SERVICE DIRECTOR CHILDREN & YOUNG PEOPLE'S SERVICES**

**X April 2019**

*This consultation is being conducted in accordance with the terms of the Schools (Consultation) (Scotland) Act 2010 as amended. The 2010 Act's principal purpose is to provide strong, accountable statutory consultation practices and procedures that local authorities must apply to their handling of all proposals for school closures and other changes to schools. These consultation processes are expected to be robust, open, transparent and fair, and seen to be so. They are also expected to be consistent across Scotland.*

# APPENDIX 1

## SELKIRK SCHOOLS CATCHMENT PLAN



**APPENDIX 2****STATUTORY CONSULTATION RESPONSE FORM**

**Children and Young People's Services  
Statutory Consultation - Proposal Response Form**



**SCHOOL ESTATE CONSULTATION IN RELATION TO PROPOSAL TO  
AMEND THE CATCHMENT AREAS OF YARROW PRIMARY SCHOOL  
AND PHILIPHAUGH COMMUNITY SCHOOL, SELKIRK**

**Detail of the Proposal**

Scottish Borders Council is seeking views on proposals to amend the catchment areas of Yarrow Primary School and Philiphaugh Community School, with the aim of increasing Yarrow's school roll and seeking to improve the school's sustainability as an accessible rural school near Selkirk.

The proposed changes can be seen on the maps attached to this form:-

**Introduction**

- 1. What is your name?**
- 2. What is your email address?**
- 3. What is your postcode?**

**4. Please tick the most relevant box below to indicate which school(s) you are connected with**

- Yarrow Primary School
- Philiphaugh Community School
- Kirkhope Primary School
- Knowepark Primary School
- St Joseph's RC Primary School
- Selkirk High School
- Other** – please state in box below

**5. Please tick the most relevant box below to indicate your interest in the in the School(s)**

<i>Parent/carer</i>	<input type="checkbox"/>
<i>Staff</i>	<input type="checkbox"/>
<i>Pupil</i>	<input type="checkbox"/>
<i>Relative of Pupil</i>	<input type="checkbox"/>
<i>Parent Council Member</i>	<input type="checkbox"/>
<i>Elected Member/MSP/MP</i>	<input type="checkbox"/>
<i>Community Planning Partner</i>	<input type="checkbox"/>
<i>Community Member</i>	<input type="checkbox"/>
<i>Other</i>	

6. Do you agree with the proposal to amend the catchment areas for Yarrow Primary School and Philiphaugh Community School?

*Please select only one item*

Agree

Disagree

Don't Know

Please state your reasons

- 7 Please provide us with your comments or alternative suggestions regarding the catchment areas for Yarrow Primary School and Philiphaugh Primary School

#### CONFIDENTIALITY OF RESPONSE

Your response, but not your personal information, will form part of a report that is submitted to Education Scotland and will be available to the public. Do you wish your comments to be considered as confidential so they will only be seen by Elected Members and officers of Scottish Borders Council and Education Scotland?

Yes

No

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**THANK YOU FOR TAKING THE TIME TO GIVE US YOUR VIEWS**

Your completed form can be handed into your local school or posted to: Ettrick Primary School Consultation, Children and Young People's Services, Scottish Borders Council, Newtown St Boswells TD6 0SA. You can also give us your views online at - <https://scotborders.citizenspace.com/children-and-young-people/selkirkcatchment>

**BY X MAY 2019**

If you have any queries, please email: [scholestates@scotborders.gov.uk](mailto:scholestates@scotborders.gov.uk)

DRAFT

