

**West Lodge First School and West Lodge Middle School
Statutory requirements for consulting interested parties**

**From DCSF School Organisation Unit Guides on
Closing or Making Changes to a Maintained Mainstream School**

List for the West Lodge Schools consultation 17 March – 4 April 2008

The writing in **bold type** is taken from the DCSF Guidance.
The ordinary type is who to consult and how.

The School Organisation (Prescribed Alterations to Maintained Schools)(England) Regulations 2007 (as amended) require proposers to consult the following interested parties:

- **the governing body of any school which is the subject of proposals (if the LA are publishing proposals);**
Write to: Headteachers and Chairs of Governors and all governors of West Lodge First and West Lodge Middle School. **Letter A.**
Enclose the consultation paper.
- **the LA that maintains the school (if the governing body is publishing the proposals);**
Not applicable.
- **families of pupils, teachers and other staff at the school;**
Write to: All parents, teachers and other staff of both schools. **Letter A.**
Enclose the consultation paper.
Enclose the Executive Summary of the feasibility study.
Enclose the Detailed Feasibility Information.
- **any LA likely to be affected by the proposals, including (in particular) neighbouring authorities where there may be significant cross-border movement of pupils;**
Write to: Director of Education of Hillingdon, Hertfordshire, Ealing, Barnet and Brent. **Letter B.**
Enclose the consultation paper.
Ask the Directors to bring the consultation to the attention of the schools in their area they consider will want to be aware of it.
- **the governing bodies, teachers and other staff of any other school that may be affected;**
Write to: Headteachers and Chairs of Governors of all high schools in Harrow. **Letter B**
Headteachers and Chairs of Governors of all first and middle schools in Harrow. **B**
In the letters ask the schools to consider how they may wish to engage with their teachers, other staff, parents and pupils (see below) - for example, through newsletter, meetings or other means as appropriate.
Enclose the consultation paper.
Gold Bulletin item.
Give link to website so they can access the feasibility study if they wish.
- **families of any pupils at any other school who may be affected by the proposals including where appropriate families of pupils at feeder primary schools;**
As above via letters to schools.

- **any trade unions who represent staff at the school; and representatives of any trade union of any other staff at schools who may be affected by the proposals;**

Write to: NUT; Unison; ATL; NAHT; NASUWT; GMB. **Letter C**

Enclose the consultation paper.

Discuss at Adults and Children Services Joint Committee.

- **(if proposals involve, or are likely to affect a school which has a particular religious character) the appropriate diocesan authorities or the relevant faith group in relation to the school;**

Write to: Archdiocese of Westminster (Roman Catholic) **Letter C**

Society of the Divine Saviour (Salvatorian Fathers) **Letter C**

London Diocesan Board (Church of England) **Letter C**

United Synagogue (Jewish) **Letter C**

I-Foundation (Hindu) **Letter C**

Enclose the consultation paper.

- **the trustees of the school (if any);**

Not applicable.

- **(if the proposals affect the provision of full-time 14-19 education) the Learning and Skills Council (LSC);**

Not applicable.

- **MPs whose constituencies include the schools that are the subject of the proposals or whose constituents are likely to be affected by the proposals;**

Write to: Harrow's Members of Parliament **Letter C**

Hillingdon's Members of Parliament **Letter C**

Enclose the consultation paper.

- **the local district or parish council where the school or proposed school that is the subject of the proposals is situated;**

Not applicable.

- **any other interested party, for example, the Early Years Development and Childcare Partnership (if one exists), or any local partnership or group that exists in place of an EYDCP (where proposals affect early years and/or childcare provision), or those who benefit from a contractual arrangement giving them the use of the premises; and**

Write to: EYDCP **Letter C**

Users of the premises of the two schools. **Letter C**

Enclose the consultation paper.

- **such other persons as appear to the proposers to be appropriate.**

Post the consultation on the Harrow website.

Write to: All elected Members **Letter C**

Harrow Council for Racial Equality **Letter C**

Harrow Family Learning Network **Letter C**

Faith in Community **Letter C**

Family Learning Development **Letter C**

Harrow Association for the Disabled **Letter C**

Harrow Association of Voluntary Services **Letter C**

Harrow Refugee Forum **Letter C**

MIND **Letter C**

Harrow Mencap **Letter C**

Enclose the consultation paper.

Under Section 176 of the Education Act 2002 LAs and governing bodies are also under a duty to consult pupils on any proposed changes to local school organisation that may affect them. Guidance on this duty is available on the Teachernet website: www.publications.teachernet.gov.uk and is entitled 'Pupil Participation Guidance: Working Together – Giving Children and Young People a Say'.

The Steering Group has decided not to consult the children at West Lodge schools further. More generally, as above via letters to schools.

Write to: Harrow Youth Council
 Young Voices Group

Letter C
Letter C

Enclose the consultation paper.

Drafted 13 March 2008