

FIFE COUNCIL – EDUCATION DIRECTORATE

**CONSULTATION REPORT ON THE
PROPOSAL TO ESTALBISH A NEW STAGE
OF EDUCATION IN A SCHOOL – NEW
ADDITIONAL SUPORT CLASS (ASC)
PROVISION WITHIN DALGETY BAY
PRIMARY SCHOOL, DALGETY BAY**

Contents

- 1.0 Background to the Proposal
- 2.0 Summary of the Proposal
- 3.0 The Consultation Process
- 4.0 Total Number of and Summary of Written Representations Received
- 5.0 Summary of Oral Representations made at the Public Meetings
- 6.0 Summary of Comments from Pupil Consultation
- 7.0 Fife Council's Response to the Written and Oral Representations made and to the Pupil Consultation
- 8.0 Report from HMIE, Education Scotland
- 9.0 Statement of Fife Council's Response to the Report from HMIE, Education Scotland
- 10.0 Errors, Omissions and Additional Information
- 11.0 Review of the Proposal by Fife Council

Appendices

- A) The Consultation Proposal Document
- B) Notice of Consultation Letter
- C) Notice of Correction of Inaccuracies
- D) Responses to the Consultation Response Form
- E) Comments contained on the returned Consultation Response Form
- F) Other Written Responses, Including Requests for Information (whether Freedom of Information or Otherwise)
- G) Record of Public Meetings
- H) Pupil Consultation Feedback
- I) Any relevant plans, maps and photographs
- J) Equality Impact Assessment

1.0 Background to the Proposal

- 1.1 In order to ensure that the school estate provides best value for money, the Education Directorate must ensure that the number of pupil places is matched as efficiently as possible to the numbers of pupils living in each catchment area. To support this, the Education Directorate undertakes regular reviews of the school estate. Included within these reviews, the Education Directorate must take account of changing demographic patterns leading to falling and rising school rolls in different parts of Fife, planned housing development and other factors which might impact on the need for school places.
- 1.2 In Fife, most children and young people who have additional support needs have these met within our local, mainstream schools. Some children with specific additional support needs access specialised provision which may or may not be part of their existing mainstream school. These provisions are designed to meet the needs of children and young people who have additional support needs and allow tailoring of the curriculum, specialised resources and staff training/expertise within these specific provisions and within Fife.
- 1.3 There are currently 8 enhanced provisions within primary schools covering the different geographical parts of Fife – Kirkcaldy (Valley), Glenrothes (Rimbleton), Cupar (Castlehill), Levenmouth (Buckhaven), Dunfermline (Pitreavie) and West Fife (Cairneyhill), Lochgelly/Cowdenbeath (Benarty) area and St Andrews (Canongate) covering the furthest part of North East Fife. All of our secondary schools provide a provide a continuum of support: universal, additional and intensive support.
- 1.4 Following a Fife wide review of existing enhanced provisions, the number of places on offer, and existing school rolls and future school roll projections, a proposal was developed to establish a new stage of education in a school – new additional support class (ASC) provision within Dalgety Bay Primary School. This proposal was developed to provide additional places in an enhanced provision in the South & West of Fife.
- 1.5 The review took into account the number of ASC provisions across Fife and the projected increase in enhanced places required across Fife, in accordance with pupils expected from new strategic development areas and future school roll projections. The review highlighted the proposed new housing across the Dunfermline and West Fife area, equating to over 5,000 homes in this area. The review also considered whether the existing 8 ASC provisions were located in the most appropriate geographical locations across Fife. Based on this review, it was been highlighted that there are insufficient places available in enhanced provisions having regard to the pupil roll in the Dunfermline and South & West Fife Area, and in the Kirkcaldy area. A proposal paper was also developed to establish a new provision to meet the demand in the Kirkcaldy area.
- 1.6 Following consideration by the Cabinet Committee, on 5 December 2024, the decision was made to proceed to statutory consultation on the proposal in terms of the Schools (Consultation) (Scotland) Act 2010.

- 1.7 The existing ASC provisions for the Dunfermline and West Fife area are located within Cairneyhill and Pitreavie Primary Schools and both of these schools are at capacity, with no possibility of future expansion. Pupils across the area may attend on a full time or part time basis depending upon individual needs.
- 1.8 The establishment of a new ASC provision within Dalgety Primary School, will enable local pupils to attend Dalgety Bay Primary School to access an enhanced support provision. This would not affect the allocation of resources to meet the needs of mainstream pupils.
- 1.9 Dalgety Bay Primary School has a published capacity of 434 pupils, within 14 learning areas. The proposal to create the 2 classes for the ASC provision would reduce the capacity from 14 to 12 learning spaces. Based on future school roll projections, there will still be plenty of learning spaces for mainstream pupils to access.
- 1.10 The school roll for Dalgety Bay Primary School is 247 pupils for session 2024/25 (10 classes) and it expected that the school roll will be 10 classes for session 2025/26.
- 1.11 There will be no impact on the pupils who currently attend their catchment school for part of the week and attend either Pitreavie or Cairneyhill for their placement on a full-time basis. These placements may continue until transition to high school. However, if the team around the child and the child's parents/carers agree that a change of placement to the new provision would be of benefit, then transition would be well planned to meet the needs of the child.

2.0 Summary of the Proposal

- 2.1 The statutory consultation process was undertaken in respect of the following proposal:
- (a) To establish a new ASC provision consisting of 2 classes in Dalgety Bay Primary School (see Appendix 1.1 of Appendix A) from Monday 18 August 2025.
- (b) The proposed maximum capacity of this provision within Dalgety Bay Primary School will be 20 full-time spaces for children.
- 2.2 The Consultation Proposal Document is contained in Appendix A.

3.0 The Consultation Process

- 3.1 The consultation process was undertaken in terms of the Schools (Consultation) (Scotland) Act 2010. A proposal document was published, which included an educational benefits statement. The relevant consultees included the parents/carers of pupils attending Dalgety Bay Primary schools; parents of pupils expected to attend the schools within 2 years; pupils of the schools, staff

members and Parent Councils.

- 3.2 The relevant consultees also included trade unions, community councils, community planning partnerships and other users of the schools. The relevant consultees were notified of the proposal by Notice of Consultation dated 6 January 2025 (contained in Appendix B) and by advertisement in the local newspaper covering the Dunfermline and West Fife area, week commencing 6 January 2025. The statutory period of consultation included the minimum requirement of 30 school days and ran from Tuesday 7 January 2025 until close of business on Friday 21 February 2025.
- 3.3 A number of nursery aged pupils living in the Dalgety Bay Primary School catchment area were enrolled in private provider nurseries or alternative nurseries. The Education Directorate ensured that they also received the Notice of Consultation and information where they could make representations on the proposal.
- 3.4 Section 7 of the 2010 Act requires, as part of statutory consultations on school organisation matters, e.g. closures, establishments of new schools, changes to admission arrangements and catchment areas, that education authorities hold a public meeting to ensure parents/carers and interested parties had an opportunity to hear about the proposal and ask questions of the officers involved.
- 3.5 The public meeting took place on Thursday 23 January 2025 from 6-7.00 pm and was publicised in the proposal document and relevant notices; with the links sent to parents through Groupcall and the meeting advertised in the local newspaper and through Fife Council's social media platforms. This ensured that sufficient notice was given to parents/carers or other interested parties to allow them to take part. The meeting was also publicised on the website at [Proposal to Establish a New Stage of Education in a School - New Additional Support Class \(ASC\) Provision within Dalgety Bay Primary School, Dalgety Bay - Fife Council - Citizen Space](#)
- 3.6 The Education Directorate was also able to offer drop-in sessions. These drop-in sessions were arranged and publicised for parents/carers and interested parties, to have an informal chat with officers, where officers were available to discuss the content of the proposal document. These informal drop-in sessions took place at Dalgety Bay Primary School on Thursday 23 January 2025 from 8.45-9.30 am, 2.45-3.30 pm and 5-6 pm. There was little uptake at these sessions by parent/carers or interested parties.
- 3.7 In person pupil consultation sessions were facilitated by the Quality Improvement Officer and Team Manager with support from a Compliance Officer and Support Officer on Tuesday 21 January 2025.
- 3.8 Pupil focus groups were undertaken with representative groups of over 25% of the pupils within P4-P7 in Dalgety Bay Primary School. The table below provides the number of pupils at the affected school and the percentage of P4-P7 pupils taking part in the pupil consultation sessions:

School Name	School Roll Census 2024	No. of P4-P7 Pupils	% of P4-P7 on the roll	P4-P7 participation in sessions	% of P4-P7 pupils
Dalgety Bay PS	247	162	65.6%	53	32.7%

3.9 In addition, it was also important to gather the views of pupils within existing ASC provisions, associated with this proposal and the proposal to establish a new ASC provision in Strathallan Primary School, which was also being consulted upon at the same time. Officers from the Supported Learners Team carried out focus groups with a number of pupils from the ASC provisions within Cairneyhill, Pitreavie and Valley Primary Schools. Fifteen pupils took part across the 3 schools.

3.10 In total, 53 primary aged pupils from P4-P7 at Dalgety Bay Primary School took part in the face-to-face consultation sessions. Pupils from the school were asked to provide feedback following a short presentation on the proposal.

3.11 The proposal document was sent to HMIE, Education Scotland, on Monday 6 January 2025. At the end of the statutory consultation period on Friday 21 February 2025, Fife Council provided Education Scotland with a summary of the written and oral representations received in response to the consultation. Fife Council also provided copies of the Consultation Proposal Document; Notice of Consultation; blank Consultation Response Form; PowerPoint Presentation from the public meeting and Pupil Consultation Feedback. These documents were issued to Education Scotland on Friday 28 February 2025 for the purpose of the preparation of their report.

3.12 Education Scotland provided a draft report to Fife Council on Thursday 13 March 2025 and the final report on Wednesday 19 March 2025. The report is contained in Part 8 of this report.

3.13 Fife Council has reviewed the proposal having regard to the written and oral representations received and the Education Scotland report, before preparing this Consultation Report. This report will be published in electronic and printed form. Notification of the publication of this Consultation Report will be given to those who made written representation on the proposal and the publication of this Consultation Report will be advertised. Opportunities will then be available for consultees and other interested parties to make representations to the elected members of Fife Council who will make the decision on whether to implement the proposal, or not. The Cabinet Committee, on Thursday 29 May 2025, will consider the Consultation Report and be invited to decide on it. The decision of that committee will be subject to internal governance procedures before it becomes final.

4.0 **Total Number of and Summary of Written Representations Received**

4.1 In total, 27 written representations were received, 26 of these via the online consultation response form and one written representation from the Parent Council.

- 4.2 The Consultation Response Form was available online at [Proposal to Establish a New Stage of Education in a School - New Additional Support Class \(ASC\) Provision within Dalgety Bay Primary School, Dalgety Bay - Fife Council - Citizen Space](#) and in paper format at Dalgety Bay Primary School, and from the Main Reception at Fife House, Glenrothes, for those who requested it. Printed copies of the Consultation Response Form were also available at the public meeting and informal drop-in sessions.
- 4.3 A copy is reprinted at Appendix 1.6 of Appendix A to this report. No paper copies were received by mail.
- 4.4 All 26 respondents who completed the Consultation Response Form responded to question 3.1 within the questionnaire, indicating whether they supported the proposal or did not support the proposal or they answered 'Don't know' if they were unsure how to answer.
- 4.5 In response to Question 3.1 - Do you support the proposal to establish a new Additional Support Class (ASC) provision within Dalgety Bay Primary School, St Bridget's Brae, Dalgety Bay, from Monday 18 August 2025?

Summary of responses to Consultation Response Form	Number of respondents	Question 3.1					
		No of Yes responses	%*	No of No responses	%	No of Don't know responses	%*
Parents/carers	15	14	54	0	0	1	4
Pupils	1	1	4	0	0	0	0
Staff member	1	1	4	0	0	0	0
Grandparent	2	2	8	0	0	0	0
Member of the Community Council	0	0		0	0	0	0
Resident in the community	4	4	15	0	0	0	0
Other interested parties	3	3	12	0	0	0	0
Total	26	25	96	0	0	1	4

* note: percentages in the above table are rounded to full percentage figures

- 4.6 9 of the of the 26 responses received were from parents/carers of a primary school in the Inverkeithing High School cluster.
- 4.7 The above table confirms that 96% of stakeholders were in support of the proposal and 4% were unsure and did not know how they felt about the proposal. None of those respondents who completed the Consultation Response Form indicated that they were not in support of the proposal.
- 4.8 A summary of the comments, using the Consultation Response Forms is given below and a further breakdown of the responses is provided within Appendix E.

4.9 Summary of comments from the Consultation Response Forms

4.9.1 The following summarises the comments made from the written statements received via the Consultation Response Form.

- The majority of respondents were supportive of the proposal and the need for more ASC places in this area to support pupils requiring additional support within an ASC provision.
- One respondent was concerned where the Out of School club would move to and the impact on these service users.

4.10 Summary of other written representations made

4.10.1 One written statement was received in the form of a questionnaire undertaken by the Parent Council of Dalgety Bay Primary School, included in Appendix F. Of the 10 responses the Parent Council received, 90% believed that this proposal was positive for the school, with 10% believing it would have a negative impact. There were 3 points made within this questionnaire:

- We need to ensure that the current ASN children have the support and strategies to cope with the changes. It's a huge change for them and a real concern is how they are able to cope with their spaces changing or being shared.
- I just wanted to say this is a positive addition to West Fife schools.
- Hard to tell if this will be positive or negative for the school. Want a positive school experience for ASN children. Also want the existing children not to be negatively impacted by sharing the school, this has the potential for a positive all round. Concerned for existing provision of out of school club and the ease of access to outdoor space. Traffic is an issue and can see it being worse. Will the alterations disrupt the school during term time?

4.11 Requests for information

- There were no requests for information during the consultation process.

5.0 Summary of Oral Representations made at the Public Meetings

5.1 As indicated in paragraph 3.5, a public meeting was held in Dalgety Bay Primary School on Thursday 23 January 2025. Other than HMIE, Education Scotland and the Headteacher of Dalgety Bay Primary School, 8 parents/carers or other interested parties attended the public meetings. The Record of Public Meeting is contained in Appendix G.

5.2 Impact on Current Learners with ASN

One parent raised concern on the impact of the existing learners with additional support needs in Dalgety Bay Primary School and whether their support would be impacted upon. This parent advised that access to the outside areas and the quad space was important.

5.3 Division between the two spaces

One parent asked around the physicality of the change in the school in relation to mainstream learners and the proposed ASC provision.

5.4 Any provision currently on site to be displaced

Two parents/carers highlighted the school currently has space for after-school provision and for Fife Young Carers and would these services be impacted upon.

5.5 Increased traffic

One stakeholder raised concern about the impact on traffic management in the area as children using the ASC provision are likely to be transported to school.

5.6 Access to the new Provision and who will attend the provision

One parent/carer asked if the provision would be for new pupils or only current Dalgety Bay Primary school pupils.

5.7 How does an ASC work in terms of different learners

One parent/carer raised concern regarding the delivery of education to a number of learners in the one classroom, that are all different primary stages, and how this provision would be staffed.

5.8 School Roll Projections

One stakeholder advised that there are more houses in Dalgety Bay that are occupied by older residents. Their thought was that new families will move into the area and space would be needed in the school to accommodate these pupils. The methodology for projecting school rolls therefore does not take this type of scenario into consideration.

5.9 Decision making

One stakeholder raised concern around the decision not being made until late May and whether decision of the AMG will be held back until May.

6.0 Summary of Comments from the Pupil Consultation

6.1 The pupil consultation was carried out in accordance with Education Scotland best practice and in accordance with 'Participants, Not Pawns – Guidance on Consulting with Children and Young People,' Scotland's Commissioner for Children and Young People.

6.2 In addition to the pupil consultation within Dalgety Bay Primary School, it was important to ensure that pupils within the existing ASC provision in Cairneyhill Primary School and Pitreavie Primary School had an opportunity to take part. As outlined in paragraph 1.4, the proposal to establish an additional ASC provision in

Kirkcaldy area was running concurrently with this proposal and therefore the pupil consultation also included pupils from the Valley Primary School ASC provision. The feedback is also included in section H.

6.3 A Groupcall message was issued by the schools to all parents/carers with a child in P4-P7, to advise that their child may be selected to take part in one of these sessions. Parents who did not want their child to attend were asked to contact their school. These consultation sessions took place on Tuesday 21 January 2025 with 2 separate groups of pupils from P4 – P7 stages.

6.4 A total of 53 pupils across the school took part in the pupil consultation sessions. This equated to over 32.7% of pupils from P4-P7 stages in Dalgety Bay Primary School.

6.5 The questions and the information provided by pupil groups is detailed in Appendix H. A summary of responses to the questions is listed below:

6.5.1 Are you aware of a consultation proposal to set up a new ASC in this school?

All of the pupils had heard about the consultation taken place as this had been discussed with them by the Headteacher prior to the pupils taking part. Only a small proportion of pupils advised that they had overheard conversations at home around the detail of the proposal or talked about it with parents/carers.

6.5.2 What do you think about the proposal to set up a new ASC in this school?

The majority of pupils thought it would be a good idea to set up this new provision in their school because the school was not utilising all of the classes in the school for pupils. The pupils thought it would be a good idea to have this type of provision in Dalgety Bay as the pupils would be able to have a separate space and learning tailored to their needs. It was very apparent from all of the pupil groups that the pupils in the school would welcome new pupils within Dalgety Bay Primary School.

6.5.3 What do you think about the plan to use the 2 classrooms for a maximum of 20 pupils that would attend the ASC?

The majority of pupils were supportive of another 20 pupils attending the school and using these 2 classrooms. Pupil comments from all groups highlight almost all pupils are keen for more pupils to join their school, to enable more friendship groups and new pupils to support the values of each of the school.

6.5.4 Do you think there will be any impact on the school if the current Dalgety Bay pupils did not have access to these classrooms?

The majority of pupils thought there would be no impact on the school if these classrooms were to be used. However, one or two pupils were concerned about the after-school club or chess club and where would these go. Other pupils commented that there were other spaces in the school where these types of activities could run from.

6.5.5 Do you think this will make any difference to your time in school (P4/5/6/7) and educational experience?

The majority of pupils did not think it would impact on their time in school or educational experience. A few pupils commented that these rooms might be used for other activities but these could take place in other areas across the school. The pupils advised that they didn't use these spaces every day and it may only have an impact on P1 or P2 pupils. One or two pupils thought it would have a positive impact and having new pupils in the school may make it easier to learn. The P7 pupils advised that they would be able to help younger children as normal. A few pupils thought the school might be noisier.

6.5.6 Would they have any concerns more pupils attending the school?

All of the pupils stated they would be happy to have more pupils in the school as they would be able to make more friends, and the P7s would be able to buddy the younger children.

6.5.7 Do you think it would be good for any pupils from this area to attend this school for this provision rather than travelling into Dunfermline?

The majority of pupils thought it would be easier for pupils in this area to travel to Dalgety Bay for this provision rather than travel into Dunfermline. Some pupils thought that local pupils would be able to walk with peers to school and it would increase friendship groups. A few pupils thought it would be better for the environment with less taxi transport.

6.5.8 What's important to you about your school?

The pupils in all of the groups were very supportive and inclusive of pupils who required different types of support with their learning. All of the groups were positive about the school environment, staff and the types of activities within the school. All of the pupils were happy that they had such large grounds to share with new pupils.

6.5.9 Any other comments or worries about the proposal you want to share?

The pupils had a few questions regarding the operation of the new ASC in terms of where the pupils would access the provision, how long will it take to create the ASC? How would people in a wheelchair go upstairs? Overall, the pupils from all the groups were positive and enthusiastic to provide well considered feedback. It was apparent from their enthusiasm that they enjoyed being part of this school.

6.6 From the information received from the pupil consultation sessions, all of the pupils had heard about the proposal to establish a new ASC provision within their school, with some pupils having heard this being discussed at home. The pupils were keen for more pupils to join their school and were very supportive of other pupils who learn differently to them. The pupils did not think the proposal would make any difference to them as there is plenty of space within the school, both indoors and outdoors to support new pupils. The pupils described their school as a diverse school with welcoming teachers. The pupils thought that the proposal

would enable more friendship groups and new pupils. Overall, the pupils from all the groups were positive and enthusiastic to provide well considered feedback.

6.7 In addition to the pupil consultation within Dalgety Bay Primary School, it was important to ensure that pupils within the existing ASC provision in Pitreavie and Cairneyhill Primary Schools had an opportunity to take part. As outlined in paragraph 3.9, the proposal to establish an additional ASC provision in the Kirkcaldy area was running concurrently with the proposal and therefore the pupil consultation also included pupils from the Vally Primary School ASC provision. 15 pupils took part across the 3 schools. The feedback is also included in Appendix H.

6.8. A summary of responses to the questions is listed below:

6.8.1 What's do you like about being in an ASC?

Pupils indicated a number of responses to demonstrate what is important to them with access to swimming, lunch and a sensory area stated most.

6.8.2 What do you not like about the ASC?

Those pupils able to choose indicated that being outside and the computer were the things they did not like the most.

7.0 Fife Council's Response to the Written and Oral Representations made and to the Pupil Consultation

7.1 The main themes raised from written/oral representations and from the pupil consultation are as follows:

(a) ASC proposal

The majority of respondents feel that the proposal is appropriate, inclusive, and they support the proposal to benefit the young people in West Fife.

The school will continue to work creatively to support the wellbeing of all learners. Children will learn collaboratively in all curricular areas. Opportunities for integration into the wider school community will be promoted and offered where appropriate, which will help ensure the children feel part of the Dalgety Bay Primary School community.

(b) School Roll Projections

One respondent raised a concern regarding the projected pupil roll for Dalgety Bay Primary School and the ability for the school to accommodate pupils in mainstream primary classes.

The maximum capacity of the school, as reported within the Core Facts return to the Scottish Government in May 2024, was 434 pupils (14 classes). The school roll recorded for Census 2023 was 271 pupils (62% occupied), the pupils within 10

mainstream classes. For session 2024/25, the school are operating with 10 classes, a total roll of 247 pupils, 57% occupied.

The projected school rolls for mainstream pupils attending Dalgety Bay Primary School confirm that it is anticipated that the school roll is unlikely to increase above 10 classes in the future. The number of classes is projected to fall to 6 classes over the next ten years.

(c) Transport and Travel Arrangements

The small school carpark, and local traffic, was raised as a concern by a number of people.

Fife Council currently exceeds the statutory requirement in respect of the provision of free transport for primary aged children and provides all primary pupils living more than one mile from their catchment school with free transport. For those who walk to school, the safety of our pupils en route is important for the Education Service, therefore walked route assessments are carried out to ensure that the routes are available in accordance with the Walked Routes to School Assessment Policy. There are specific criteria to be considered by officers undertaking these assessments. Additionally, in accordance with legislation and Fife Council policy, it is assumed that a pupil will be accompanied by an adult when walking to school until parents decide that their child is able to walk on their own or with a group of friends.

For most houses in the catchment area the distance to Dalgety Bay Primary School would be within one mile.

The school will update their School Travel Plan, in consultation with stakeholders, including the Parent Council, to reflect the proposed ASC addition and any changes this may require.

However, there will be access across the ASC site. The majority of children will be transported in a minibus, so it will be shared transport, minimising any additional vehicles on site impacting on the current car park.

(d) Out of School Club

A number of respondents raised concerns regarding the accommodation identified in the proposal for the ASC currently being utilised by the Out of School Club, before and after school.

The Out of School Clubs before and after school will continue to operate within Dalgety Bay Primary School. Alternative accommodation within the school is being explored to identify the best option. This will ensure that the current provision is not impacted.

This proposal will not have a negative impact on other users of the school, such as Fife Young Carers and the Chess Club.

(e) Impact on Current Learners with Additional Support Needs

The proposal will not reduce the provision for current learners with Additional Support Needs. The Education Directorate has looked at alternative provision for the ASC, which will not impact on the quad area. The sensory space will be relocated to a suitable area within the school, with the agreement of the headteacher.

(f) Division between the two spaces/Ease of access to outdoor space

Play areas to support an inclusive experience for all children will be provided. There will be division between the two areas, and both areas will be secure.

(g) Access to the new provision and who will attend the provision

The provision will be available for up to 20 young people. Young people who are currently accessing an ASC in other schools across the area, who may live closer to Dalgety Bay Primary School may move, however, there would be discussions with the team around the child in relation to what is best for each young person. The provision will not be limited to young people from Dalgety Bay Primary School.

(h) How does an ASC work in terms of different learners

Every learner is different. The ASC staffing provision is reviewed every year based on the differing needs of the children and young people. There are minimum ratios which are set. It is 1 teacher to 10 children in an ASC, however there would be a higher staff ratio depending on the needs of the children in the class. There are specialist ASC teachers who would differentiate teaching to meet the needs of the young people.

(i) Decision making

The Cabinet Committee will make a decision at the end of May. Until a decision is reached, the Education Directorate cannot accept any applications for ASC provision for Dalgety Bay Primary School. The team around the child would be involved in all aspects of planning for each young person.

(j) Increased placing requests for Primary and Nursery

Parents have the right to request that their child attend a school which is not their designated catchment area school. Further information is available via <https://www.fife.gov.uk/kb/docs/articles/education2/schools-in-fife/apply-for-a-school-place>. An admissions policy for nursery education titled 'Early Learning and childcare Admissions Policy' is also available. This document can be found at https://www.fife.gov.uk/data/assets/pdf_file/0022/565204/Early-Learning-and-Childcare-Admissions-Policy-14.03.2024.pdf.

Roll projections, taking into consideration placing request trends, indicate that the school will continue to have the flexibility in the space available to accommodate requests. It is not expected that this proposal to have a negative impact.

8.0 Report from HMIE, Education Scotland

The report from HMIE, Education Scotland is reproduced on the following pages.

Schools (Consultation) (Scotland) Act 2010

Report by Education Scotland addressing educational aspects of the proposal by Fife Council to establish a new stage of education within a school – new additional support class (ASC) provision within Dalgety Bay Primary School.

March 2025

Introduction

1.1 This report from Education Scotland has been prepared by His Majesty's Inspectors of Education (HM Inspectors) in accordance with the terms of the [Schools \(Consultation\) \(Scotland\) Act 2010](#) ("the 2010 Act"). The purpose of the report is to provide an independent and impartial consideration of a proposal by Fife Council to establish a new stage of education within a school – a new additional support class (ASC) provision within Dalgety Bay Primary School. 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 proposal, including significant views expressed by consultees. Section 4 summarises HM Inspectors' view. Upon receipt of this report, the Act requires the council to consider it alongside any relevant considerations the council received and then prepare its consultation report. The council's consultation report should include this report and must contain an explanation of how, in finalising the proposal, it has reviewed the initial proposal, including a summary of points raised during the consultation process and the council's response to them. The council has to publish its consultation report at least three weeks before it takes its final decision. With all proposals the council needs to follow all statutory obligations set out in the 2010 Act.

1.2 HM Inspectors considered:

- the likely effects of the proposal for children of the schools; any other users; children likely to become pupils within two years of the date of publication of the proposal paper; and other children and young people in the council area;
- any other likely effects of the proposal;
- how the council intends to minimise or avoid any adverse effects that may arise from the proposal; and
- the educational benefits the council believes will result from implementation of the proposal, 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 meeting held on 23 January 2025 in connection with the council's proposals;
- consideration of all relevant documentation provided by the council in relation to the proposal, specifically the educational benefits statement and related consultation documents, written and oral submissions from parents and others; and
- visits to the site of Dalgety Bay Primary School, Pitreavie Primary School, Cairneyhill Primary School and Inverkeithing High School, including discussion with relevant consultees.

Consultation process

- 2.1 Fife Council undertook the consultation on its proposal(s) with reference to the [Schools \(Consultation\) \(Scotland\) Act 2010](#).
- 2.2 The public consultation ran from 7 January to 21 February 2025. Copies of the proposal were made available to stakeholders and on the council website. A public meeting was held at Dalgety Bay Primary School on 23 January 2025. Ten stakeholders attended this meeting. The council invited stakeholders to complete a survey form and received 26 responses of whom 58% were parents and carers. Just over a quarter stated they have a link to Dalgety Bay Primary School. Almost all, 25 out of 26, agree with the proposal to establish a new ASC provision within Dalgety Bay Primary School, with one unsure. Respondents primarily commented on the need to increase additional support provision as the reason for their approval of this proposal. Stakeholders at the public meeting and in the survey forms raised practical questions about how the opening of such provision would effect school accommodation. For example, whether this would mean the after-school club would need to move and the impact on outdoor space.
- 2.3 Council staff ran pupil consultation focus groups with 51 children in P4-7 at Dalgety Bay Primary School and with 15 children attending local ASC provision. Those attending ASC provision value the safe and welcoming environment and caring teachers in their current provision. The children at Dalgety Bay Primary School like that the proposal would support more children to come to their school, that the children coming would get the support they need and that it could make travel easier for some children. They had questions about what changes might be needed to school accommodation.

Educational aspects of proposal

- 3.1 HM Inspectors agree there are clear educational benefits to this proposal. The proposal will provide for a maximum of 20 full-time spaces within Dalgety Bay Primary School. Such an increase is required to meet the needs of the current and projected number of children who require enhanced support. The proposal has the potential to support more children to attend provision in a school in their community. This includes children on a shared placement who already spend part of their week in Dalgety Bay Primary School.
- 3.2 Stakeholders who met HM Inspectors at Dalgety Bay Primary School all agree with the proposal. They like that this proposal should enable children from the area who require enhanced support, to learn and play alongside their peers in the community. Staff, parents and children are positive about welcoming more children to their school. Children who met HM Inspectors are already considering how they can best support the children who will join their school. They spoke eloquently on how important it is to be inclusive and understand that everyone has different abilities and learns at a different pace. Parents and children appreciate the ways that current staff at the school support children.

For example, they value the current school sensory room and are enthusiastic about plans to make a larger room.

- 3.3 Staff and parents at Dalgety Bay Primary School who met HM Inspectors are already actively planning for the changes to their school this proposal would bring, if agreed. This includes school leaders liaising with schools with existing provision to get support from them. The school has capacity for 434 pupils and 14 classrooms. The current roll is 247 and is projected to reduce over coming years. HM Inspectors agree with staff and parents that there is sufficient accommodation and outdoor space available for the establishment of a new ASC provision. Staff and parents have specific queries about a few practical aspects of the proposal. These include ensuring play areas support an inclusive experience for all children and any potential increase in requests for school and nursery places. Parents and staff are also concerned about access points and how the small school car park can accommodate any additional use. HM Inspectors suggest that if this proposal is agreed the council continue to work with school leaders to consider how these challenges can best be managed.
- 3.4 Stakeholders who met HM Inspectors at Pitreavie Primary School, Cairneyhill Primary School and Inverkeithing High School agree with the proposal. They recognise the potential educational and social benefits that learning and transitioning within one school cluster area should provide for children. Staff spoke of the potential to simplify transition arrangements and provide continuity of support from primary to secondary as children attending Dalgety Bay Primary School are all likely to move to the enhanced provision at Inverkeithing High School. They also noted that having ASC provision at Dalgety Bay Primary School may reduce travel time to school. Children attending ASC provisions in Pitreavie and Cairneyhill Primary Schools that met HM Inspectors, enjoy their school experience and think that similar provision should be available in other schools, including Dalgety Bay.

Summary

HM Inspectors agree there are clear educational benefits to this proposal. Dalgety Bay Primary School has the space to accommodate enhanced support provision. If the council decides to progress with the proposal, it will increase the amount of ASC provisions in the area. This should help the council to meet the needs of children requiring enhanced support closer to their own communities. It may reduce travel times for some children. It should enable children from the area to learn and play within a local school alongside their peers. It is likely that children in the additional support classes will all move to the same secondary school maintaining relationships. If the proposal is agreed, the council should continue to work with Dalgety Bay Primary School staff to ensure that spaces are adapted well and practical concerns raised by stakeholders are addressed.

HM Inspectors
March 2025

9.0 Statement of Fife Council's response to the report from HMIE, Education Scotland

9.1 Fife Council is pleased to note that the independent and impartial report from Education Scotland confirms that the proposal is of educational benefit. There was overwhelming support for the proposal, with the majority of parents/carers, pupils and staff who met with HM Inspectors being supportive. Fife Council has noted that providing a new ASC provision will ensure that children from the local community that require enhanced support can access this provision locally. The provision will also enable those local pupils to transition with their peers to the cluster secondary school, where there is also provision to support pupils with additional support needs.

9.2 The report raises the following points, which can be responded to as follows:

9.2.1 Paragraph 3.3: Parents and staff who met HM inspectors are already actively planning for the changes that this proposal will bring. They questioned access points and how the small school car park would be able to accommodate any additional use, play areas and an increase in requests for primary and nursery places.

Fife Council currently exceeds the statutory requirement in respect of the provision of free transport for primary aged children and provides all primary pupils living more than one mile from their catchment school with free transport. For those who walk to school, the safety of our pupils en route is important for the Education Service, therefore walked route assessments are carried out to ensure that the routes are available in accordance with the Walked Routes to School Assessment Policy. There are specific criteria to be considered by officers undertaking these assessments. Additionally, in accordance with legislation and Fife Council policy, it is assumed that a pupil will be accompanied by an adult when walking to school until parents decide that their child is able to walk on their own or with a group of friends.

For most houses in the catchment area the distance to Dalgety Bay Primary School would be within one mile.

Every school in Fife has a School Travel Plan. This will be updated, in consultation with stakeholders, including the Parent Council, to reflect any change in the arrangements.

However, there will be access across the ASC site. The majority of children will be transported in a minibus, so it will be shared transport, minimising any additional vehicles on site.

Fife Council will work with the school to address any issues should they arise.

9.2.2 Play areas to support an inclusive experience for all children will be provided across the school. Access will be supported by the staff working within the ASC. There will be division between the dedicated outdoor learning area for the ASC and both play areas will be secure.

9.2.3 Roll projections, taking into consideration placing request trends, indicate that the school will continue to have the flexibility in the space available to accommodate requests. It is not expected that this proposal to have a negative impact.

10.0 Errors, Omissions and Additional Information

10.1 There were no errors or omissions identified following publication of the Consultation Proposal Document.

10.2 An equality impact assessment has been completed. The assessment included the consultation process and could not have been made available during the consultation process. It is additional information which is relevant and forms Appendix J to this report.

11.0 Review of the Proposal by Fife Council

11.1 Following receipt of the report from Education Scotland, Fife Council has reviewed the proposal, having regard (in particular) to the written and oral representations made and to Education Scotland's report.

11.2 Children have been consulted and provided with the right to express their opinions in this matter affecting them and those views have been considered fully in the Fife Council review of the proposal.

11.3 Analysis of the consultation responses and representations received in writing and orally, and the report from Education Scotland, indicates from the majority of those who responded are in support of the proposal.

11.4 Due regard will be taken of the concerns raised by parents relating to access points and how the small school car park would be able to accommodate any additional use. The School Travel Plan will be updated, in consultation with stakeholders, including the Parent Council, to reflect any change in the arrangements, and Fife Council will work with the school to address any issues as they arise.

11.5 In view of the above, it is recommended that approval be given to the proposal to establish a new stage of education in a school, being new additional support class (ASC) provision within Dalgety Bay Primary School, St Bridget's Brae, Dalgety Bay, KY11 9LT, from Monday 18 August 2025.

FIFE COUNCIL EDUCATION DIRECTORATE

PROPOSAL TO ESTABLISH A NEW STAGE OF EDUCATION IN A SCHOOL – NEW ADDITIONAL SUPPORT CLASS (ASC) PROVISION WITHIN DALGETY BAY PRIMARY SCHOOL, DALGETY BAY

THE CONSULTATION PROCESS –

The following schools are affected by this Proposal Document:

- Dalgety Bay Primary School

This document has been issued by Fife Council as a proposal paper in terms of the Schools (Consultation) (Scotland) Act 2010.

DISTRIBUTION

A copy of this document is available on the Fife Council website:

<http://www.fife.gov.uk/DalgetyBayASCestablishment>

A link to this document, published on the website, will be provided to:

- The Parent Council or combined Parent Council of any affected school
- The parents of the pupils at any affected school
- The parents of any children expected by the education authority to attend the affected school within 2 years of the date of publication of the proposal paper.
- The pupils at any affected school (in so far as the education authority considers them to be of suitable age and maturity)
- The staff (teaching and other) at any affected school
- Trade union representatives of the above staff (teaching and other) at any affected school
- The Community Councils for the affected areas, being: Dalgety Bay and Hillend
- The Community Planning Partnership for the relevant area
- Any other Community Planning Partnership that the local authority considers relevant
- Any other education authority that the education authority considers relevant
- Any other users of any affected school that the education authority considers relevant
- Elected members for the area (Wards 6 – Inverkeithing & Dalgety Bay)
- MSPs for the area (Annabelle Ewing, Claire Baker, Murdo Fraser, Roz McCall, Alex Rowley, Mark Ruskell, Liz Smith and Alexander Stewart)
- The Constituency MP - Melanie Ward.

A copy of this document is also available for inspection at and collection from:

- Main Reception, Fife Council, Fife House, North Street, Glenrothes, KY7 5LT

- The schools affected by the proposal (between 9am and 3pm)
 - Dalgety Bay Primary School, St Bridget's Brae, Dalgety Bay, KY11 9LT
- Online at <http://www.fife.gov.uk/DalgetyBayASCestablishment>
- or via email to sustainableschoolestate.enquiries@fife.gov.uk.

This document can be made available, on request, free of charge, in alternative formats, or in translated form for readers whose first language is not English. Please apply in writing to: Education Directorate, 4th Floor, Fife House, North Street, Glenrothes KY7 5LT or by email to: kim.lawson@fife.gov.uk (telephone 03451 555555 ext. 444331). Page 20 of this document provides additional contact numbers, in different languages.

SUMMARY OF PROCESS FOR THIS PROPOSAL DOCUMENT

1. Consideration by the Cabinet Committee

This Proposal Document has been issued as a result of a decision by the Cabinet Committee of Fife Council on 5 December 2024. Views are now sought in formal consultation on the proposal in this document.

2. Notice of Consultation and Publication of the Proposal Document

Statutory consultees will be given notice of the proposal. The proposal document will be published on the council website (www.fife.gov.uk). Copies will be available for inspection at and available from:

- Main Reception, Fife Council, Fife House, North Street, Glenrothes, KY7 5LT
- The schools affected by the proposal (between the hours of 9 am and 3 pm)
 - Dalgety Bay Primary School, St Bridget's Brae, Dalgety Bay, KY11 9LT
- Online at <http://www.fife.gov.uk/DalgetyBayASCestablishment>
- or email sustainableschoolestate.enquiries@fife.gov.uk.

3. Advertisement of the Proposal

The proposal will be advertised through Fife Council's social media accounts e.g. Facebook and X (formerly known as Twitter). An advertisement will also be placed in local newspapers, week commencing Monday 6 January 2025. The schools impacted by the proposal will also publicise the consultation process in newsletters, school bag mail and email.

4. Length of Consultation period

The consultation will commence on Tuesday 7 January 2025 and will, thereafter, run until close of business on Friday 21 February 2025. This meets the statutory requirement for a minimum period of 6 weeks, that runs continuously and includes 30 school days.

5. Public meetings

The Education Authority are required in accordance with the Schools (Consultation)

(Scotland) Act 2010 to hold one public meeting. This will be held at Dalgety Bay Primary School on Thursday 23 January 2025 from 6.00-7.00 pm

where there will be opportunities to:

- hear more about the proposal
- ask questions about the proposal
- complete a Consultation Response Form
- have your views recorded so that they can be considered as part of the consultation process.

Informal drop-in sessions have been arranged at:

Dalgety Bay Primary School on Thursday 23 January 2025 from 8.45-9.30 am, 2.45-3.30 pm and 5-6 pm

At the informal drop-in sessions, there will be opportunities for parents/carers/ pupils and other stakeholders to:

- hear more about the proposal
- ask questions about the proposal
- complete a Consultation Response Form.

6. Responding to the Proposal

Interested parties can also respond to this proposal document by making a written representation (by letter, email, or completion of a Consultation Response form) on the proposal, before close of business Friday 21 February 2025, to any of the following:

- sustainableschoolestate.enquiries@fife.gov.uk
- Proposal to establish a New ASC Provision within Dalgety Bay Primary School, Education Directorate, Fife Council, 4th Floor (West), Fife House, North Street, Glenrothes, KY7 5LT
- via submission of a completed online Consultation Response Form at (Managing our School Estate / Fife Council) <https://forms.office.com/e/z5awFcdNLe>

7. Pupil Consultation

Pupil focus groups will be arranged during the consultation period with representative groups of over 25% of the pupils within P4-P7 in Dalgety Bay Primary School and separate sessions with pupils in both Cairneyhill and Pitreavie ASC provisions. Parents/carers will be asked to consent to their child taking part.

The intention of these pupil focus groups is to seek the views of pupils regarding the proposed plan to establish a new ASC provision in Dalgety Bay Primary School. These sessions will be carried out by officers within the Education Directorate and will use display boards and materials to explain what a consultation is, what the proposal would mean to pupils and seek their views on any potential impact to the existing pupils. The information from pupils will be included in the report to Education Scotland and the Consultation Report at the end of the process.

8. Involvement of Education Scotland HM Inspectors

A copy of the proposal paper will be sent to Education Scotland, by Fife 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 agrees, a summary of them. Education Scotland will further receive a summary of any oral representation made to the Council at the public meetings and, as available (and so far as otherwise practicable), a copy of any other relevant documentation. Education Scotland will then prepare and submit a report on the educational aspects of the proposal within a 3-week period (unless the Council and Education Scotland agree a longer period) after the Council has sent them all representations and documents mentioned above. However, for the avoidance of doubt, the 3-week period will not start until after the consultation period ends. Education Scotland may make such reasonable enquiries of such people at the school (e.g. Headteacher, staff, pupils) as they consider appropriate and may make such reasonable enquiries of such other people as they consider appropriate.

9. Preparation of Consultation Report

The Council will review the proposal having regard (in particular) to the Education Scotland Report and written representations that it has received. In addition, oral representations made at the public meetings/information sessions will form part of that review. It will then prepare a Consultation 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 and a summary of the oral representations made at the public meeting, as well as a copy of the Education Scotland Report and any other relevant information, including details of any alleged inaccuracies and how these have been handled. The report will also contain a statement explaining how it complied with the requirement to review the proposal in light of the Education Scotland 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 before a decision can be made on the proposal. The report will be published, made available for inspection and where reasonably required, made available without charge in other forms. The publication of the report will be advertised and any person who made written representations during the consultation period will be advised of its publication.

10. Decision

The Consultation Report, together with any other relevant documentation, will be considered by the Cabinet Committee, which will come to a decision whether to implement the proposal, in whole or in part, or not. The decision of the Cabinet Committee will be subject to the Council's internal governance procedures before it becomes final. The proposal on which Fife Council is deciding is not a proposal which is subject to call in by the Scottish Government and is not subject to review by the School Closures Review Panel.

11. Note on Corrections

If during the consultation period any inaccuracy or omission is discovered in this proposal document, either by the Council or by notification from any other person,

the Council will determine whether relevant information has in its opinion been omitted, or whether there is in fact an inaccuracy, and whether the omission or inaccuracy relates to a material consideration relevant to the education authority's decision as to the implementation of the proposal. It will then take appropriate action in respect of the inaccuracy or omission which may include deciding to take no further action, issuing a notice in respect of the inaccuracy or omission, extending the consultation period or publishing a correct proposal document and giving revised notice of the consultation. Where applicable, the notifier of the inaccuracy or omissions will be advised of the determination, the reasons for that determination and the action (if any) it is taking and of the reasons why it is or is not taking such action and the notifier will be invited to make representations to the Council if they disagree with the determination or decision whether to take action. Where the notifier makes representations, the education authority can make a fresh determination and decision in respect of the inaccuracy or omission and must inform the notifier if it does so.

Fife Council

Education Directorate

THE CONSULTATION PROPOSAL

**PROPOSAL TO ESTABLISH A NEW STAGE OF
EDUCATION IN A SCHOOL – NEW ADDITIONAL SUPPORT
CLASS (ASC) PROVISION WITHIN DALGETY BAY
PRIMARY SCHOOL, DALGETY BAY**

Format of the Proposal Document

- 1 Introduction and Background Information
 - 2 The Proposal
 - 3 Rationale for the Proposal - The Case for Establishing a New ASC Provision within Dalgety Bay Primary School
 - 4 Educational Benefits Statement
 - 5 Transport Arrangements
 - 6 Transitional Arrangements
 - 7 Financial Implications
 - 8 Community Impact
 - 9 Implications for Staff
 - 10 Equal Opportunities
 - 11 Proposed Date of Implementation
 - 12 Statutory Consultation Process - Proposed Timeline
-
- Appendix 1.1 Proposed Location of new ASC Provision in Dalgety Bay Primary School
 - Appendix 1.2 Existing Primary Catchment areas that Pitreavie and Cairneyhill ASC supports
 - Appendix 1.3 Inverkeithing High School Associated Primary Schools
 - Appendix 1.4 Proposed Areas that the new ASC Provision will support
 - Appendix 1.5 Glossary of Terms
 - Appendix 1.6 Consultation Response Form

1 Introduction and Background Information

- 1.1 This consultation paper sets out the rationale and implications in respect of the proposal to establish a new Additional Support Class provision (ASC) within Dalgety Bay Primary School. For the purpose of the proposal the new provision is also described as an enhanced provision.
- 1.2 This paper also sets out the consultation process, the timescale and the ways in which parents/carers and stakeholders can make representations on the proposal.
- 1.3 This proposal does not impact on the ability of Dalgety Bay Primary School to deliver mainstream education to catchment pupils. There will be a reduction in the number of classrooms available for mainstream pupils, however, school roll projections indicate that this will not impact on the number of mainstream education classes required long term within Dalgety Bay Primary School. The proposal does not affect the level of additional support provided to mainstream pupils in Dalgety Bay Primary School or on the delivery of mainstream education within Dalgety Bay Primary School. There is no impact on the enrolment arrangements for catchment mainstream pupils to Dalgety Bay Primary School.
- 1.4 There are no changes proposed to the catchment area of Dalgety Bay Primary School included within this proposal.
- 1.5 There are also no proposed changes to the existing catchment areas for both non-denominational or denominational primary and secondary school catchment areas affected by this proposal.
- 1.6 In Fife, the education authority discharges its duty to secure adequate and efficient education for the local authority area by operating a “catchment” system to enable parents/carers to comply with their duty to provide efficient education for their child(ren). Postcodes for each address in Fife are associated to a denominational (Roman Catholic) and non-denominational primary and secondary schools, known as catchment schools. Parents can check their catchment area at [Check school catchment areas | Fife Council](#). School enrolment for mainstream places is managed in Fife through the Schools Admission Policy which can be found at [Schools-Admission-Policy-April-2018.docx \(live.com\)](#).
- 1.7 Currently in Fife most children and young people who have additional support needs have these met within our local, mainstream schools. Some children with specific additional support needs access specialised provision which may or may not be part of their existing mainstream school. These provisions are designed to meet the needs of children and young people who have additional support needs and allow tailoring of the curriculum, specialised resources and staff training/expertise within these specific provisions and within Fife.
- 1.8 Our vision for children and young people who experience additional support needs (ASNs) is to:

- Support them to have high quality educational experiences in their local early learning and childcare (ELC), primary school and secondary school settings, in line with the presumption of mainstream;
- Provide high quality educational experiences throughout our enhanced support provisions for learners who require individualised learning environments and more intensive support;
- Provide high quality support and professional learning for practitioners and leaders.

1.9 Our current provision across Fife is wide and varied to ensure we can meet the needs of all individual children.

1.10 Our current provision can be described as follows:

- Mainstream – Early, Primary and Secondary

Within mainstream, additional support may be provided to support individuals through targeted support or interventions from school based staff including pupil support assistants, support for learning staff or outreach staff from Support for Learners Service and/or Pupil Support Service.

- Enhanced Provision - Additional Support Classes

Additional Support Classes (enhanced support provision) exist at primary stage to meet the pupils' identified additional support needs where these cannot reasonably be met within the mainstream provision alone. At times individual children are on a shared placement between Additional Support Class and their mainstream school.

- Special Schools

Offers specialist education for learners with complex additional support needs from 3 to 18 years.

1.11 In the primary sector there are currently 8 enhanced provisions (Additional Support Classes) across Fife in Benarty, Buckhaven, Cairneyhill, Canongate, Castlehill, Pitreavie, Rimbleton and Valley Primary Schools.

1.12 In the secondary sector, all of the 18 secondary schools provide a continuum of support: universal, additional and intensive support. This includes Support for Learning teachers and Pupil Support Assistants through to the school's Department of Additional Support (DAS).

1.13 The admissions arrangements for a pupil requiring access to an enhanced support provision, for nursery, special and primary stages, is managed through an Area Management Group (AMG) process. There are 3 AMGs which meet a number of times a year covering the geographical areas of Central Fife, North & East Fife and West Fife. Professionals from across sectors and services discuss the most appropriate educational placement for individual pupils regularly throughout the school session. No changes are proposed to these admission arrangements.

- 1.14 Currently there are no children across Fife on a waiting list for a space for an enhanced provision.
- 1.15 The census in September 2023 recorded 26788 primary aged pupils and 22377 number of secondary aged pupils.
- 1.16 The current ASC provision in Dunfermline and West Fife is located within Pitreavie Primary School with 3 classes assigned to support pupils, and within Cairneyhill Primary School with 2 classes assigned to supporting pupils with additional support needs. Based on the pupil roll projections, a further ASC provision would allow more opportunities for pupil's needs to be met across this geographical area.
- 1.17 The proposed establishment of a new ASC provision in Dalgety Bay Primary School, will enable local pupils from the Inverkeithing High School cluster to attend Dalgety Bay Primary School to access an enhanced support provision. This would not affect the allocation of resources to meet the needs of mainstream pupils.
- 1.18 The proposal to create a new ASC provision will ensure that children requiring this enhanced support provision are being educated in the heart of their communities.
- 1.19 Dalgety Bay Primary School is part of the Inverkeithing High School cluster.
- 1.20 There will be no impact on the pupils who currently attend their catchment school for part of the week and attend either Pitreavie or Cairneyhill for their placement on a full-time basis. These placements may continue until transition to high school. However, if the team around the child and the child's parents/carers agree that a change of placement to the new provision would be of benefit, then transition would be well planned to meet the needs of the child.

2.0 The Proposal

- 2.1 This proposal is to establish a new ASC provision consisting of 2 classes in Dalgety Bay Primary School (see Appendix 1.1) from Monday 18 August 2025.
- 2.2 In line with the vision outlined in Building Fife's Future: School Estate Strategy (28 August 2018) and supported by the Scottish Government's Learning Estate Strategy: Connecting People, Places and Learning (2019), the proposed new ASC provision within Dalgety Bay Primary School will provide enhanced facilities in modern, and flexible learning spaces to allow pupil to experience a wide-ranging curriculum offer, appropriate to their needs.
- 2.3 Financial investment will be required within Dalgety Bay Primary School to establish this new ASC provision. The planned occupation date is from Monday 18 August 2025. Further information on the financial implications of the proposal is contained in Part 7 of this document.

- 2.4 The proposed maximum capacity of this provision within Dalgety Bay Primary School will be 20 full-time spaces for children.
- 2.5 Appendix 1.1 shows the proposed location within Dalgety Bay Primary School for the new enhanced provision. Appendix 1.2 shows a map of the existing enhanced provisions at Cairneyhill Primary School and Pitreavie Primary School and the primary catchment areas they support. Appendix 1.3 identifies the primary school catchment areas associated with Inverkeithing High School. Appendix 1.4 shows a map of the primary school catchment areas that the proposed new enhanced provision in Dalgety Bay Primary School would support. Appendix 1.5 is a glossary of terms detailing additional information. Appendix 1.6 is the Consultation Response Form, which can be accessed online [here \(http://www.fife.gov.uk/DalgetyBayASCestablishment\)](http://www.fife.gov.uk/DalgetyBayASCestablishment) from Tuesday 7 January 2025 and will, thereafter, run until close of business on Friday 21 February 2025.
- 3.0 Rationale for the Proposal - The Case for the Establishment of a New Provision within Dalgety Bay Primary School**
- 3.1 The main driver for the establishment of a new ASC provision to serve the South West of Fife, is based on the current and projected number of pupils requiring this enhanced support provision across this area.
- 3.2 The Education Directorate carried out a review of the number of ASC provisions across Fife to ascertain:
- (a) the number of current pupils with additional support needs (ASN) across Fife requiring enhanced support within an additional support class (ASC) provision
 - (b) the locality of the current ASC provisions, and,
 - (c) the projected number of pupils who could require this provision in the next 10 years.
- 3.3 The review took into account the number of ASC provisions across Fife and the projected increase in enhanced places required across Fife, in accordance with pupils expected from new strategic development areas and future school roll projections. The review also considered whether the existing 8 ASC provisions were located in the most appropriate geographical locations across Fife. Based on this review, it has been highlighted that there are insufficient places available in enhanced provisions having regard to the pupil roll in the Dunfermline and South West Fife Area, and in the Kirkcaldy area.
- 3.4 Reviewing the proposed new housing across Fife, the Dunfermline and West Fife locality expects to see over 5000 new homes constructed in due course as a result of strategic development areas.
- 3.5 The establishment of this new ASC provision within Dalgety Bay Primary School will allow children to attend an enhanced provision within their locality and reduce the need for transportation across the West of Fife.

- 3.6 Dalgety Bay Primary School was opened in 1969. The building is on 2 levels with 2 blocks comprising primary classrooms and separate nursery accommodation to the east of the school. In addition, there is an Out of School club within the school which offers childcare for parents/carers in the morning and after school.
- 3.7 The school benefits from an internal quad area to allow a number of pupils to play in a smaller enclosed area, as well as extensive grounds for pupils to enhance their outdoor learning opportunities. It is proposed that access to the quad area is also given to the pupils who would be attending the ASC provision at points throughout the day. As the space is of sufficient size, this will not impact on existing mainstream pupils requiring this quiet space.
- 3.8 The classrooms that will accommodate the pupils in the proposed enhanced provision would not be included in the maximum capacity calculation of the school. If the proposal is approved the maximum capacity of the school would change from 434 pupils (14 classes) to 342 pupils (12 classes). Two classrooms will be allocated to the new provision.
- 3.9 The projected school roll of Dalgety Bay Primary School indicates that no more than 10 classes are required long term. The reduction in capacity for mainstream classes to create this provision will not impact on the number of multi-purpose areas within the school. Mainstream pupils will still have access to the dining/gym hall and there are sufficient multi-purpose areas across the school for all existing and new users.
- 3.10 A separate external entrance to the ASC provision will ensure the dignity of each individual and their cloakroom area will be quiet and only for their use, allowing for a quiet transition into the classrooms. As the grounds are very expansive, there is an opportunity for access to the wider school playground, allowing for easy integration with the whole pupil group as appropriate.
- 3.11 The proposed accommodation allows flexibility for pupils to retreat to a small sensory space, life skills area and will be further enhanced with dedicated outdoor learning provision to ensure learning can be creative both indoors and outdoors. The building will be able to deliver the curriculum to ensure the best possible educational experiences and outcomes for our children. The enclosed quad area within the school is already used for a number of pupils, and this developed area will support outdoor learning opportunities. The available classrooms to support this provision can be separated from the other areas of the school. This allows a more supportive learning facility for our learners to enable a more secure and peaceful environment. Access to the wider school environment will be planned for and responsive to the needs of the individual pupils, and staff will be able to support pupils to achieve this in a safe and structured way.
- 3.12 Well planned and designed accommodation will ensure the varying needs of all children can be supported throughout the new provision. As well as generous classroom spaces designed to assist the delivery of different curricular areas, access to outdoors will allow the pupils to enhance their learning experience. The proposed accommodation allows flexibility for pupils to retreat to a small sensory space, life skills area and will be further

enhanced with dedicated outdoor leaning provision to ensure learning can be creative both indoors and outdoors. The building will be able to deliver the curriculum to ensure the best possible educational experiences and outcomes for our children. Both of the classrooms will be able to be accessed by any pupils with a physical disability.

3.13 The creation of the proposed ASC provision will complement the existing nursery and mainstream stream provision within Dalgety Bay Primary School. The transition for any pupil requiring this enhanced provision will be well planned and agreed within the team around the child.

3.14 **School Roll Information – Dalgety Bay Primary School**

3.14.1 The maximum capacity of the school, as reported within the Core Facts return to the Scottish Government in May 2024, was 434 pupils (14 classes). The school roll recorded for Census 2023 was 271 pupils (62% occupied), the pupils within 10 mainstream classes. For session 2024/25, the school are operating with 10 classes, a total roll of 247 pupils, 57% occupied.

3.14.2 School roll projections are reviewed on an annual basis and consider any proposed development from the Local Development Plan ([Local development plan \(FIFEplan\) | Fife Council](#)) or any brownfield opportunity sites that may come forward.

3.14.3 As outlined below, school roll projections for the next 10 years are as follows:

	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Roll	247	236	207	185	168	155	152	152	145	145	147
Classes	10	9	8	8	7	7	7	7	6	6	6

3.14.4 The above school roll projections for Dalgety Bay Primary School take into account the births in the catchment area, the primary one enrolment trends and any new pupils expected from the housing developments in the Dalgety Bay Primary School catchment area.

3.14.5 The projected school roll for mainstream pupils attending Dalgety Bay Primary School confirm that it is anticipated that the school roll is unlikely to increase above 10 classes in the future.

3.15 **Building Condition and Suitability Ratings**

3.15.1 The Education Directorate’s ambition is that every school in Fife should be rated as ‘A’ or ‘B’ for both condition and suitability, to include a number of accessible schools in each geographical area.

3.15.2 The Scottish Government Core Facts return requires local authorities to provide a condition and suitability return each year. Condition ratings are scored ‘A’ to ‘D’ with A being the highest rating – Good - performing well and operating efficiently and D being lowest rating – Bad - Life expired and/or serious risk of imminent failure.

- 3.15.3 The latest return in May 2024 reported the current condition rating for Dalgety Bay Primary School is rated as “B”, which is classed as satisfactory.
- 3.15.4 Suitability ratings are scored ‘A’ to ‘D’ with ‘A’ being the highest rating - Good – performing well and operating efficiently (the school buildings support the delivery of services to children and communities) and ‘D’ being the lowest rating - Bad – does not support the delivery of services to children and communities (the school buildings seriously impede the delivery of activities that are needed for children and communities in the school).
- 3.15.5 The latest return in May 2024 reported the current suitability rating is “B”, satisfactory.

3.16 **Accessibility Rating**

- 3.16.1 Accessibility ratings are scored ‘A’ to ‘D’ with ‘A’ being the highest rating (as the building is fully accessible) and ‘D’ being the lowest rating (as the building is inaccessible and unable to be reasonably adapted to be made accessible).
- 3.16.2 The accessibility rating for Dalgety Bay Primary School is “B”. Adaptions will be required to provide access to one of the proposed classrooms for the ASC provision.

4 **Educational Benefits Statement**

4.1 The Schools (Consultation) (Scotland) Act 2010 provides that where an education authority has formulated a relevant proposal in relation to any school, it must comply with the requirements of the Act before proceeding with the proposal. The education authority must prepare an educational benefits statement which includes:

- (a) the authority’s assessment of the likely effects of a relevant proposal (if implemented) on:
 - (i) the pupils of any affected school,
 - (ii) any other users of the school’s facilities,
 - (iii) any children who would (in the future but for implementation) be likely to become pupils of the school,
 - (iv) the pupils of any other schools in the authority’s area,
- (b) the authority’s assessment of any other likely effects of the proposal (if implemented),
- (c) an explanation of how the authority intends to minimise or avoid any adverse effects that may arise from the proposal (if implemented),
- (d) a description of the benefits which the authority believes will result from implementation of the proposal (with reference to the persons whom it believes will derive them).

4.2 **The authority’s assessment of the likely effects of this proposal (if implemented) on:**

4.2.1 **(i) The pupils of any affected school**

4.2.1.1 Educational Benefits for the pupils of Dalgety Bay Primary School

4.2.1.2 The mainstream provision and allocation of resources will not be affected by the establishment of this enhanced provision. Mainstream pupils will still have access to targeted interventions, Pupil Support Assistants and Support for Learning Teacher to ensure their needs are met effectively.

4.2.1.3 Children within the locality who do require access to an ASC provision can attend a provision within the heart of their own community. This would include children who currently have a shared placement between mainstream school and an enhanced provision.

4.2.1.4 The creation of an ASC provision within Dalgety Bay Primary School supports the understanding of inclusive education. It will provide opportunities for children and the community to appreciate diversity and to recognise and value the strength and potential in everyone. This mutual understanding creates a culture of acceptance and reduces the stigma often associated with learning disabilities.

4.2.1.5 Interacting with peers of diverse abilities encourages meaningful friendships, team building and co-operation. By embracing inclusion, schools create an atmosphere which celebrates differences and encourages mutual respect between pupils.

4.2.1.6 Indoor and outdoor learning spaces will be designed to be used flexibly and creatively across the whole school to support the wellbeing of all learners.

4.2.1.7 The needs of children requiring access to an ASC provision for all or part of their learning, will be accommodated in well considered accessible facilities that will support them from their arrival on site, throughout the day, in formal learning and in informal social times.

4.2.1.8 Creative and inviting learning spaces will support additional opportunities for children to learn collaboratively in all curricular areas, taking account of the skills they require for learning, life and work. Opportunities for integration into the wider school community will be promoted and offered where appropriate, ensuring the children feel part of the Dalgety Bay Primary School community.

4.2.1.9 The creation of this new enhanced provision would also support the occupancy of a primary school with a declining school roll.

4.2.2 (ii) Any other users of the school's facilities

4.2.2.1 Educational Benefits for any other users of the schools' facilities

4.2.2.2 The enhanced provision will be an additional resource with indoor and outdoor spaces which could be of a benefit to other school users within Dalgety Bay Community such as the out of school provision.

4.2.2.3 An inclusive physical environment with accessible entrance and accessible toilet and changing area will form part of the provisions which could support

other school events.

4.2.3 (iii) Any children who would (in the future but for implementation) be likely to become pupils of the school

4.2.3.1 Educational Benefits for children who would likely to become pupils of the school

4.2.3.2 Children within the Inverkeithing High School cluster will be able to access an enhanced provision within the geographical area. This will support transitions to secondary school as part of the continuum of support.

4.2.4 (iv) the pupils of any other schools in the authority's area

4.2.4.1 Educational Benefits for pupils of any other schools in the authority area

4.2.4.2 Current pupils within an ASC provision either attend full time or have a shared placement with their local primary school. There will be no impact on the pupils who currently attend their catchment school for part of the week and attend either Pitreavie or Cairneyhill for their placement. These placements may continue until transition to high school. However, if the team around the child and the child's parents/carers agree that a change of placement to the new provision would be of benefit, then transition would be well planned to meet the needs of the child.

4.2.4.3 This enhanced provision will allow pupils from the Inverkeithing High School cluster to be located in closer proximity to their mainstream catchment school. These pupils will be able to transition to secondary school with their peers.

4.2.4.4 There will be clear locality boundaries for enhanced provisions that are equitable and associated with existing secondary school catchment areas.

4.3 The authority's assessment of any other likely effects of the proposal (if implemented)

4.3.1 At present, all pupils are transported to and from their home or mainstream catchment school to enhanced provisions at Pitreavie Primary School or Cairneyhill Primary School. With the establishment of enhanced provision within a local area, there should be a reduction in the need for transport for individual children.

4.4 How the Authority intends to minimise or avoid any adverse effect that may arise from the proposal (if implemented)

4.4.1 Prior to any move to a new provision, the transition of pupils from one school to another would be well planned by the team around the child. This would be reviewed as part of the planning for individual children.

4.5 Benefits which the authority believes will result from implementation of the proposal (with reference to the persons whom it believes will derive them)

- 4.5.1 Children with additional support needs from the Inverkeithing locality can access an enhanced provision within the geographical area and this will allow them to transition to their catchment secondary school with their peers.
- 4.5.2 The proposal will provide opportunities for children and the community to appreciate diversity and to recognise and value the strength and potential in everyone. This mutual understanding creates a culture of acceptance and reduces the stigma often associated with learning disabilities.
- 4.5.3 In time, there will be a reduction in transport being required for a number of pupils accessing this provision.
- 4.5.4 This proposal can be implemented within Dalgety Bay Primary School with no negative impact on mainstream provision for catchment pupils.

5 Transport Arrangements

- 5.1 Where identified by the team around the child, transport can be provided for children to the enhanced provision and their mainstream primary school. Any transport arrangements will be regularly reviewed with this team.

6 Transitional Arrangements

- 6.1 All transitions will be well planned to ensure positive experiences for all children. Individual pupil plans will allow for an enhanced transition for those pupils who would be accessing the new provision within Dalgety Bay Primary School before August 2025.

7 Financial Implications

- 7.1 There will be capital costs associated with the proposed establishment of a new ASC provision within Dalgety Bay Primary School. Detailed drawings and costs are currently being prepared by Property Services and it is expected the project can be delivered during the summer holidays 2025 through to October 2025. The final costs of the proposed works will not be available until the consultation is underway. Indicative costs, based on other similar projects, are in the region of approximately £160,000 for Dalgety Bay Primary School. These works are required to enable legislative standards to be adopted. With the addition of Dalgety Bay Primary School, the transport costs to Cairneyhill or Pitreavie ASC provisions for pupils from this locality should reduce in due course. Existing staffing from current provisions will be redeployed to support children and their families within the new provisions.

8 Community Impact

- 8.1 There is likely to be no significant impact on the local communities associated within the creation of a new enhanced provision in Dalgety Bay Primary School.
- 8.2 As outlined in the Educational Benefits section, children within the Inverkeithing High School cluster will be able to access an enhanced provision within the heart of their community. The proposal will also provide opportunities for

children and the community to appreciate diversity and to recognise and value the strength and potential in everyone.

9 Implications for staff

- 9.1 If the proposal is approved, the provision will be staffed accordingly with both teachers and support staff for the number of pupils that are expected for August 2025 by the local authority. There will be no impact on mainstream staffing numbers as a result of the proposed new provision.
- 9.2 This consultation is open to all staff and Trade Unions representatives to provide their feedback to the proposal itself.

10 Equal Opportunities

- 10.1 An Equality Impact Assessment (EIA) is a statutory requirement of the Council to assess the policies and practices necessary to meet the requirements of antidiscrimination and equalities legislation. It also affords an opportunity for the Council to consider the impact on the Education Directorate. In addition, an EIA can provide more information to develop and deliver services that meet the needs, in this case, of children and parents.
- 10.2 The aim of an EIA is to examine policies and practice in a structured way, to make sure that adverse effects on equality target groups are avoided. It is also a tool to enable the Council to assess what positive steps it can take to promote equality of opportunity and measure the results of the actions that have been taken.
- 10.3 As part of the consultation process the Council will consult with a range of stakeholders, including staff, parents/carers and children, and will address comments about equality during this consultation. The Impact Assessment will be included in the Final Consultation Report, expected in May 2025.
- 10.4 Under the Equality Act 2010 education providers must not treat disabled pupils less favourably and should take reasonable steps to avoid putting disabled pupils at a substantial disadvantage.
- 10.5 Careful transition planning will ensure positive transition to the proposed new provision. Individual pupil plans will allow for an enhanced transition.
- 10.6 As outlined previously, the proposal seeks to provide 2 teaching areas and associated accommodation (life skills, sensory area and accessible toilet) and will be accessible to ensure that all building users are able to move around the building with ease. This will have a positive impact on any pupil with accessibility issues.

11 Proposed Date for Implementation

- 11.1 If this proposal is approved, the Education Directorate plans for the implementation of the new provision from Monday 18 August 2025.

12 Statutory Consultation Process – Proposed Timeline

Thursday 5 December 2024	Consultation proposal considered by Cabinet Committee
Monday 6 January 2025	Parents and other statutory consultees to receive letters informing them of the dates for the statutory consultation.
Tuesday 7 January 2025	Consultation live Tuesday 7 January to Friday 21 February
Tuesday 7 January – Friday 21 February 2025	Consultation period (31 school days)
Meetings	<p>Public meeting Thursday 23 January 2025 at 6-7 pm at Dalgety Bay Primary School</p> <p>Drop-in sessions Thursday 23 January 2025 at Dalgety Bay Primary School at 8.45-9.30 am, 2.45-3.30 pm and 5-6 pm before the public meeting</p>
Friday 21 February 2025	Consultation close
Friday 28 February 2025	Fife Council to submit information to Education Scotland
Monday 3 March – Friday 21 March 2025	Education Scotland (3 weeks to visit the school, review the proposal document and responses and write their report)
Monday 24 March 2025	Report received back from Education Scotland
Monday 7 April – Friday 18 April 2025	Sign off report from Education Scotland
Tuesday 6 May 2025	Publish Consultation Report, in conjunction with Education Scotland (clear 3 weeks before committee is due to take decision)
Thursday 29 May 2025	Cabinet Committee to discuss Final Consultation Report and make decision.

The information included in this document can be made available in large print, braille, audio CD/tape and British Sign Language interpretation on request by calling 03451 55 55 00

Calls cost between 3p to 7p per minute from a UK landline, mobile rates may vary.

BT Text phone number for Deaf people 18001 01383 441177

LANGUAGE LINES

এ নথিতে যেসব তথ্য আছে তা 03451555599 এ নাম্বারে ফোন করে অনুরোধ করলে বড় ছাপা, ব্রেইল, ওডিও সিডি/ট্যেইপ ও ব্রিটিশ সাইন ল্যাংগুয়েজ ইত্যাদি মাধ্যমে পাওয়া যাবে।

কলের জন্য ইউকে ল্যান্ডলাইন থেকে খরচ হবে প্রতি মিনিটে ৩পি থেকে ৭পি, মোবাইলের খরচ ভিন্ন হতে পারে।

عند الطلب، يمكن توفير المعلومات الواردة في هذا المستند في صورة مستندات مطبوعة بأحرف كبيرة ومستندات بطريقة برايل وعلى
أشرطة/أقراص مضغوطة صوتية مع الترجمة بلغة الإشارة البريطانية من خلال الاتصال بالرقم 03451 55 55 77

تتراوح تكلفة المكالمات بين 3 إلى 7 بنسات في الدقيقة من أي خط أرضي في المملكة المتحدة، وقد تختلف أسعار المكالمات بالهاتف
المحمول.

如果你需要以大字體印刷、盲人點字、光碟/錄音帶格式或英國手語傳譯說明這份文件的內容，請致電 03451 55 55 88 提出要求。

用英國電訊固定座機撥打上述電話號碼收費每分鐘 3 至 7 便士，以手機撥打收費各異。

Informacje zawarte w tym dokumencie mogą zostać udostępnione w wersji drukowanej dużą czcionką, w alfabecie Braille'a, w wersji dźwiękowej na płycie CD/taśmie lub w tłumaczeniu na brytyjski język migowy – prosimy o kontakt pod numerem 03451 55 55 44.

Koszt połączenia wynosi 3-7p za minutę z brytyjskich telefonów stacjonarnych, koszty połączeń z telefonów komórkowych mogą być różne.

ਇਸ ਦਸਤਾਵੇਜ਼ ਵਿਚਲੀ ਜਾਣਕਾਰੀ ਟੈਲੀਫੋਨ ਨੰਬਰ 03451 55 55 66 ਰਾਹੀਂ ਮੰਗ ਕਰਨ ਉੱਤੇ ਵੱਡੇ ਅੱਖਰਾਂ, ਬ੍ਰੇਅਲ, ਆਡੀਓ ਸੀ.ਡੀ./ਟੇਪ ਅਤੇ ਬ੍ਰਿਟਿਸ਼ ਸਾਈਨ ਲੈਂਗੂਏਜ ਦੇ ਅਨੁਵਾਦ ਵਿਚ ਮੁਹੱਈਆ ਕਰਾਈ ਜਾ ਸਕਦੀ ਹੈ।

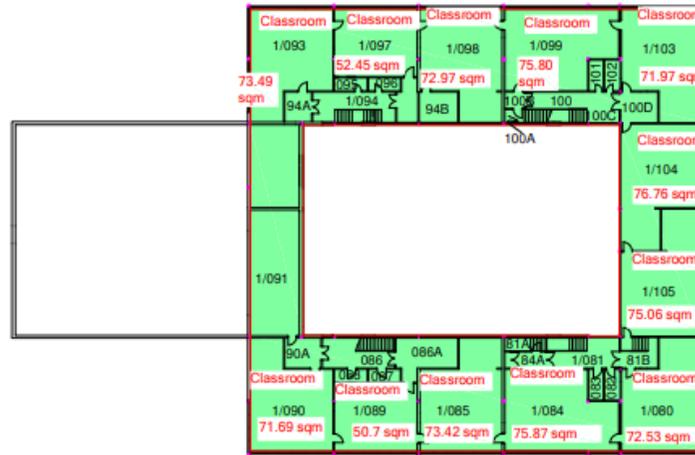
ਯੂ.ਕੇ. ਲੈਂਡਲਾਈਨ ਰਾਹੀਂ ਕਾਲ ਕਰਨ ਦਾ ਖਰਚਾ 3 ਤੋਂ 7 ਪੈਨੀਆਂ ਪ੍ਰਤੀ ਮਿੰਟ ਹੋਵੇਗਾ, ਮੋਬਾਈਲਾਂ ਦੇ ਰੇਟ ਵੱਖਰੇ ਵੱਖਰੇ ਹੋ ਸਕਦੇ ਹਨ।

03451 55 55 66 پر درخواست کرنے سے اس تحریر میں دی گئی معلومات بڑے پرنٹس 'بریل' آڈیو سی ڈی/ٹیپ پر اور ترجمانی والی برطانوی اشاراتی زبان (برٹش سائن لینگویج) میں مہیا کی جاسکتی ہیں۔

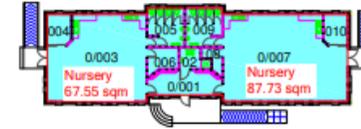
کسی برطانوی لینڈ لائن سے فون کے نرخ 3 تا 7 پنس فی منٹ ہیں، موبائل کے نرخ مختلف ہوسکتے ہیں۔

Appendix 1.1 – Proposed Location of new ASC Provision in Dalgety Bay Primary School

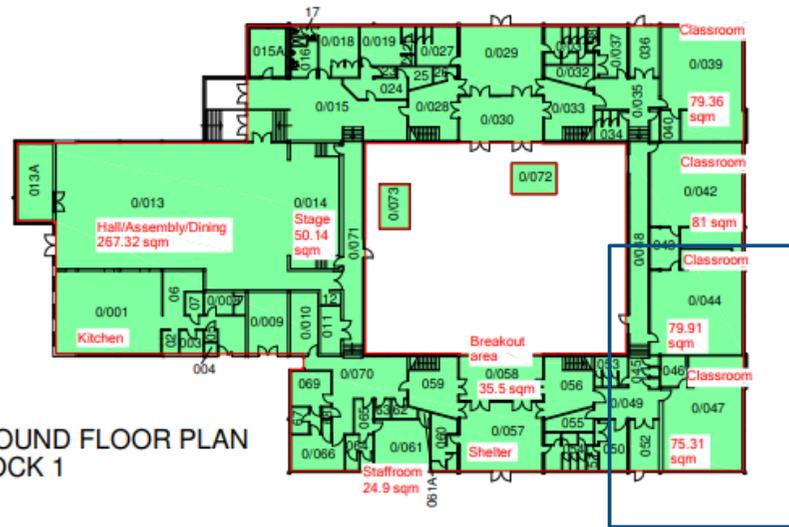
DO NOT SCALE



FIRST FLOOR PLAN
BLOCK 1



GROUND FLOOR PLAN
BLOCK 3



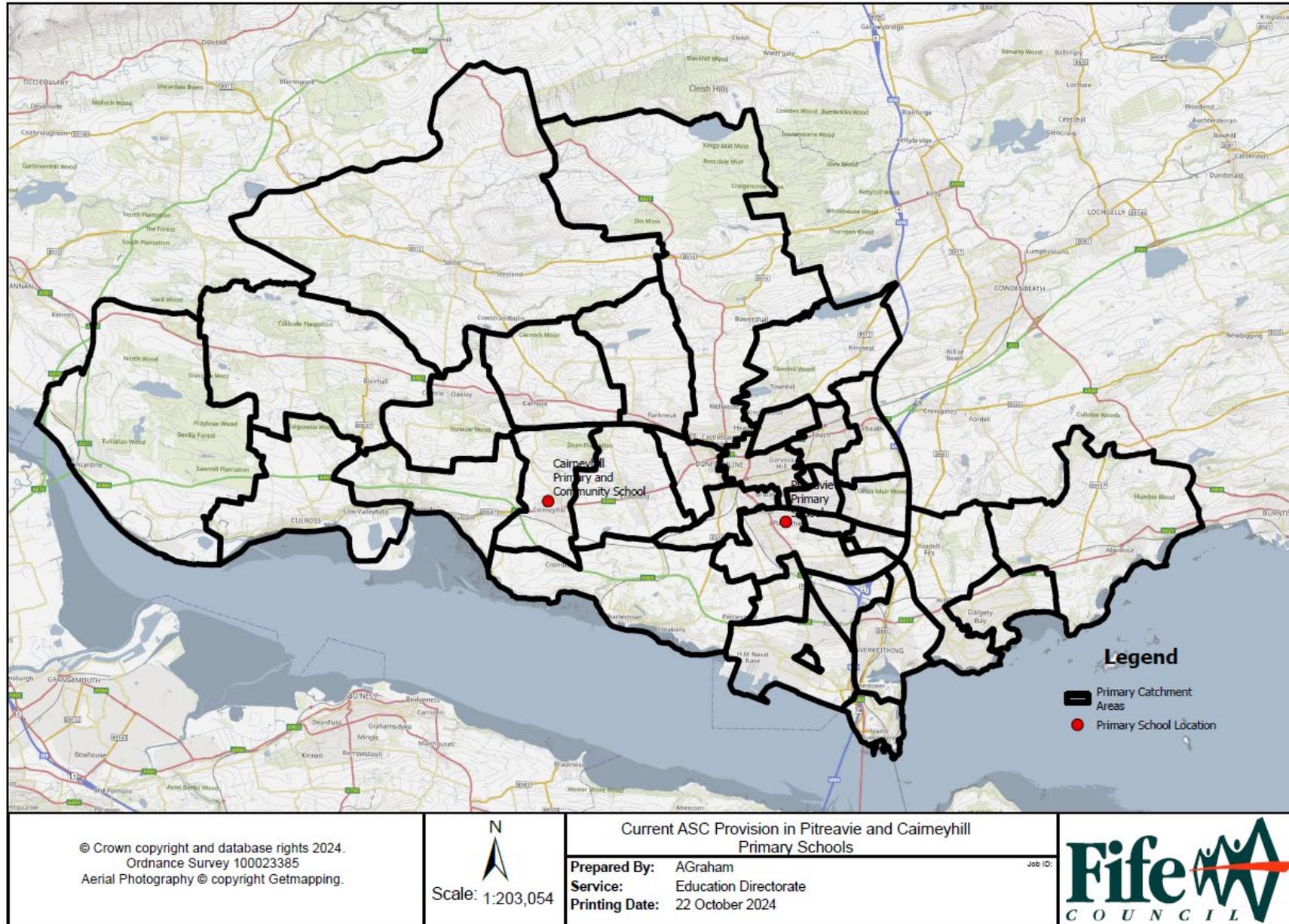
GROUND FLOOR PLAN
BLOCK 1

- Proposed 2 classroom areas with each to have a sensory room
- Disabled toilet
- Stair climber
- Secure entrance
- Internal quad for external space and fenced off area at the entrance area.

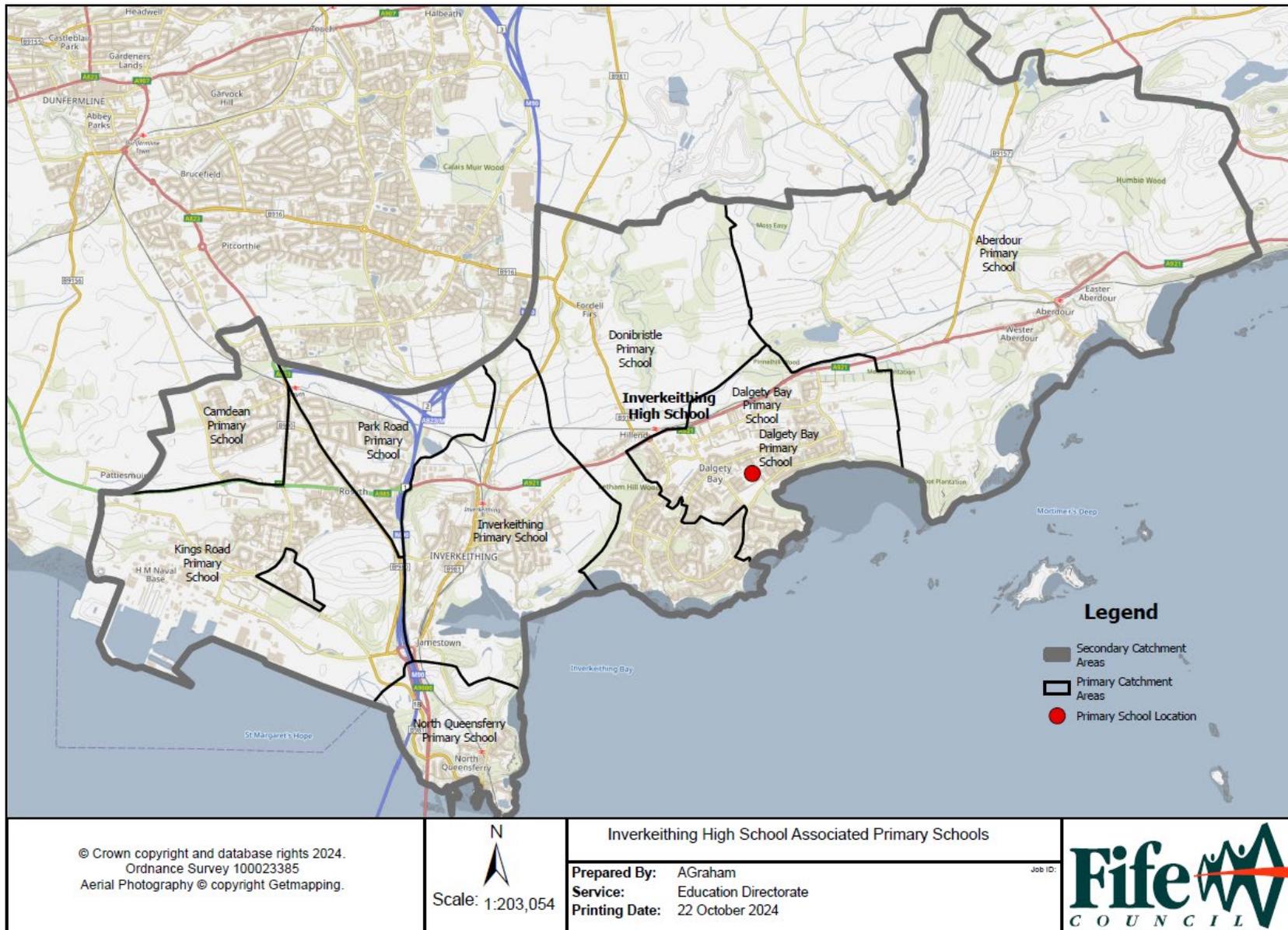
REV. A - SEP. 2009
REV. B - JUN. 2011
REV. C - AUG. 2012
REV. D - OCT. 2013

**DALGETY BAY
PRIMARY SCHOOL**
UPRN: 001070

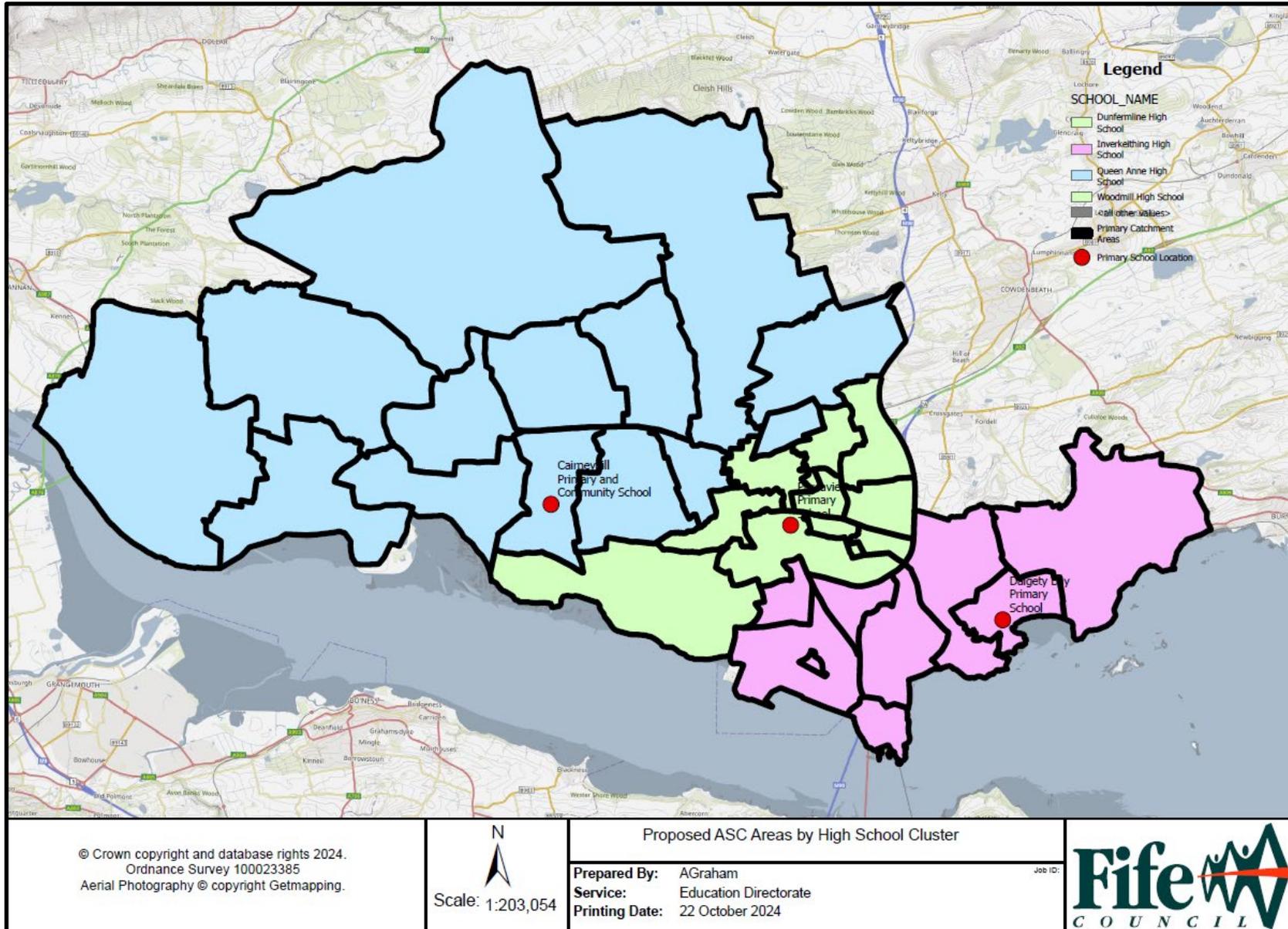
Appendix 1.2 Existing Primary Catchment areas that Pitreavie and Cairneyhill ASC support



Appendix 1.3 Inverkeithing High School Associated Primary Schools



Appendix 1.4 Proposed Areas that the new ASC Provision will support



Appendix 1.5 - Glossary of Terms

Core Facts

Core Facts are a series of data which are collected by local authorities to measure progress and success of a school estate strategy as well as benchmarking against other local authorities in Scotland. The core facts are used at both local and national level to:

- establish a baseline
- inform targets
- inform spending decisions
- support monitoring and evaluation of progress over time
- support assessments of value for money.

More information is available at: [School estates: core facts overview - gov.scot \(www.gov.scot\)](http://www.gov.scot/SchoolEstates/CoreFactsOverview)

School Condition Rating

Condition core facts are established by professional review, carried out by the Council's Asset & Facilities Management Service. Schools are assessed against a range of criteria set down by the Scottish Government and are examined on a 5-year rolling programme.

- A: Good – Performing well and operating efficiently
- B: Satisfactory – Performing adequately but showing minor deterioration
- C: Poor – Showing major defects and/or not operating adequately
- D: Bad – Life expired and/or serious risk of imminent failure.

School Suitability Rating

Suitability core facts are established through a similar process to the condition core facts process, undertaken by Headteacher and Business Managers. This information assesses how well the school environment supports the delivery of the curriculum against criteria laid down by the Scottish Government.

- A: Good – Performing well and operating efficiently (the school buildings support the delivery of services to children and communities)
- B: Satisfactory – Performing well but with minor problems (the school buildings generally support the delivery of services to children and communities)
- C: Poor – Showing major problems and/or not operating optimally (the school buildings impede the delivery of activities that are needed for children and communities in the school)
- D: Bad – Does not support the delivery of services to children and communities (the school buildings seriously impede the delivery of activities that are needed for children and communities in the school).

Suitability surveys are reviewed by Headteachers/Business Managers every 5 years. Where school investment has been carried out in a particular school, the following year's Core Facts Update will be amended to reflect any subsequent change to the condition, suitability or accessibility rating.

School Accessibility Rating

Accessibility ratings are collated by the School Estate Team, along with the Education Access Officer, who undertake surveys of all the school buildings. These ratings are then ratified by the Accessibility Strategy Group. The ratings are classified as follows:

- A: Fully accessible

- B: Building partially accessible but Curriculum accessible
- C: Partially accessible or not currently accessible but has the potential to be made accessible
- D: Inaccessible and unable to be reasonably adapted to be made accessible.

As part of the Accessibility Strategy, there will be a number of accessible schools in each geographical area.

Strategic Development Areas

Strategic Development Areas are housing developments sites within Fife identified through Fife Council's Structure Plan 2006-2026 (approved May 2009). The Structure Plan also includes infrastructure developments for business and employment, town centres, retailing, housing, affordable housing, transportation and waste management. A Strategic Development Area for residential units range from 300 units in a small town/village to 4200 units in a large town.

Local Development Plan

Fife Council adopted FIFEplan (Fife's Local Development Plan) on 21 September 2017. This plan details the local development changes to infrastructure within settlements and include new plans with planning consent. The Council are currently inviting communities to create Local Place Plans, which will help shape the next Local Development Plan. More information is available at [Invitation to create Local Place Plans](#) page.

Housing Land Audit

Enterprise, Planning & Protective Services undertakes an annual audit (known as the Housing Land Audit) of the Housing Land Supply in Fife, using 1st April as the base date. The Audit monitors housing completions and makes predictions about future house building in Fife.

Homes for Scotland (representing the national house builders) and local developers are consulted on the information to be included in the Housing Land Audit to discuss and agree the Audit as far as possible. The latest publication for 2021 is published at [Planning Information and Land Use Audits | Fife Council](#)

Public Private Partnership (PPP)

There are 2 existing contracts in Fife (PPP1 and PPP2) where schools have been procured and constructed through this process. The schools are maintained for a period of 25 years by a contractor and after 25 years the building is handed to the Council for future repair and maintenance. An annual unitary charge includes design and construction, services delivery including building and grounds maintenance, finance costs, legal, insurances, management and risk.

Life Cycle Costs

Costs for replacing assets at the end of their life span. These include building, fabric, services and furniture and equipment to ensure the asset is maintain is a substantial condition.

Efficiency Range 80-100%

No local authority can effectively run at 100% occupied. The 80%-100% efficiency range allows a degree of flexibility within schools to support Curriculum for Excellence.

Cost per Pupil Calculation

The cost per pupil calculation for schools is computed in July of each year. The calculation is intended to bring together all comparable costs for each school and benchmark these at individual school level through the production of a cost per pupil figure.

The calculation is currently based on the School Revenue Budget Statements that are issued to schools in April of each year. The calculation takes into account a number of factors particularly the school roll from the last census at September of the previous year. The calculation takes schools running costs including an allocation for janitorial staffing costs. It excludes the costs for school transport, depreciation and the financing costs of schools built under PFI contract arrangements (PPP schools).

Having identified the relevant running costs for each school and by dividing these costs by the school roll this produces a cost per pupil figure which is used for comparison purposes.

Proposal Paper

The Schools (Consultation) (Scotland) Act 2010 provides that where an education authority has formulated a relevant proposal in relation to any school, it must comply with the requirements of the Act before proceeding with the proposal. One of the requirements is that it must prepare and publish a proposal paper. Section 4 of the Act provides:

4 Proposal paper

- (1) The education authority must prepare a proposal paper which—
 - (a) sets out the details of the relevant proposal,
 - (b) proposes a date for implementation of the proposal,
 - (c) contains the educational benefits statement in respect of the proposal,
 - (d) refers to such evidence or other information in support of (or otherwise relevant in relation to) the proposal as the education authority considers appropriate.
- (2) The proposal paper must also give a summary of the process provided for in [sections 1 to 17D] (so far as applicable in relation to the proposal).
- (2A) Where a proposal paper relates to a closure proposal, it must also contain information about the financial implications of the proposal.
- (3) A proposal paper may include more than one proposal.
- (4) The education authority must—
 - (a) publish the proposal paper in both electronic and printed form,
 - (b) make the paper, and (so far as practicable) a copy of any separate documentation that it refers to under subsection (1)(d), available for inspection at all reasonable times and without charge—
 - (i) at its head office and on its website,
 - (ii) at any affected school or at a public library or some other suitable place within the vicinity of the school,
 - (c) provide without charge the information contained in the proposal paper—
 - (i) to such persons as may reasonably require that information in another form, and
 - (ii) in such other form as may reasonably be requested by such persons.
- (5) The education authority must advertise the publication of the proposal paper by such means as it considers appropriate.

Educational Benefits Statement

The Schools (Consultation) (Scotland) Act 2010 provides that where an education authority has formulated a relevant proposal in relation to any school, it must comply with the requirements of the Act before proceeding with the proposal. One of the requirements is that it must prepare an educational benefits statement. Section 3 of the Act provides:

3 Educational benefits statement

- (1) The education authority must prepare an educational benefits statement which includes:
 - (a) the authority's assessment of the likely effects of a relevant proposal (if implemented) on:
 - (i) the pupils of any affected school,
 - (ii) any other users of the school's facilities,
 - (iii) any children who would (in the future but for implementation) be likely to become pupils of the school,
 - (iv) the pupils of any other schools in the authority's area,
 - (b) the authority's assessment of any other likely effects of the proposal (if implemented),
 - (c) an explanation of how the authority intends to minimise or avoid any adverse effects that may arise from the proposal (if implemented),
 - (d) a description of the benefits which the authority believes will result from implementation of the proposal (with reference to the persons whom it believes will derive them).
- (2) The statement must also include the education authority's reasons for coming to the beliefs expressed under subsection (1)(d).
- (3) In subsection (1), the references to effects and benefits are to educational effects and benefits.

Appendix 1.6

FIFE COUNCIL – EDUCATION DIRECTORATE CONSULTATION RESPONSE FORM

Proposal to establish a new Additional Support Class (ASC) provision within Dalgety Bay Primary School, St Bridget's Brae, Dalgety Bay, from Monday 18 August 2025.

<https://forms.office.com/e/z5awFcdNLe>

Section 1 - Your Details (to be provided by parent/carers or interested parties to enable the local authority to inform any person who makes written representations on the proposal of the publication of the consultation report as required by the Schools (Consultation) (Scotland) Act 2010).

Name	
Address	
Postcode	
Email address	

Section 2 - What is your main interest in responding to this consultation?

(If you are a parent and a member of staff at one of the impacted schools, please choose either parent/carer or member of staff)

I am a <u>parent/carer</u> of a child attending:	✓
Dalgety Bay Primary School	
Cairneyhill Primary School ASC provision	
Pitreavie Primary School ASC provision	
A primary school in the Inverkeithing HS cluster	
A nursery in the Inverkeithing HS cluster	

or

I am a <u>pupil</u> attending	✓
Dalgety Bay Primary School	
Cairneyhill Primary School ASC provision	
Pitreavie Primary School ASC provision	

or

I am a <u>member of staff</u> at:	✓
Dalgety Bay Primary School	
Cairneyhill Primary School ASC provision	
Pitreavie Primary School ASC provision	
A primary school in the Inverkeithing HS cluster	
A nursery in the Inverkeithing HS cluster	

or **Other Interested party:**

I am an other interested party:	✓
Grandparent	
Member of Community Council	
Resident in the community	
Other Please explain if you are responding on behalf of an organisation or other reason	

Section 3 - Your Views

Question 3.1

Do you support the proposal to establish a new Additional Support Class (ASC) provision within Dalgety Bay Primary School, St Bridget's Brae, Dalgety Bay, from Monday 18 August 2025? **(Please choose one ✓)**

YES		NO		DON'T KNOW	
-----	--	----	--	------------	--

a. If NO, what are your reasons?

b. Are there any further comments on the proposal you would like to make?

Section 4 - About You

The following questions are **voluntary**. They are to assist Fife Council in fulfilling its obligations under the Equality Act 2010 in relation to the proposal. Your responses to these questions are confidential.

1. What is your age? **Please choose one (✓).**

18 or under		25-34		45-54		65-74	
19-24		35-44		55-64		75 and over	

2. What is your gender? **Please choose one (✓).**

Male		Female		Non-Binary		Prefer not to say	
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3. What is your ethnic background? **Please choose one (✓).**

White Scottish		African	
Other White British		Asian, Asian Scottish, or other Asian British	
Other White background		Caribbean or Black	
Mixed or multiple ethnic background		Other ethnic background	

4. Do you consider yourself as having a disability? **Please choose one (✓).**

YES		NO	
-----	--	----	--

Thank you for taking part in this consultation. For further information on how we use your data please visit: www.fife.gov.uk/privacy/education

Please complete online at <http://www.fife.gov.uk/DalgetyBayASCestablishment> or return this form by post to: Proposal to establish a new ASC provision within Dalgety Bay Primary School, Education Directorate, Fife Council, 4th Floor (West), Fife House, North Street, Glenrothes, KY7 5LT **by close of business on Friday 21 February 2025.**

**Appendix B:
Notice of Consultation Letter**



For the attention of:

- The Parent Council or Combined Parent Council of any affected school
- The parents of the pupils at any affected school
- The parents of any children expected by the education authority to attend any affected school within 2 years of the date of publication of the proposal paper
- The pupils at any affected school (in so far as the education authority considers them of suitable age and maturity)
- The staff (teaching and other) at any affected school
- Trade union representatives of the above staff
- The Community Councils for the affected area
- The Community Planning Partnerships for the relevant area of the local authority
- Any other Community Planning Partnership the education authority considers relevant
- Any other education authority that the education authority considers relevant
- Any other users of any affected school that the education authority considers relevant -
Community Users of Dalgety Bay Primary School
- Elected members for the area
- MSPs for the area
- The Constituency MP

Education Directorate

Jackie Funnell

03451 555555 ext. 444204
jackie.funnell@fife.gov.uk

Our Ref: JF/KL/DBPS

Date: 6 January 2025

Dear Sir/Madam

Statutory Consultation Notice - Proposal to Establish a New Stage of Education in a School, Being New Additional Support Class (ASC) Provision Within Dalgety Bay Primary School, Dalgety Bay Schools (Consultation) Scotland) Act 2010

On 5 December 2024, the Cabinet Committee of Fife Council authorised the Education Directorate to undertake a statutory consultation in terms of the Schools (Consultation) (Scotland) Act 2010 on the proposal to establish a new stage of education, being new additional support class (ASC) provision within Dalgety Bay Primary School, St Bridget's Brae, Dalgety Bay, KY11 9LT from Monday 18 August 2025. A floor plan showing the proposed location of the ASC provision is enclosed.

A full copy of the proposal and the Consultation Response Form (referred to below) can be accessed at <http://www.fife.gov.uk/DalgetyBayASCestablishment>. A copy of the proposal document is also available for inspection at, and printed copies are available from:

- Main Reception, Fife Council, Fife House, North Street, Glenrothes, KY7 5LT
- The schools affected by the proposal (between the hours of 9 am and 3 pm)
 - Dalgety Bay Primary School, St Bridgets Brae, Dalgety Bay, KY11 9LT
- Online at <http://www.fife.gov.uk/DalgetyBayASCestablishment>
- or via email to sustainableschoolestate.enquiries@fife.gov.uk.

The proposal can also be made available in other languages and formats, free of charge, on request, by contacting the Education Directorate on 03451 555555 ext. 444331 or by email to sustainableschoolestate.enquiries@fife.gov.uk.

The statutory consultation period will commence on Tuesday 7 January 2025 and will, thereafter, run until close of business on Friday 21 February 2025.

A public meeting has been arranged at:

- Dalgety Bay Primary School on Thursday 23 January 2025 from 6.00-7.00 pm.

At this meeting, council officers will give a presentation on the proposal, answer questions on it and record the oral representations of anyone who attends. Consultation Response Forms will also be available for completion.

Informal drop-in sessions have also been arranged at:

- Dalgety Bay Primary School on Thursday 23 January 2025 from 8.45-9.30 am, 2.45-3.30 pm and 5-6 pm.

At these sessions, council officers will be available to give further information on the proposal, answer questions on it and provide Consultation Response Forms for completion.

You are invited to have your say on this proposal. You can attend a public meeting, and/or you can make written representations by letter, email, or completion of a Consultation Response Form to any of the following:

- sustainableschoolestate.enquiries@fife.gov.uk
- Proposal to establish New ASC Provision within Dalgety Bay Primary School, Education Directorate, Fife Council, 4th Floor (West), Fife House, North Street, Glenrothes, KY7 5LT
- via submission of a completed online Consultation Response Form at (Managing our School Estate / Fife Council) <https://forms.office.com/e/z5awFcdNLe>

Printed copies of the Consultation Response Form will be available at the public meeting, informal drop-in sessions and from Dalgety Bay Primary School.

In order to be taken into account, all views on the proposal, in writing, by e-mail or by completion of the Consultation Response Form, must arrive by close of business on Friday 21 February 2025.

Following conclusion of the consultation period, the Council will review the proposal and prepare a Consultation Report for consideration by a future Cabinet Committee of the Council. Further detail on this process is contained in the proposal paper.

Parents/carers and other interested parties are welcome to attend the public meeting or any of the informal drop-in sessions.

**Appendix C:
Notice of Correction of Inaccuracies**

There were no Notices of Correction of Inaccuracies.

Appendix D: Responses to the Consultation Response Form

Proposal by Fife Council to establish a new stage of education in a school, being New Additional Support Class (ASC) Provision within Dalgety Bay Primary School, Dalgety Bay.

The consultation response form was used to gather feedback from parents/carers, pupils, staff and interested parties on whether they were in support or not in support of the proposal to establish a new stage of education in a school, being New Additional Support Class (ASC) Provision within Dalgety Bay Primary School, Dalgety Bay. The Consultation Response Form is included as Appendix A to this report (Appendix 1.6 of the proposal document) and was made available, in hard copy, to all of the affected schools, for those parents/carers who were unable to access online technology. It was also made available online at:

[Proposal to Establish a New Stage of Education in a School - New Additional Support Class \(ASC\) Provision within Dalgety Bay Primary School, Dalgety Bay - Fife Council - Citizen Space](#)

and the hyperlink <https://forms.office.com/e/z5awFcdNLe> was also included in the Notice of Consultation.

Printed copies of the Consultation Response Form were also available at the public meeting and informal drop-in sessions.

Summary of Answers to Section 2 of the Consultation Response Form

In total there were 26 responses through the online consultation response form.

Categories of stakeholders	%
Parent/Carer	58
Pupil	4
Staff member	4
Grandparent	0
Other interested party, please explain the nature of your interest and/or if you are responding on behalf of an organisation e.g. a community council.	34

Which education establishment/s do you have a link with?	%
Dalgety Bay Primary School	27
Cairneyhill Primary School ASC provision	12
Pitreavie Primary School ASC provision	15
A primary school in the Inverkeithing HS cluster	4
A nursery in the Inverkeithing HS cluster	8
Unknown/not provided	34

During the consultation process a total of 26 responses to question 3.1 on the Consultation Response Form were received, either in written form or online. The table below provides details of the responses.

	Question 3.1 Do you support the proposal to establish a new ASC provision within Dalgety Bay Primary School, St Bridget's Brae, Dalgety Bay, from Monday 18 August 2025? (please choose one ✓)					
Parent/Carer of a child living in the:	Consultees who responded Yes	%	Consultees who responded No	%	Consultees who responded Don't know	%
Dalgety Bay Primary School	6	40	0	0	1	7
Cairneyhill Primary School ASC provision	2	13	0	0	0	0
Pitreavie Primary School ASC provision	3	20	0	0	0	0
A primary school in the Inverkeithing HS cluster	1	7	0	0	0	0
A nursery in the Inverkeithing HS cluster	2	13	0	0	0	0
Total	14	93	0	0	1	7

Pupil living in the:	Consultees who responded Yes	%	Consultees who responded No	%	Consultees who responded Don't know	%
Dalgety Bay Primary School	0	0	0	0	0	0
Cairneyhill Primary School ASC provision	0	0	0	0	0	0
Pitreavie Primary School ASC provision	1	100	0	0	0	0
A primary school in the Inverkeithing HS cluster	0	0	0	0	0	0
A nursery in the Inverkeithing HS cluster	0	0	0	0	0	0
Total	1	100	0	0	0	0

Member of staff:	Consultees who responded Yes	%	Consultees who responded No	%	Consultees who responded Don't know	%
Dalgety Bay Primary School	0	0	0	0	0	0
Cairneyhill Primary School ASC provision	1	100	0	0	0	0
Pitreavie Primary School ASC provision	0	0	0	0	0	0
A primary school in the Inverkeithing HS cluster	0	0	0	0	0	0
A nursery in the Inverkeithing HS cluster	0	0	0	0	0	0
Total	1	100	0	0	0	0

Other Interested Party	9	100	0	0	0	0
Total	25	96	0	0	1	4

In summary, 15 parents/carers responded to the consultation response form on paper or digitally, along with 1 pupil, 1 staff member and 9 interested parties.

Appendix E:

Comments contained on the returned Consultation Response Forms

The Consultation Response form is reprinted at Appendix 1.6 of Appendix A to this document.

Comments made under 3.1 of the Consultation Response Form - Are there any further comments on the proposal you would like to make?

1	There is a massive shortage of asc places in Fife. Children currently requiring additional support in schools are being failed by the current lack of spaces in asc and the mainstream school system. An additional 2 additional support classes will be able to provide much needed support to so many more pupils.
2	As the parent of a child who is likely going to need access to ASC classroom space and support, I feel very strongly that West Fife needs to provide more spaces for children requiring additional support. The number of kids requiring access to these services is steadily increasing as GPs become more capable at diagnosing complex neurological and physical developmental differences. Our school system desperately needs to catch up with what is now commonplace in the general population.
3	I see it as more inclusive , providing asn children with a suitable learning environment which in the long run improves opportunities for integrating into their local community (supported by trained and especially equipped staff). The asn child is more likely to reach their full potential.
4	The existing ASC facility locally is fantastic but cannot provide sufficient places for families needing support. As well as failing to provide for those requiring the service it is putting undue strain on mainstream school teachers and classes. Fully support a new unit, it is to the benefit of all kids in Dalgety Bay.
5	As a dentist in Fife I have often heard first hand the challenges faced by young families who have children with additional support needs, specifically regarding finding them school placements that are appropriate and optimise their learning potential. This unit would be greatly valued and help to provide our young people the equality in education that they deserve. I offer my full support.
6	Sooner it's built the better.
7	I think another ASC provision within the West Fife area is essential in that there are not many options for children with ASN. Our children are being forced to attend mainstream or the closest provision to them which is not always suitable. There are not enough places for children with ASN and we need provision that can meet the needs of these kids for their education and wellbeing.
8	This must happen. it's vital for the children
9	I believe it is incredibly important to support children with additional needs to flourish in the best way they can
10	I have worked in the Cairneyhill Primary ASC for almost 10 years and I'm very much interested in transferring to Dalgety Bay's ASC given the chance. This is my catchment school, my children attend the local nursery, and I believe with my vast experience of ASN that I could be of great help to the initial

	launch of the new ASC and its future. Also being a PSA3 has given me ample opportunity to work with children with various medical needs which I believe could be useful with the potential new students.
11	I currently have an ASN child at the school, high functioning and mainstream education. I think this is a good thing for Dalgety Bay primary and the community but I would like to ensure that the needs of the current ASN children are met, in particular their use of the outdoor HUB space which is vital for brain breaks, downtime and sensory play.
12	Some concerns over the relocation of the existing Out of school club that will be moved, affecting 64 children. The detailed plans make no mention of how the club will be moved, as staff run holiday club during the summer break when the alterations for the asc are to be made. Happy to have the school used and keep children amongst their community and peers. Not much mention of the impact on oosc.
13	ASC provision provides a much needed service and expansion of the number of space available is very welcome.
14	I support the new ASC provision in principle but I am concerned that there won't be enough support for the provision. Will there be enough teacher support? Also the description of having fenced off areas sounds like the ASC students will be segregated from the rest of the school, is this the case? I am also worried that the existing sensory room and provision for existing children will change.

Appendix F:
Other Written Responses including Requests for Information (whether Freedom of Information or Otherwise)

One written response was received from the Parent Council. The classes relating to the children have been redacted:

Which classes are your children currently in?	Do your children currently receive any Additional Support Needs (ASN) provision in the school?	Do you believe that this is positive or negative for the school?	Do you have any comments regarding the proposal?
	Yes	Positive	
	No	Positive	
	Yes	Positive	We need to ensure that the current asn children have the support and strategies to cope with the changes. It's a huge change for them and a real concern is how they are able to cope with their spaces changing or being shared.
	Yes	Positive	
	Yes	Positive	
	Yes	Positive	
	No	Positive	
	No	Positive	I just wanted to say this is a positive addition to West Fife schools.
	No	Positive	Hard to tell if this will be positive or negative for the school. Want a positive school experience for ASN children. Also want the existing children not to be negatively impacted by sharing the school, this has the potnefor a positive all round. Concerned for existing provision of out of school cluband the ease of access to outdoor space. Traffic is an issue and can see it being worse. Will the alterations disrupt the school during term time?
	Yes	Negative	

Appendix G: Record of Public Meetings

Transcripts of Public Meetings

As detailed in the Notice of Consultation, the proposal document and as advertised by other means, 1 public meeting was arranged along with 3 drop-in sessions at various times of the day to suit working or childcare arrangements for parents/carers and other stakeholders.

Groupcall reminders to parents/carers were issued prior to each of the public meetings, to publicise the forthcoming meetings and the link to the online form to make representations.

On Tuesday 18 February 2025 a final reminder was issued to parents/carers via Groupcall to enable parents/carers a few days to submit any feedback prior to the end of the consultation period on Friday 21 February 2025.

There were 10 people in total who attended the public meeting. Although the drop-in sessions were promoted in the Notice of Consultation and advertised by the school, there was little uptake at these sessions by parents/carers or interested parties.

FIFE COUNCIL – EDUCATION DIRECTORATE

Public Consultation Meeting held at Dalgety Bay Primary School

Thursday, 23 January 2025 at 6.00 pm

Present:

Shelagh McLean, Head of Service (Education Directorate) (SMcL) (Chair)
Jackie Funnell, Education Manager (JF) (Education Directorate)
Kim Lawson, Compliance Officer (Education Directorate) (minute taker)

10 people attended the meeting (including the Headteacher)

Shelagh McLean (SMcL) opened the meeting by introducing Fife Council representatives.

This was the formal public meeting scheduled in respect of the Schools Consultation Act (Scotland) (2010) following the decision by the Cabinet Committee of Fife Council who authorised the Education Directorate on 9 December 2024 to consult with parents and pupils on the proposal to establish a new stage of education in a school – new additional support class (ASC) provision within Dalgety Bay Primary School, Dalgety Bay.

The statutory consultation period is from Tuesday 7 January 2025 to Friday 21 February 2025.

Questions were requested at the end of the presentation and any questions that arose after the meeting could be sent in as outlined in the proposal paper. A summary of these questions would form part of the final report.

SMcL presented a PowerPoint presentation on the proposal, highlighting the educational benefits of the site, along with a catchment map.

Question	Parent: The first thing I would like to raise is the impact on the current learners with ASN. There are considerations in relation to access to the quad and outdoor space. Would this be a shared space? How would this be shared with the children? At the moment, they don't share the space with anyone else. How will the mainstream children's learning be impacted? If my child has no access to the quad it will impact on his learning. I am concerned about this.
Response	JF: The proposal is not to take anything away from anyone. We have looked at alternative provision for the ASC which doesn't impact the quad. Its use would be managed by the headteacher and staff teams. We had discussed if the area would be shared or should we have two separate provisions. We have looked at the area at the back of the proposed ASC to establish if we can use some of this for outdoor space for the children as well as we feel that it would be beneficial.
Statement	Parent: One of my children thought it would be cool and the other one was concerned about the impact on current children.

Response	SMcL: It's our job to collectively manage this. We know any change can cause uncertainty. We would work with the children to reassure them. We are really looking to enhance the current space.
Question	Parent: In terms of the physicality of the change, will there be a division between the two spaces?
Response	HT: Yes, there will be. The spaces used by the ASC need to be secured.
Question	Parent: The catchment school for my children is open plan and this is why they don't attend there. My child would need to be in one class with few distractions. Has this been taken into consideration?
Response	SMcL: We have looked at projected trends, placing requests and roll projections. Based on these, we have taken account of future numbers and believe we will still be able to allow flexibility. We do not expect this proposal to have an impact.
Statement	Parent: Fife Young Carers come in to use space within the school. I wouldn't want them impacted as they are amazing and very helpful.
Response	SMcL: There are a number of reasons why Dalgety Bay Primary School is a good school for this being established. The support within the school is great and we are keen to enhance this.
Question	Parent: Would we lose the current sensory space?
Response	JF: We would replace this and ensure the sensory space is relocated in agreement with the headteacher. This would be beneficial for the school.
Response	HT: The children will be a part of the process to design the new space. They will have the opportunity to let us know what they would like/need in the space.
Question	Parent: My concern in relation to an after-school provision in room 4 is that the space currently allows for easy access to outdoor space. The staff are concerned that if they are moved, they won't have access to outside. This would limit the places available as well as impacting on the ratios. The after-school club is well-used by the school.
Response	SMcL: All of this information is good to know. Gary Peattie (Service Manager, Education Directorate) is currently undertaking the site survey. To provide additional reassurance, Childcare Services are part of the Education Directorate. We do not expect there to be an impact on the current provision for our children and young people.
Statement	Parent: Another concern I have is in relation to traffic. Children using the ASC would be more likely to be brought in via vehicles.
Response	SMcL: We would be updating the Traffic Management Plan for the school by putting arrangements in place to ensure accessibility as well as assessing the impact and to ensure we have updated travel plans.
Statement	Parent: I have a nursery child who is vulnerable too.
Response	SMcL: We would consider the planning for this to be key.
Question	Parent: Would the proposed provision be for new children only or current Dalgety Bay Primary School children?
Response	SMcL: We would expect the provision to build over time to 20 children. There are children who are currently accessing an ASC in other schools across the area who might live closer to Dalgety Bay

	Primary School, however, there would need to be discussions with the team around the child in relation to what is best for them. These would be individual decisions. If there was a child going into P1 in August 2025 who was likely to require a place in either Cairneyhill or Pitreavie ASC, the planning would need to start now.
Question	If there was a class of 10 learners, all of different ages and with different needs, how would this work? How would it be staffed?
Response	SMcL: There are minimum ratios which are set. It is 1 teacher to 10 children in an ASC however there would be a higher staff ratio depending on the needs of the children in the class. Staff would vary work over time. We have specialist ASC teachers who are supportive and would differentiate their teaching to meet the needs of the young people.
Response:	JF: There are teachers and PSAs to support them in an ASC. Often there are PSA level 3s in ASCs. They can take responsibility for teaching and learning. There would also be PSA level 2s. This would mean there would be different levels of Pupil Support. There would be a combination of staff required. If there is a moving and handling requirement, this would increase the need for additional staff. ASC staff provision is reviewed every year based on the differing needs of the children and young people. The staff are fluid. Young people can transition into an ASC 4 or 5 times a year through the AMG process therefore sometimes staffing changes are required to ensure needs are met.
Question	Parent: I am the dad of two autistic non-verbal boys. I live about 200 yards away. My concern is around what if this doesn't get the go ahead for August?
Response	SMcL: The Cabinet Committee will determine their decision at the end of May. We would need to work closely with you, especially if the provision will not open as we need to be able to support any transition.
Statement	Cllr Dempsey: There are more houses in Dalgety Bay which are occupied by older people without children. Over the years, I think more young families will move in. Your statistics don't include this.
Response	SMcL: We cannot predict this however, we can only project the births. This happens across Fife. There is capacity within the model for us to manage numbers. There is capacity within the school to allow this.
Question	Parent: Is there capacity in Donibristle PS?
Response	SMcL: Yes. We predict a reduction in numbers across Fife. This varies across areas. We watch the numbers very closely and carefully. We expect the school roll to go down every year. Creating an ASC here will help us sustain the school roll here. There are no issues with the numbers.
Question	Parent: My daughter has a split placement. With the outcome of this proposal not being decided until May, does this mean any AMG decisions will not be made until May?
Response	SMcL: No, however we cannot agree places at Dalgety Bay PS ASC until we know if the proposal can proceed. The team around the child would be involved in this. We will get a better idea of whether we will be able to proceed as we go through the process. We will know if

	there is a lot of opposition to the consultation. We can determine whether this goes ahead based on this and start our planning.
Statement	Parent: Transition is very important to children with ASN. Children are very welcoming to all.
Response	SMcL: We are early on in the consultation but we are not hearing a lot of opposition. We will take all views into account and provide an informed decision. The young people's feedback was really positive. They wanted to invite all the children to come and feel welcome. They advised they would make new friends. It felt like a true position of how they feel.
Response	JF: It has to be right for the child. If they don't start in August, it doesn't mean they won't come. It can change to suit their needs. The opportunity would still be there for them.
Statement	Parent: The parent council are really interested. We want current standards maintained and for it not to impact on the mainstream.
Response	SMcL: Absolutely. I hope we have managed to reassure everyone.

Shelagh McLean concluded the meeting by thanking people for their attendance and their comments, as well as encouraging people to provide feedback by any of the various methods.

Meeting closed at 6.51 pm

Any other relevant information - Pupil Consultation report

Proposal by Fife Council to establish a new stage of education in a school, being New Additional Support Class (ASC) Provision within Dalgety Bay Primary School, St Bridget’s Brae, Dalgety Bay.

Pupil focus groups were undertaken with representative groups of over 25% of the pupils within P4-P7 in Dalgety Bay Primary School. The table below provides the number of pupils at the affected school and the percentage of P4-P7 pupils taking part in the pupil consultation sessions:

School Name	School Roll Census 2024	No. of P4-P7 Pupils	% of P4-P7 on the roll	P4-P7 participation in sessions	% of P4-P7 pupils
Dalgety Bay PS	247	162	65.6%	53	32.7%

The pupil consultation took place on Tuesday 21 January 2025, to seek the views of pupils regarding the proposal to establish a new stage of education in a school, being a new Additional Support Class (ASC) Provision within Dalgety Bay Primary School.

The Quality Improvement Officer (QIO) and Team Manager both facilitated groups of individual primary stages and outlined the proposal to each group of pupils, provided some background information on ASC provision across Fife and shared the reasons for the proposal. They discussed what that would mean for the pupils attending Dalgety Bay Primary School and any impact for pupils attending the ASC provision at Cairneyhill Primary School or Pitreavie Primary School.

A number of questions, listed below, were posed to pupils to allow officers to gather information and feedback. A series of picture prompts were shown to pupils to ensure they understood the process and what a consultation would mean for them.

Format of the sessions:

1. **Set the scene**
2. **Context** – Why are we having a consultation?
3. As part of the **Statutory Consultation**, we want to come out and speak to pupils regarding the proposals that we are consulting on. Pupils’ views are important to us.

Education Scotland will also come out to see the schools and will speak to several pupils, the Headteacher and parents.

Advise pupils that all the comments are recorded, form part of a report, and a decision will be made in future by our elected members (explain to primary pupils who elected members are).

Background – explain the 3 types of provision we have across Fife

Mainstream – Early, Primary and Secondary

Within mainstream, additional support may be provided to support individuals through targeted support or interventions from school based staff including

pupil support assistants, support for learning staff or outreach staff from Support for Learners Service and/or Pupil Support Service. (For example – some pupils may use technology to help with writing, some pupils may do kit bag sessions or lego therapy, some people might work with other adults or in small groups, in the classroom or at other parts in the school)

Enhanced Provision - Additional Support Classes

Additional Support Classes (enhanced support provision) exist at primary stage to meet the pupils' identified additional support needs where these cannot be met within a mainstream classroom or school. At times individual children are on a shared placement between Additional Support Class and their mainstream school. This means that they spend some time in an additional support needs class and sometime in a mainstream primary school like Dalgety Bay

Special Schools

Offers specialist education for learners with complex additional support needs from 3 to 18 years.

What is a **catchment** area? (Map of Fife and local catchment areas relevant to the school)

Explain that normally pupils attend their catchment school. However for pupils requiring a bit more support, they attend an ASC and it may not be in their catchment area – it may be in the next town. Show map explaining this.

What is an ASC provision?

Explain that an ASC provision is a classroom that provides support for a small number of pupils in the one classroom.

Across Dunfermline and West Fife (show on a map) – we have 2 schools that currently have an ASC in Cairneyhill and Pitreavie and pupils from the Inverkeithing area (show on map) will travel to either of these schools for this enhanced support.

We have been looking across Fife to make sure we have enough space in these provisions for the number of pupils that need to access it.

The proposal is to set up a new provision in this school which will mean pupils from this area could attend a provision here rather than travel to Pitreavie or Cairneyhill Primary Schools.

This provision will utilise 2 classrooms within Dalgety Bay Primary School that are not currently being used for classes. The two areas are occasionally used by staff, for meetings, or small groups of pupils, and one room is used by the Out of School Club before and after school. All of these activities can be accommodated within other areas of the school.

Things that would stay the same:

- pupils from this catchment area would still come to Dalgety Bay Primary School
- there will be no change for the pupils in this school. You would still you're your classroom and your teacher. You would still have access to the gym hall/dinner hall, outside areas
- would still have access to the resources across the school including Learning Support Teacher, Pupil Support Assistants.

4. Prompt questions:

1. Are you aware of a consultation proposal to set up a new ASC in this school?
2. If yes, has this been discussed at home or in school?
3. What do you think about the proposal to:
 - Set up a new ASC in this school?
4. What do you think about the plan to use the 2 classrooms for a maximum of 20 pupils that would attend the ASC?
5. Do you think there will be any impact on the school if current Dalgety Bay pupils did not have access to these classrooms?

What would this mean for the pupils?

6. Do you think this will make any difference to your time in school (P4/5/6/7) educational experience?
7. Would they have any concerns for more pupils attending the school? There may be another 20 pupils in the school?
8. Do you think it would be good for any pupils from this area to attend this school for this provision rather than travelling into Dunfermline?
9. This option may allow pupils to walk to school rather than being taxied into Dunfermline or Cairneyhill – do you think this is a good idea?
10. What's important to you about your school?

Pupil Consultation – Dalgety Bay Primary School

A series of meetings were set up in Dalgety Bay Primary School over the course of the morning on Tuesday 21 January 2025 to discuss with pupils the proposed plans to create the additional support class provision.

The Education Officer outlined the proposal and the reason for the visit. A number of questions, listed below, were posed to pupils to allow officers to gather information and feedback.

Dalgety Bay Primary School – Tuesday 21 January 2025

53 pupils of Dalgety Bay Primary School took part in the discussion. The same questions were asked of each group. Each primary stage was split in half to enable pupils an opportunity to express their views. There were 13 P4 pupils who took part, 14 P5 pupils, 12 P6 pupils and 14 P7 pupils, which equated to 32.7% of the total P4-P7 roll. The pupils were positive in their views and eager to share information with the officers.

The comments were as follows per age primary stage:

P4 (13 pupils in total)

The comments received from the P4 group (13 children) were as follows:

- All of the pupils had heard about the consultation.
- 5 out of 13 had heard about it at home. 8 yesterday at school.
- The pupils wondered if the school would change a lot as things will move. NF explained only change will be classrooms being used rather than being empty.
- The pupils thought it sounded OK.
- They did not think there would be an impact on the school every day however advised sometimes this room is used for vaccines during the day.
- Some of the children thought it might make things a bit noisier as more people but overall they didn't think it would make a difference to their time in school.
- They advised groups and assemblies might get bigger or smaller. They were also talking about their friends in school who might be able to spend more time in school now.
- They thought it would be better to have more children in the school and be able to help each other.
- AG advised the children there would be a maximum of 20 additional children with 10 in each room.
- All children thought it was better for them not having to travel so far. It would also mean they were less likely to be late to school and if they were in a wheelchair, they would possibly be close enough to the school not to require transport.
- All children thought the proposal was a good idea.
- One of the children asked "if some people come here it will create space in the other ASC schools so others can get places there?" and also "taxis are not good for environment therefore it makes sense for children to go to school closer to home." NF responded to these points directly.
- The pupils advised that the most important parts to them about their school are as follows:
 - They don't have to travel to Donibristle
 - Their parents/carers can park right in front of the school
 - They get to go to the park
 - They can walk to school
 - They love how you can see dog walkers in the summer

- Everybody feels safe
- Everybody has a place to learn and make friends
- Everyone gets a good education and you are able to learn things you don't know about.
- They have Izzy the Therapet in school.

P5 (14 pupils in total)

The comments received from the P5 groups (14 children) were as follows:

- All of the pupils had heard about the consultation.
- The pupils advised the majority of them had heard about the proposal at school and at home.
- The pupils had the following thoughts in relation to the proposal:
 - They thought it would be a good idea as they have spare classrooms
 - There is a spare room upstairs which could be used if they were struggling for space for the main school
 - They described one of the classrooms we were using to undertake the consultation as the perfect room for sensory and hub next door. The rooms we were using were the proposed rooms for the ASC
 - They thought it would be a good opportunity to make new friends and have social time.
 - They thought it would be good to have separate space for some children as in lessons they might not understand everything.
 - They believed it would be a good idea as they will be able to be with children more like them.
 - A few of the pupils thought it would be good for reducing disruption in their classes.
 - One pupil pointed out that some pupils in their class are doing above what they are supposed to do as well.
- All pupils thought having an ASC within the school would have no impact to their time in school.
- One of the pupils thought it would have a positive impact on the school as they advised that normally some children within their class interrupt their lessons so if they were to attend the ASC, the rest of the class would be able to learn. Another pupil added that some people don't understand if we're in a lesson or not. Another added that it would be good for people to be able to work at different levels.
- All pupils did not think getting an ASC would impact on them. One pupil added that if there were more children in school, it would mean that you could make more friends. Another added that they are lucky to have a massive school which could definitely fit more people in.
- All pupils thought it would be better for children from the area to attend the an ASC provision at Dalgety Bay PS rather than travelling into Dunfermline.
- All pupils thought it was a good idea and walking to school would allow them to be fitter and healthier.
- The pupils advised that the most important parts to them about their school are as follows:

- People being kind
 - Lots of people making friends at break and lunch
 - The social aspect
 - Having good teachers
 - Learning new things
 - Making new friends
 - People being understanding and not caring if others are finding stuff tricky. They will just help and play with them anyway.
 - Think important anyone can join and learn at own pace, not worry what pace, safe environment
 - We have a good environment inside and work at own pace, other options if to hard
 - Would be to help effected children in good way, struggle with writing could type, or get worksheet-Good
 - A special welcome given to everyone no matter who they are or how they look
 - Because some people join later in school, they have buddies help and welcome here.
- Further questions received from the group were as follows:
 - Where would the new children line up? We all have our own lines at the moment.
NF advised we would need to look at this.
 - Which room would ASC be in?
NF advised it would be in the room we were in and the room next door.
 - This room is used as the after school and breakfast club. Which room would they use if this was now to be used as the ASC?
NF advised we would find another suitable space to use within the school.
 - Would there be a tepee tent?
NF advised we would look at different equipment for the spaces once we had established if the proposals could move forward.
 - It's normally only one person at a time in the sensory room. Would this be the same?
NF advised it would depend on the needs of the children.
 - If the back door was the ASC entrance, where would we go in?
NF advised if the proposal was to go forward, we would make sure there were enough access points to the building.
 - How would people in wheelchairs go upstairs?
NF advised we would need to carefully plan where children would go and make sure all areas were still accessible.
 - When would all of this happen?
NF advised we are proposing the ASC would open in August 2025.
 - Where would the main door be?
 - A good learning item is a computer. They are useful to have for numbers etc. There is a desktop in this room but another would be useful.
 - I don't think we should add any toilets as there are a lot anyway.
 - When will building work take place?
NF advised it would take place over the Summer holidays.

- If there was more than one person struggling at once, what would happen?
NF advised there would be more than one member of staff in class including PSAs.
- Would there be a teacher in their class?
NF advised there would be a teacher for each class.
- Will there only be 2 rooms used for the ASC?
NF confirmed there would be two classrooms and outdoor space.
- I think the hub a good idea.

P6 (12 pupils in total)

The comments received from the P6 groups (12 children) were as follows:

- 6 of the children had heard about the proposal on Monday 20th January as it was discussed with them by their Headteacher and the other 6 had heard about it at home.
- 3 of the young people had a conversation at home about the proposal after it was discussed at school.
- 1 pupil thought the proposal was a good idea. Another thought it would be beneficial for their catchment area.
- The pupils thought the proposal sounded fine as they have spare classrooms. They counted the classrooms and thought there were only 9 being used out of 16.
- They thought it would be a good idea to have the walls done and it would be more welcoming. Adding the class charter along with nice drawings displayed on the walls would be good. Images displaying the Children's Charter would also be good.
- The children didn't think there would be a negative impact on the school. They said there is currently an after-school club and chess club however they could potentially move to another area within the school.
- They didn't think it would make a difference to their time in school as they don't use the spaces. They advised they only use their classrooms however sometimes other spaces are used for reading.
- They thought it would be nice to have more children in school to make friends and play with. They also advised they would welcome them as change is stressful. They advised they have a friendship stop in their playground where anyone is welcome to go.
- They advised the P7s are often buddies for the younger children.
- One child asked "if the sensory corridor gets converted into the toilets, would the people who currently use sensory space be able to use it?"
NF confirmed we would have to consider this however it would be our intention to still have space available.
- They didn't have any concerns about more children being within the school. They thought they would be able to make more friends.
- The children thought it would be better for them to attend a school in this area as less travel, more accessible and closer to home for them.
- They thought walking to school was a good idea with some of the children already walking to school on a daily basis.

- The pupils advised the most important things about their school were as follows:
 - Having a hub or a place for quietness
 - We like our big playground. It's good as it has tarmac as we can play on when raining.
 - Having lots of sports equipment which is good to use. P7 help to bring this out for everyone to play with.
 - If you ever feel upset have hub area in school
 - Diverse school
 - Teachers are welcoming
 - After lunch we can go out to playground
 - Good big playground
 - Include others in games outside
 - HT goes to different schools and says we have a good playground as it is so big
 - HT recognises other schools don't have good playgrounds
 - 3 x playgrounds so we are able to spread out
 - Able to undertake activities outside like tennis etc.
 - Free school meals for P1-5.
 - When children find it hard to work we are allowed to use fidget toys to help

- Further questions received from the group were as follows:
 - How long will it take to create?
NF advised the plan would be on 1st July, Building Services would start to come out to make the changes we need to make over the summer. The changes would have happened by the time you return to school in August 2025.
 - Will the children be in the ASC for the full day?
NF confirmed majority will be full day but only for part of the week. This normally happens where the child attends 2 days in ASC and 3 days in mainstream catchment. All children have a right to be in their mainstream school.

- NF asked the children what would make a difference in the quad area? The children advised the following:
 - grass, softer surface, new things as a lot of things are rusty and old.
 - There is also a shed with fabrics on walls which is used for a quiet space.
 - There's a big flight of stairs from our class to get down to the space. Lots of stairs.

- NF asked the children who uses the quad/hub? The children advised the following:
 - some people get their own session to calm them down.
 - At break/lunch it is used as well.
 - We also have hub mentors and Miss Cross who help the children who use the space.

P7 (14 pupils in total)

The comments from the P7 groups (14 children) were as follows:

- All children had heard about the consultation through school.
- The children thought it sounded like a good idea to set up an ASC at Dalgety Bay as:
 - People need support as have dyslexia, autism and need the space.
 - Good to support all people to learn.
 - Good to have classrooms tailored for their learning needs.
 - It would be good as classrooms can be loud with a lot of people talking.
 - It would be good for them to have their own space and have somewhere/someone to go/talk to.
 - Good as we don't want a lot of people in a classroom as it can be overwhelming.
 - Good thing for children in our school or others, helps with learning
 - Good opportunity to come and get extra help, to move forward in learning
 - Good to use spare rooms that are not used much
 - See other children that may be in high school with
 - Good as rooms aren't used for learning
 - Safe place to meet children may see in HS
 - Opportunity to children to see a different environment
 - Good, not to be just in class with children they know
 - Quieter environment
- They thought the proposal makes sense and would be OK to use 2 classrooms as an ASC.
- They didn't think it would make a difference to them as they swap classes over the summer anyway. They explained there are other rooms they can use and the proposed classrooms aren't used a lot. They have an ICT room upstairs which is sometimes used for other things.
- They didn't think it would make a difference to their time in school. They thought it would mean they would have an opportunity to meet with other pupils. They would meet them before they go up to the high school together.
- No concerns raised.
- Good idea for children from the area to attend this school.
- They thought it would be a good idea for pupils to walk to school. They advised the quad doesn't have space for PE but you can walk to school for exercise. It would also help parents as they wouldn't need to have as much petrol and would be good for the environment.
- The pupils advised the most important things about their school were as follows:
 - The grounds of the school.
 - We have a big outdoor space and grass.
 - When there's a new teacher or new people coming in, you would always feel welcome.
 - We have a choir which goes out to places to sing.
 - There are loads of other things we do for the community.
 - Our teachers are lovely.

- Our teachers are really nice and they get to know you really well. They know your needs.
 - We all love the janitor.
 - Out school included all kinds of children/people
 - Treats them like normal children
 - Safe School
 - Nice environment
 - Want to include the ASC children in their school
 - So many facilities – outside, sensory room for children struggling
 - Hub area
 - Enjoy the space we have outside grass/concrete – always well kept
 - Nice calm not too noisy
 - Everybody is nice, welcoming, classes have different areas-reading, brain breaks.
 - Ground for kids – good school
 - Good for running as so much space
 - In general, a nice school, understanding when times are tricky others are understanding, having a tough time no one will look at you
 - Teachers are nice
 - Nice place to learn and play
 - Nice place to meet friends
- Further questions received from the group were as follows:
 - Would the younger ones be in one room and the older in another?
NF advised that schools can break down the groups by ability. It depends on the needs of the child. The department will need to become established first.
 - Is the ASC confirmed?
NF advised that is has not been confirmed. This is part of the statutory consultation. We take your comments from today and feed them into the report. The decision won't be made until the end of May 2025. We feel it would be an advantage but it depends on the outcome of the proposal.

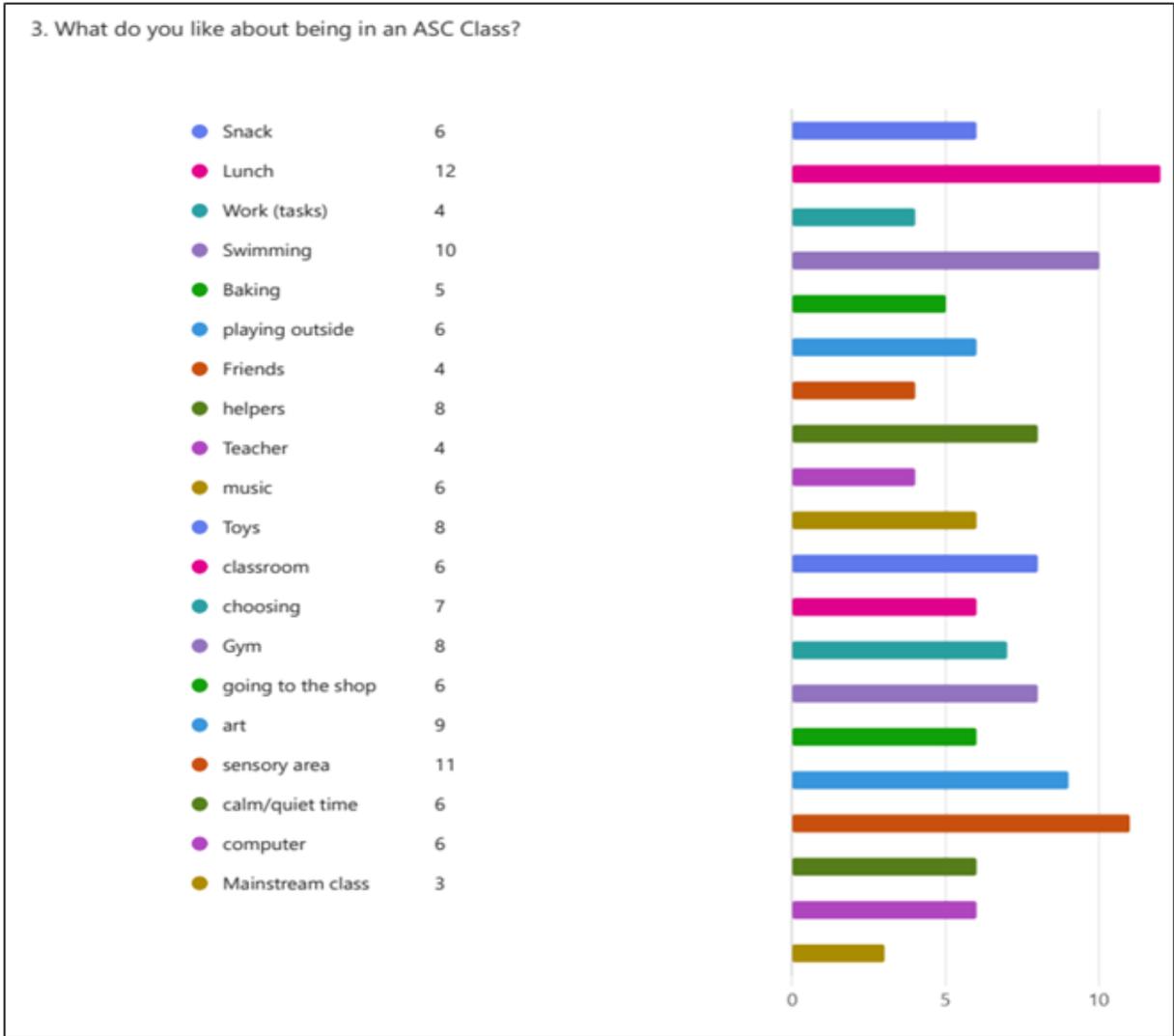
Pupil Consultation - Additional Support Classes (ASC provision)

Date range 6th and 7th February 2025
 Pupil stage range P2- P7
 ASC Provisions – Valley, Cairneyhill and Pitreavie.

Key information

Consultation was planned with 19 pupils
 15 pupils were interviewed – the other 4 chose not to participate.
 2 out of 15 pupils could not engage with the consultation
 Pupils had a known adult present when required.
 Almost all pupils would consider communication to be difficult.

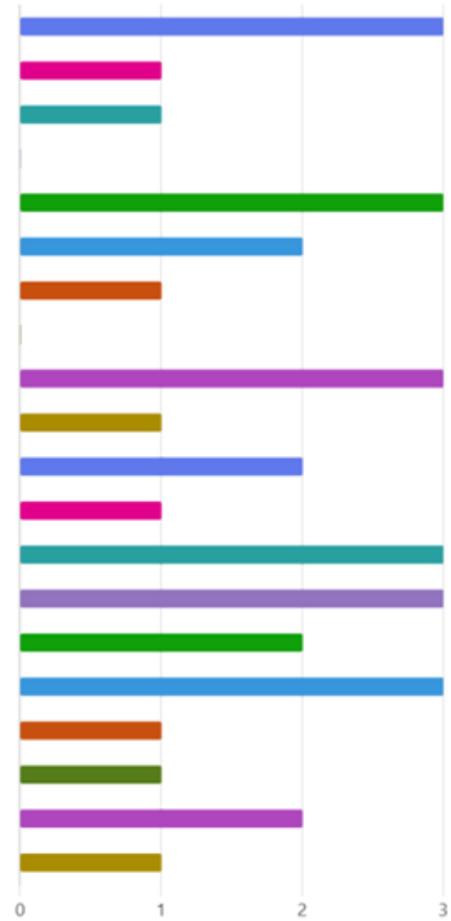
Responses:



Pupils provided a mixture of responses to demonstrate what was important for them in an ASC provision. However, access to swimming, lunch and a sensory area was stated by most.

4. What do you think is okay in the ASC?

● Snack	3
● Lunch	1
● Work (tasks)	1
● Swimming	0
● Baking	3
● Playing outside	2
● Friends	1
● Helpers	0
● Teacher	3
● Music	1
● Toys	2
● Classroom	1
● Choosing	3
● Gym	3
● Going to the shop	2
● Art	3
● Sensory Area	1
● Calm/Quiet area	1
● computer	2
● Mainstream class	1



Only 8 pupils were able to use 'it's okay' as an option

5. What do you not like about the ASC?



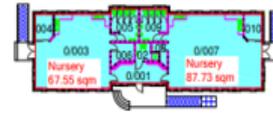
As with any tools that use 'like/dislike' the possibility is that the pupils do not want to choose the one that seems sad. However, those who did use this option mostly identified being outside and the computer as things they didn't like.

**Appendix I:
Any relevant plans, maps and photographs**

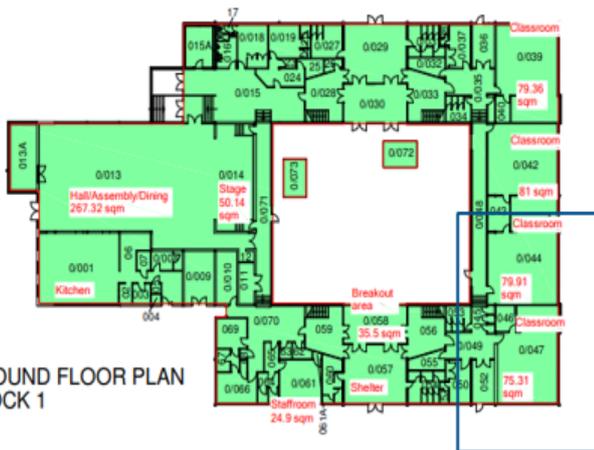
Proposed Location of new ASC Provision in Dalgety Bay Primary School



FIRST FLOOR PLAN
BLOCK 1



GROUND FLOOR PLAN
BLOCK 3



GROUND FLOOR PLAN
BLOCK 1

- Proposed 2 classroom areas with each to have a sensory room
- Disabled toilet
- Stair climber
- Secure entrance
- Internal quad for external space and fenced off area at the entrance area.

REV. A - SEP. 2009
REV. B - JUN. 2011
REV. C - AUG. 2012
REV. D - OCT. 2013

**DALGETY BAY
PRIMARY SCHOOL**
UPRN: 001070

Part 1: Background and information

Title of proposal	Proposal is to establish a new ASC provision in Dalgety Bay Primary School from Monday 18 August 2025.
Brief description of proposal (including intended outcomes & purpose)	<p>In line with the vision outlined in Building Fife’s Future: School Estate Strategy (28 August 2018) and supported by the Scottish Government’s Learning Estate Strategy: Connecting People, Places and Learning (2019), the proposed new ASC provision within Dalgety Bay Primary School will provide enhanced facilities in modern and flexible learning spaces to allow pupils to experience a wide-ranging curriculum offer, appropriate to their needs.</p> <p>The main driver for the establishment of a new enhanced provision to serve the South West Fife area, is based on the current and projected number of pupils requiring this enhanced support provision across this area.</p> <p>Financial investment will be required within Dalgety Bay Primary School to establish this new enhanced provision. The planned occupation date is from Monday 18 August 2025.</p> <p>The proposed maximum capacity of this provision within Dalgety Bay Primary School will be 20 full-time spaces for children.</p> <p>The proposal has been consulted in accordance with the Schools (Consultation) (Scotland) Act 2010.</p>
Lead Directorate / Service / Partnership	Kevin Funnell, Service Manager (Directorate Operations), Education Directorate
EqIA lead person	Kim Lawson, Compliance Officer, Education Directorate
EqIA contributors	All relevant consultees, as defined by the Schools (Consultation) (Scotland) Act 2010, were invited to participate in the formal consultation process. The Equality Impact Assessment was contributed to by a range of staff within Fife Council.
Date of EqIA	22 April 2025

How does the proposal meet one or more of the general duties under the Equality Act 2010? (Consider proportionality and relevance on p.12 and see p.13 for more information on what the general duties mean). If the decision is of a strategic nature, how does the proposal address socio-economic disadvantage or inequalities of outcome?)

General duties	Please Explain
Eliminating discrimination, harassment and victimisation	<p>This proposal will provide opportunities for children and the community to appreciate diversity and to recognise and value the strength and potential in everyone. This mutual understanding creates a culture of acceptance and reduces the stigma often associated with learning disabilities.</p> <p>Interacting with peers of diverse abilities encourages meaningful friendships, team building and co-operation. By embracing inclusion, the school will continue to create an atmosphere which celebrates differences and encourages mutual respect between pupils.</p>
Advancing equality of opportunity	<p>The establishment of this new ASC provision within Dalgety Bay Primary School will allow children to attend an enhanced provision within their locality and may reduce the need for transportation across the South West Fife area.</p> <p>The mainstream provision and allocation of resources will not be affected by the establishment of this enhanced provision. Mainstream pupils will still have access to targeted interventions, Pupil Support Assistants and Support for Learning Teacher to ensure their needs are met effectively.</p> <p>Children within the locality who do require access to an enhanced provision can attend a provision within the heart of their own community. This would include children who currently have a shared placement between mainstream school and an enhanced provision.</p>

	The creation of an enhanced provision within Dalgety Bay Primary School supports the understanding of inclusive education.
Fostering good relations	The school benefits from large extensive grounds for pupils to enhance their outdoor learning opportunities. In addition, there is an Out of School club within the school which offers childcare for parents/carers after school.
Socio-economic disadvantage	With the establishment of enhanced provision within a local area, there should be a reduction in the need for transport for individual children.
Inequalities of outcome	<p>The needs of children requiring access to an enhanced support provision for all or part of their learning, will be accommodated in well considered accessible facilities that will support them from their arrival on site, throughout the day, in formal learning and in informal social times.</p> <p>Creative and inviting learning spaces will support additional opportunities for children to learn collaboratively in all curricular areas, taking account of the skills they require for learning, life and work. Opportunities for integration into the wider school community will be promoted and offered where appropriate, ensuring the children feel part of the Dalgety Bay Primary School community.</p>

Having considered the general duties above, if there is likely to be no impact on any of the equality groups, parts 2 and 3 of the impact assessment may not need to be completed. Please provide an explanation (based on evidence) if this is the case.

Part 2: Evidence and Impact Assessment

Explain what the positive and / or negative impact of the policy change is on any of the protected characteristics

Protected characteristic	Positive impact	Negative impact	No impact
Disabled people	The needs of children requiring access to an enhanced support provision for all or part of their learning, will be accommodated in well considered accessible facilities that will support them from their arrival on site, throughout the day, in formal learning and in informal social times.		
Sexual orientation			No impact
Women			No impact
Men			No impact
Transgendered people			No impact
Race (includes gypsy travellers)			No impact
Age (including older people aged 60+)	May impact on grandparents who have a shorter distance to travel to collect pupils from school.		
Children and young people	School buildings with multi-purpose space available to provide greater flexibility and enhanced opportunities for pupils.		
Religion or belief			No impact

Pregnancy & maternity			No impact
Marriage & civil partnership			No impact

Please also consider the impact of the policy change in relation to:

	Positive impact	Negative impact	No impact
Looked after children and care leavers	Additional spaces to ensure the needs of care experienced pupils can be met e.g. multi-agency meetings can take place		
Privacy (e.g. information security & data protection)			No impact
Economy			No impact

1.0 Please record the evidence used to support the impact assessment. This could include officer knowledge and experience, research, customer surveys, service user engagement.

2.0 Any evidence gaps can also be highlighted below.

Evidence used	Source of evidence
1. Knowledge of existing school provision/practice	Officer discussion/consultation
2. School facilities and accommodation	School layout plans
3. Feedback received from relevant parties during the statutory consultation process	Consultation Response Forms, public meetings and pupil consultation, report from HMI Education Scotland
Evidence gaps	Planned action to address evidence gaps

Part 3: Recommendations and Sign Off

(Recommendations should be based on evidence available at the time and aim to mitigate negative impacts or enhance positive impacts on any or all of the protected characteristics).

Recommendation	Lead person	Timescale
1. Ensure any pupil wishing to relocate to this provision have an enhanced transition prior to relocating to the new school	Headteachers	August 2025 onwards

Sign off

(By signing off the EqIA, you are agreeing that the EqIA represents a thorough and proportionate analysis of the policy based on evidence listed above and there is no indication of unlawful practice, and the recommendations are proportionate.

Date completed:	Date sent to Community Investment Team: Enquiry.equalities@fife.gov.uk
Senior Officer: Kevin Funnell	Designation: Service Manager (Directorate Operations), Education Directorate

FOR COMMUNITY INVESTMENT TEAM ONLY

EqIA Ref No.	
Date checked and initials	