

Consultation on the Proposed Amalgamation of

Ysgol Maelgwn

<u>and</u>

Ysgol Nant y Coed

Llandudno Junction, Conwy and the Temporary
Arrangements until the new School Building on the
Esgyryn Site is Available for Occupation



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i. Introduction and Background

On 14th April, 2015, following a consultation period, Conwy County Borough Council's Cabinet gave formal approval for the closure of Ysgol Maelgwn and Ysgol Nant y Coed on 31st August, 2016 and the establishment of a new dual stream Community Primary School on the Esgyryn site as of 1st September, 2016.

Unfortunately, due to various circumstances, the new school building on the Esgyryn site will not be ready in time for 1st September, 2016 as proposed. As there is no way to amend the original proposal to take this into account, the Council has to undertake a new consultation on the situation from September 2016 until the new school building is ready to be occupied.

This consultation document sets out information which consultees will need so that they can take part fully in the consultation process. The process follows regulatory guidance as set out in the School Organisation Code.

The consultation re-states the previous position regarding the closure of Ysgol Maelgwn and Ysgol Nant y Coed and the opening of a new area school on the Esgyryn site.

The consultation also concerns the proposals for primary education provision in Llandudno Junction between September, 2016 and when the new school building will be available.

The consultation document is in two parts.

Part 1 is the re-statement of the previous consultation on the closure of the two existing schools and the opening of the new school on the Esgyryn site when the building is available.

Part 2 relates to the alternative arrangements that may be put in place from September 2016 until the new school building becomes available.

The formal consultation period;

- Commences on the 11/05/2016; and
- Ends on the 22/06/2016.

1. Description and Benefits of the Proposal

Through its Primary School Modernisation Programme Conwy County Borough Council has been reviewing current pupil numbers, equality of funding for pupils and the fitness for purpose of current school buildings across the Authority. The Local Authority has been engaging with parents, Governors, staff and communities in order to explain the current position and is proposing to establish a new Community Primary School in Llandudno Junction. The new school will be established through the amalgamation of Ysgol Maelgwn and Ysgol Nant y Coed with a new school built on a new site in Llandudno Junction. The new school will be built and developed through the Welsh Government's 21st Century Schools Programme in order to accommodate all pupils from the current schools and the Llandudno Junction Area. The purpose of this consultation is to establish the views of the community, potential users and other important stakeholders.

The consultation is on the basis that, if agreed, the new school in Llandudno Junction will open in September 2016, but that it will temporarily occupy the sites of the current two schools until the new building on the Esgyryn site is available. The most recent date we have for completion of the new building is Easter, 2017. This is the basis for **Part 1** of this consultation document.

During the period when the school will be established on the sites of the current two schools, two options are put forward for consultation. The two options are:

That the Foundation Phase pupils would be educated at the site of the current Ysgol Nant y Coed and that the Key Stage 2 pupils would be educated at the site of the current Ysgol Maelgwn.

OR

That the pupils would mostly be educated on their current sites, but in different classes and with different teachers.

Please note that they are identified 1a and 3 as this was how they were identified during the course of the options appraisal and risk assessment exercise undertaken by the Temporary Governing Body..

These two options are outlined in detail in Part 2 of this consultation document.

Proposals brought forward by the maintaining Local Authority will require the determination by the Executive of the Local Authority in all cases; meaning that any formal objections that are received through the Statutory process will be considered and determined by Conwy County Borough Council's Cabinet. Only a Local Authority objection will trigger the requirement for Welsh Ministers' approval where the Local Authority is not the proposer.

Those being consulted with are listed in the below table:-

Name/Organisation
Parents, teachers & staff of Ysgol Maelgwn & Ysgol Nant y Coed
Governors of Ysgol Maelgwn & Ysgol Nant y Coed
Headteacher & Governors of Ysgol Deganwy, Ysgol Porth y Felin & Ysgol Glan Conwy
Church in Wales Diocese of St Asaph & Roman Catholic Diocese of Wrexham

Denbighshire County Council Education Services
Gwynedd County Council Education Services
Welsh Minister for Education & Skills
Welsh Government Schools Management and Effectiveness Division
Assembly Member & Member of Parliament representing area subject to proposals
Local Conwy Councillor for Marl & Pensarn Wards
Conwy Town Council
Estyn
Teaching & Staff Trade Unions
GWE
Taith
Police & Crime Commissioner for North Wales
Conwy CYPP
Conwy Communities First
Flying Start Conwy

The consultation will take place during the period from 11th May to 22nd June 2016.

The Local Authority will not be holding a public meeting as part of this consultation, however, the Temporary Governing body will hold a drop in event between 3pm – 7pm, Thursday, 26th May and 9.30am – 1pm, Friday, 27th May at Conwy Business Centre to assist you with understanding how the different options may affect the education of the pupils. Staff from Conwy's Education Services will be available to take your consultation responses.

A report on the outcome of the consultation will be presented to a meeting of the Council's Cabinet on 28th June, for a decision on which option to proceed with.

We would like to know your views on these proposals and have suggested the ways in which you can do this at the end of this document.

Part 1

Proposal to close Ysgol Maelgwn and Ysgol Nant y Coed, Llandudno Junction from 31st August, 2016 and open a new area school on two sites until the new school building is available.

1.1 The Proposal to Amalgamate the Two Existing Schools

As part of the Primary School Modernisation Programme Conwy Education Services have engaged with parents, staff, Governors, pupils and the wider communities of Ysgol Maelgwn and Ysgol Nant y Coed. During 2011 key information was gathered to support the completion of Impact Assessments on Language, Community, Transport, Equalities and Buildings 'Fit for Purpose' and associated Options Appraisal were undertaken and completed by Conwy Education Services.

Each Impact Assessment and the Option Appraisal considered 4 options for the Area, namely;

- New Build Area School on Albini House Site
- New Build Area School on Esgyryn Site
- Maintain Current Schools &
- An Area School on Two Existing Sites.

Education Services consulted with the school, pupils and the community in order to discuss the Options for the Llandudno Junction Area. The Option Appraisal examined the various impacts for each option, feedback from children's workshops held with pupils from both schools in February 2011 and feedback received from the community on the Strategy and associated Implementation Plan.

In September 2011 Conwy Cabinet agreed to take forward the option for a new build Area School on the Albini House site. An Area School on one new site was the agreed option owing to limitations involved with building on current school sites, which would cause significant disruption to current pupils and staff. Options 3 and 4 would also have meant that the construction costs and NPV would be considerably higher than new build options 1 and 2.

During 2012 the preferred option of the Albini House site became unavailable and Cabinet agreed to progress with an Area School on the Esgyryn site. This information was shared with both of the schools key stakeholders.

During the interim period officers from Education Services have been in liaison with both Headteachers of Ysgol Maelgwn and Ysgol Nant y Coed in relation to arrangements and formal design & development processes for the proposed new all-through school on the Esgyryn Site.

The Proposal to amalgamate Ysgol Maelgwn and Ysgol Nant y Coed will mean the formal closure of both schools followed by the opening of a new build Community Primary School on Esgyryn Site for pupils in the Llandudno Junction locality.



Esgyryn Site - New Area School for Llandudno Junction

The new build Llandudno Junction Area School will provide 432 places for pupils aged from 3 – 11 years old. The school will provide 7 classrooms to accommodate provision for Nursery and Foundation Phase pupils and 8 classrooms for Key Stage 2 pupils. Other (non-

school) facilities that will be located on the School site will provide facilities for a Cylch Meithrin and a private Nursery.

In addition to formal educational space there will be also be resources facilities providing nurture rooms, group rooms, School Hall, studio space, access to ICT in all areas and staffing accommodation including offices and informal staff room.

Externally there will be vast space for sports pitch areas, games court, soft and hard play areas and habitat areas and landscaping suitable for both Foundation Phase and Key Stage 2 provision.

The new build Area School in Llandudno Junction will also incorporate the inclusion of two Specific Language Impairment (SLI) Resource units. The Key Stage 1 and Key Stage 2 units will provide support for pupils who require speech and language therapy whilst encouraging inclusion into mainstream schools in a safe and supportive environment.

Key Stage 1 SLI (Specific Language Impairment) Resource

This is a Key Stage 1 resource for young children identified as having a Specific Language Impairment. It is a full time (morning and afternoon) resource for up to 10 pupils. The resource is run by a Teacher and a Teaching Assistant who are qualified and experienced in supporting young children with SLI. The resource is also supported by a designated Speech and Language Therapist who provides regular therapeutic sessions to all pupils and general information and advice to the resource teacher. This provision is a bilingual resource and there are regular opportunities for the children to integrate into mainstream sessions during the afternoon. Young children who access the service have a School Action Plus Contract which is reviewed by the LA on an annual basis. The young children who access the resource have been described as having a specific language impairment by a specialist Speech and Language therapist.

Key Stage 2 Welsh Medium SLI (Specific Language Impairment) and MLD (Moderate Learning Difficulties) provision.

This is a Welsh medium Key stage 2 resource run by a teacher and two teaching assistants qualified and experienced in supporting children with MLD and SLI. Children who have been described as having a SLI access the unit in addition to pupils who have moderate learning difficulties. All pupils access the unit on a part time basis and re integrate into their mainstream setting during afternoon sessions. These pupils are provided with sessional support during afternoon session to aid their re integration. The children who access the unit have a School Action Plus Contract which is reviewed by the LA on an annual basis. The children within the resource have regular input from a Speech and Language Therapist which includes group work and individual therapy time.

The Local Authority have clear access and exit guidelines for the provision described above and pupils are placed in the resource settings following a decision made by the Local Authority multiagency moderation panel meeting.

The expected advantages and disadvantages of the Proposal to amalgamate Ysgol Maelgwn and Ysgol Nant y Coed have been considered by Education Services and are identified in the table below.

Advantages / Benefits of the Proposal	Disadvantages / Challenges of the Proposal		
There will be one Headteacher and Governing	Staffing implications, potential staff		
Body with a shared ethos	redeployment and/or redundancies		
A single set of policies with a single point of contact for parents/guardians/carers	Development of new day to day operational challenges of a new amalgamated school i.e. school layout, new uniforms, new school name etc		

Staff can work together creating stability and a shared vision to provide a consistent and coherent learning environment and offering greater potential for improving levels of achievement within the school	
A new build 21st Century School on a single site	
for all pupils living in Llandudno Junction	
Greater sense of school community for all staff,	
pupils and parents	

Conwy Education Services have considered any potential risks associated with the proposal to amalgamate the two schools and one risk has been identified along with the action to be taken to mitigate the risk.

Risks Associated with Proposal	Action taken to Mitigate Risk	
Proposal may not be supported and approved	Continue to keep Cabinet members updated on	
by Conwy County Borough Council's Cabinet	the progress of the Proposal and the Strategic	
	Primary School Modernisation Programme	
	through democratic processes	

2. Details of the Affected Schools

Ysgol Maelgwn and Ysgol Nant y Coed-Site Plan



Ysgol Maelgwn Broad Street Llandudno Junction LL31 9HG



Ysgol Nant y Coed Ronald Avenue Llandudno Junction LL31 9EU

2.1 Ysgol Maelgwn

Ysgol Maelgwn is situated in the urban area of Llandudno Junction in Conwy County Borough Council. About a third of pupils come from other nearby areas, including Glan Conwy, Conwy and Deganwy.

The school has nine classrooms (55.5m², 55.5m², 51.7m², 51.7 m², 54.7m², 55.3m², 46.6m², 70m² and 66.7m²) The pupils have access to 4453m² hard play area, 649m² of soft play area and a habitat area of 446m². There is also an ALN unit provision at the school that use a classroom space of 15.3m² and an ICT which occupies 45.3m² of space.

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Ysgol Maelgwn - School Plan

Ysgol Maelgwn's latest ESTYN Inspection report from 2013 makes the following comments on the nature and accomplishments of the school – "The school has appropriate provision for promoting pupils' health and wellbeing. This includes projects that teach pupils how to prepare healthy meals. The school works effectively with the local authority's educational inclusion team to support children who have behavioural difficulties. Since it was established in 2012, the school's nurture room operates as an active link between specialist agencies and provides professional counselling service for vulnerable pupils."

Ysgol Maelgwn has the capacity to accommodate 228 pupils between the ages of 3 - 11 years old.

Pupil numbers for the last 5 years

January 2012	198(29N)
January 2013	200(27N)
January 2014	201(42N)
January 2015	219 (35N)
January 2016	211 (33N)

Projected pupil numbers over the next five years are expected to be: (Taken from January 2016 PLASC stats)

January 2017	212
January 2018	222
January 2019	225
January 2020	235
January 2021	244

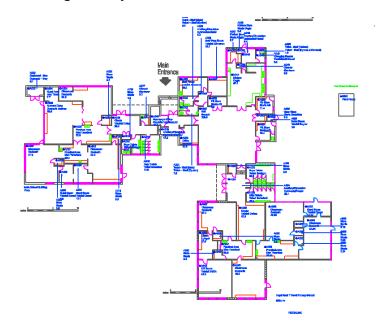
As at January 2016 there were 211 full time children attending the school with 33 part time pupils attending the Nursery class. (Reception = 33 pupils, Year 1 = 40 pupils, Year 2 = 26 pupils Year 3 = 24 pupils Year 4 = 31 pupils Year 5 = 25 pupils Year 6 = 32 pupils).

2.2 Ysgol Nant y Coed

Ysgol Nant y Coed is in the small town of Llandudno Junction in the county of Conwy. The school has an urban catchment that it describes as economically disadvantaged. There are 156 pupils on roll between the ages of 3 and 11. Of these, 20 pupils attend the nursery part time. Pupil numbers have decreased slightly over recent years.

The school has eight classrooms (51.6m², 56.8m², 47.8m², 47.4m², 47.4m², 49.08m², 47.84m² and 49.3m²). There is also an I.C.T room (49.3m²) and a library (17.3m²) The pupils have access to 7550m² of sports pitches, 1871m² of hard play zone, a soft play area of 3462m² and a habitat area of 361m²

Ysgol Nant y Coed - School Plan



The latest ESTYN Inspection report for Ysgol Nant y Coed dated 2013 comments –

"Nant y Coed is a safe, well-ordered and caring community, where everyone is valued. Appropriate policies and arrangements successfully promote healthy living and wellbeing. Pupils have a strong sense of belonging within the school and enjoy being here. The school places a strong emphasis on inclusion and ensuring pupils' welfare. The recent establishment of a nurture class, for example, has already had a positive impact on the confidence and attitude to learning of a number of targeted pupils. Pupils have the opportunity to contribute to developments within the school and they participate in a wide range of extra-curricular activities within their local community."

Ysgol Nant y Coed has the capacity to accommodate 189 pupils between the ages of 3 -11 years old.

Pupil numbers for the last 5 years

January 2012	154 (22N)
January 2013	151 (21N)
January 2014	146 (22N)
January 2015	157 (20N)
January 2016	156 (20N)

Projected pupil numbers over the next five years are expected to be:

(taken from January 2016 PLASC stats)

January 2017	157
January 2018	163
January 2019	169
January 2020	156
January 2021	133

As at January 2016 there were 156 full time children attending the school (Reception = 31 pupils, Year 1 = 27 pupils, Year 2 = 22 pupils Year 3 = 17 pupils Year 4 = 20 pupils Year 5 = 20 pupils Year 6 = 19 pupils).

2.3 Effect on Staff

Should the proposal to amalgamate the two schools be approved, the Temporary Governing Body will work with the Headteacher and in liaison with Education HR officers in establishing the staffing structure for the new amalgamated school. A significant proportion of this work has already been undertaken under the original proposal that this proposal will replace. These proposals will provide a greater opportunity for staff development of skills across a dual stream and bilingual curriculum and potential for more specialist staffing and management structures in the amalgamated school.

Ysgol Maelgwn

There are 9 full time Teachers at the school, including the Headteacher, along with 4 parttime Teachers, There are 8 teaching assistants that provide support to teaching staff. There are also 3 ALN support and resource based staff members.

The school has 1 full time Administrative Assistant and a part time Meal Clerk, 1 care taker and 3 cleaning staff, there is also 4 mid-day supervisors.

Ysgol Nant y Coed

At Ysgol Nant y Coed there are 9 full time Teachers including the Headteacher, Support to teaching staff is provided by 7 teaching assistants.

The school has 2 Administrative Assistants, a Caretaker, 2 cleaners and 4 mid-day supervisors.

2.4 Admissions Arrangements

Currently Ysgol Maelgwn have an admission number of 32 and Ysgol Nant y Coed have an admission number of 27. The proposed Admission Number for the amalgamated school is 60.

Admissions arrangements for the new amalgamated school will continue to be administered by Conwy Education Services.

Teaching groups will remain within the statutory limit of 30 pupils in the Infant classes and 30 or less for junior pupils.

2.5 Catchment Area

In the event of the proposed amalgamation of Ysgol Maelgwn and Ysgol Nant y Coed and new build Area School the existing catchment areas for the schools will be combined.

Pupils will eventually transfer to the relevant Secondary Schools of Ysgol Aberconwy, Ysgol Y Creuddyn or Ysgol Gatholig Bendigaid Edward Jones to continue their education.

3. Quality & Standards in Education

3.1 Curriculum

If the proposal were to go ahead there would be a single school with an age range of 3 to 11 year olds, providing either a Welsh medium or bilingual curriculum. Children upon admittance to Reception would be entitled to remain at the school until the end of Year 6 when they would transfer to secondary education.

The association between parents, the school and wider community can build over a longer period of time and allow children the opportunity to interact with a wider age range of pupils benefiting their social and emotional development.

The relationship between staff and children will allow the school to better understand the needs of each pupil and provide increased flexibility and expertise in terms of delivering subjects across the whole curriculum.

The ESTYN inspection reports for both schools comments as follows on the curriculum provision:-

Ysgol Maelgwn - "Educational visits enrich the curriculum, and the learning experiences as part of theme work promote pupils' understanding of aspects of local and national history and culture effectively. The significant numbers of pupils who have various instrumental lessons are a strength at the school. Teachers identify communication, numeracy and information technology skills appropriately in schemes of work. The school's teams of teachers for literacy and numeracy have undertaken useful initial work in terms of producing policies and ensuring consistency in provision for skills in line with the requirements of the national literacy and numeracy framework."

Ysgol Nant y Coed – "The quality of learning experiences is good and meets the needs of all learners. These range from within and beyond the school and engage the interests of all pupils. Teachers plan the curriculum thoroughly. Their planning identifies both subject and key skills and they make effective use of pupils' contributions when planning learning experiences relating to specific topics. The provision for ensuring that most pupils acquire appropriate literacy and numeracy skills is good. Planning for pupils' information and communication technology (ICT) and other technology skills across the curriculum is very good."

Amalgamation would build upon the work that the headteachers, staff and governing bodies have already started in order to improve school standards further. This good work could be

more easily built upon; collaboration providing the following potential benefits for pupils standards, enhanced provision, leadership and management:

- creating a shared educational ethos that supports children from age 3 through to 11 and providing consistently high expectations for all
- having both schools language provisions working closer together to continue to promote the use of Welsh both in and outide of the classroom.
- enabling pupils and staff from both language streams to access specialisms, resources and facilities associated with either provision more easily
- accommodating a wider breadth of activities for more able and talented pupils and those with additional learning needs,
- having a wide range of 'out of school' activities that benefit from greater resources and that could be interest rather than age related
- allowing the community to identify with and support a single primary school and potentially providing a more effective community focus role through its single governance
- promoting greater interaction allowing opportunities for additional activities which could be supported by parents, children and staff
- reduced duplication and economies of scale in management of budgets
- providing greater opportunities for staff development and learning from new ways of doing things.

As the new building will not be available for use in September, 2016 as originally planned, a temporary arrangement will need to be put in place to educate the pupils on the existing two sites from September, 2016 until the new school building is available.

3.2 Estyn Inspections

Schools are inspected as part of a national programme of school inspection. The purpose of inspection is to identify good features and shortcomings in schools in order that they may improve the quality of education offered and raise the standards achieved by their pupils (*Estyn*).

As a result of changes made in 2011 by Estyn to the inspection criteria schools are evaluated by asking three key questions and awarding judgement based on a four point scale as follows:

Judgement	What the judgement means
Excellent	Many strengths, including significant examples of sector-leading practice
Good	Many strengths and no important areas requiring significant improvement
Adequate	Strengths outweigh areas for improvement.
Unsatisfactory	Important areas for improvement outweigh strengths.

The judgement of the ESTYN inspection teams for the schools is as follows:

3.2.1 Ysgol Maelgwn: September 2013

Ke	ey Questions	Judgement
1	How good are the outcomes?	Adequate
2	How good is provision?	Adequate
3	How good are leadership and management?	Adequate

3.2.2 Ysgol Nant v Coed February 2013

Ke	Key Questions				
1	How good are the outcomes?	Good			
2	How good is provision?	Good			
3	How good are leadership and management?	Good			

The proposed amalgamation of the two schools is expected to maintain existing standards within the schools and provide an opportunity for further improvement under one Governing Body with a single ethos and policies.

4. Finance

The average cost per pupil in Conwy is £3,481 with a low of £3,250 in schools with higher pupil numbers and a high of £10,170 in schools with lower pupil numbers. The revenue costs for running Ysgol Maelgwn during the 2014/15 financial year were £837,604 with the cost per pupil figure of £3,765. For Ysgol Nant y Coed the revenue costs for running the school during the 2014/15 financial year were £616,911 with the cost per pupil figure of £3,929.

One of the drivers for Primary School Modernisation is equality of funding for pupils and through the amalgamation of the 2 schools the cost per pupil figure for the Llandudno Junction Area will be rationalised. Should the Amalgamation of the two schools take place the cost per pupil would be £3,872.

Capital funding for the scheme has been sourced between the Welsh Government's 21st Century Schools Programme and Conwy County Borough Council's Primary School Modernisation Programme.

Recurrent revenue budget savings will be reinvested into the Council's Primary School Modernisation Programme.

The current Ysgol Maelgwn and Ysgol Nant y Coed school buildings would be offered to other Education Services users before being declared surplus to Corporate Estates & Asset Management Service who would then proceed with disposal of the buildings.

5. Condition of School Buildings

Conwy County Borough Council as part of their Asset Management data hold information in relation to the condition of all school buildings (Whole Life Works). They are scored by the following:

Α	Serviceable, maintained life with normal maintenance
	maintenance
В	Operational, with minor essential maintenance
	requirements
С	Operational but with some critical and/or essential
	maintenance requirement
D	Barely operational, major critical and essential
	maintenance requirement a risk of breakdown; due
	for extensive refurbishment or replacement

The scores for each school are detailed below:

Ysgol Maelgwn	Ysgol Nant y Coed
C	C

A similar survey was carried out by EC Harris on behalf of the Welsh Government and their findings reflect those of Conwy County Borough Council.

6. Community Impact

6.1. Community use of school facilities

Analysis of the current 2013/14 and 2014/15 'Lettings of Premises' returns does not show any official use of school premises by the community for either Ysgol Maelgwn or Ysgol Nant y Coed.

6.2. Out of School Childcare

Both Ysgol Maelgwn and Ysgol Nant y Coed provide free WG breakfast to pupils. There is also a Cylch Meithrin group that operates at the Ysgol Maelgwn site that runs from Monday to Friday, 9am to 11am and hosts approximately 18 pupils. Both schools also currently run after school clubs, with approximately 19 children attending at Ysgol Maelgwn and 9 children at Ysgol Nant y Coed.

Both schools take part in a vast range of clubs and informal education activities including, music lessons, cycling proficiency, Urdd, Eco Council, netball, football, hockey; visits to Glan Llyn and Nant BH, Healthy Schools initiative to name but a few. The proposal to amalgamate the schools would see the continuation of such activities with opportunities for more pupils to access clubs as they wish.

7. Transport Impact

The current Home to School Transport Policy states that free transport will be provided for Primary School pupils who reside over 2 miles from their nearest appropriate school.

There is currently one pupil that receives Home to School Transport to Ysgol Maelgwn, on the grounds of Welsh Medium, Other pupils receiving transport to the school are doing so to attend the current Additional Learning Needs resources that are on site. There are no pupils receiving Home to School Transport from Ysgol Nant y Coed.

Should the Proposal to amalgamate the schools be approved, the current Home to School Transport Policy will continue to be applied and it is not anticipated that there will be an increase in transport provision as the location of the new school will be under the minimum 2 mile criteria for pupils living within the catchment area.

Those pupils who are expected to attend the ALN units on site will receive transport to those units should they be required to taking into consideration their specific needs and with authorisation from ALN Statementing Officers.

Education Services are working with the Authority's Traffic & Road Safety Officer and both schools in order to develop travel plans and safe routes for the new school.

8. Language Impact

The Welsh Government recommends that an analysis of the use of the Welsh Language in the schools referred to in this document is provided.

Ysgol Maelgwn is a dual stream school whereby 2 types of provision exist side by side in the school. Pupils either attend a mainly Welsh medium provision or a bilingual mainly English medium provision. Ysgol Nant y Coed is a mainly English medium school and provides significant use of Welsh through the curriculum and ethos of the school.

The proposal to formally amalgamate Ysgol Maelgwn and Ysgol Nant y Coed is not anticipated to impact negatively on the use of the Welsh Language. In having one Governing Body with a single character and policies there may be opportunity to work towards improving how the Welsh Language and bilingualism is promoted and expanded through the curriculum and in more informal activities within the new dual stream school, with continued support from the Local Authority.

Conwy's language strategy has committed to the Welsh Government's aspiration to continuously increase the numbers and percentages of the population who can speak Welsh. The aim is that all the county's pupils have appropriate language skills in Welsh and English.

Appropriate provision must be ensured to enable all pupils to develop bilingual proficiency. In this context, the skills of those pupils who are natural Welsh speakers need to be

fostered and introduce Welsh to learners. The aim is to ensure that pupils and students are given an educational stimulus to foster skills and linguistic confidence in both languages to enable them to be full members of the bilingual society in which they are part of. We want to encourage pride in the languages, heritage and culture of Conwy and Wales.

All educational establishments in the county are expected to reflect and reinforce the aim in their administration, social life and pastoral organisation as well as in their curricular provision. The council's responsibility (with headteachers and governors) is to ensure that appropriate teachers are available so that the average time given to teaching Welsh and English are in accordance with the Foundation Phase and the Framework.

Analysis of the use of Welsh Language	Ysgol Maelgwn	Ysgol Nant y Coed
Pupil Numbers – Full and Part Time (as at January 2016)	211 (33)	156 (20)
Language category of the school	Category 2 Dual Stream	Category 4 English Medium
(PLASC 2016) Percentage of pupils from homes		
where the language spoken is: Does not speak Welsh at Home	16%	16%
Speaks Welsh at Home	34%	8%
Not applicable, cannot speak Welsh	50%	76%
Percentage taught through the medium of Welsh	58%	0.5%
Of those that received a Teacher Assessment in	0070	0.070
Welsh, the percentage of children that <u>achieved</u> at		
Foundation Phase	100%	N/A
Key Stage 2	93%%	71% (2 nd Language Welsh)
Pupils language medium in the		,
Playground	English/Welsh	English
Breakfast Club	English/Welsh	English
After-school club	English/Welsh	English
(Sept Stats 2013)	<u> </u>	<u> </u>
School participates annually in:		
Cylch Meithrin / Ti a Fi	Yes	No
Éisteddfodau	Yes	Yes
Urdd Branches	Yes	Yes
Other Welsh Medium activities	Yes	Yes
The school is used by the community to learn Welsh	No	No
Percentage of Teaching staff able to teach through the medium of Welsh:	100%	100%
Percentage of Support Staff that are able to teach through the medium of Welsh:	90%	100%
Percentage of Governors that are able to speak Welsh:	50%	42%
Language most commonly used during:		
Governor meetings –	English	English
PTA meetings	English	English
Staff meetings	English/Welsh	English
(of persons aged 3+) The percentage of the Local	Marl	Pensarn
Ward that: Speak Welsh	30%	29%
No skills in Welsh	56%	54%
INO SKIIIS III VVEISII	30%	34%

9. Equality Impact

The below tables consider the existing information of the 2 schools in relation to any specific equality strands that may need to be considered during the implementation of the proposals. The information for the 2 schools shows a diverse school population and there is no indication that any pupils would be disadvantaged should the proposal to formally amalgamate the 2 schools go ahead.

The ESTYN Inspection reports for both Ysgol Maelgwn and Ysgol Nant y Coed demonstrate that the schools have a safe and inclusive environment for pupils that would continue should the schools formally amalgamate.

Ysgol Maelgwn ESTYN report from 2013 states that "The school promotes pupils' spiritual, moral, social and cultural development successfully. Pupils have regular opportunities to take a leading part during the morning collective worship sessions, along with opportunities to reflect during the 'minute to think' sessions in classes. Schemes such as 'Mêts grêt' (Great mates) and the 'respect for others week' foster positive attitudes by pupils towards each other and a sense of responsibility over others"

The findings of the Ysgol Nant y Coed ESTYN inspection from 2013 tell us that "The school is an inclusive community where pupils receive equal access to all activities. There is a clear emphasis on recognising, respecting and celebrating diversity. The building offers a welcoming environment, which reflects the school's ethos and values."

Equality	Ysgol Maelgwn
Strand	
Race	(PLASC 2014) In Ysgol Maelgwn 95% of its pupils who are over 5 years old are 'White British'.
	The 2014 PLASC return also tells us that 68% of Ysgol Maelgwn pupils are of 'Welsh' nationality, 30% are 'British' and 2% are 'English'.
	Information in relation to race is regarded as 'sensitive data' and as such, the information for pupils under the age of 5 is withheld.
Disability	(PLASC 2014) There are currently around 29% of pupils at Ysgol Maelgwn who receive some support for Additional Learning Needs, of these, the majority are boys.
Gender	(PLASC 2014) Of the 202 pupils who currently attend school full time at Ysgol Maelgwn there are 97 boys and 105 girls.
	In order to establish whether boys or girls perform any better than each other we can look at data at a school level, which can then be compared to data given on a Conwy County level and an All Wales level.
	At Ysgol Maelgwn girls have outperformed boys at both Foundation Phase and Key Stage 2; however in comparison to the County and National averages, both boys and girls at Foundation underperformed, whereas at Key Stage 2 both boys and girls at the school achieved higher in comparison to County and National averages.
Age	Ysgol Maelgwn is school that provides full time education for pupils aged 4 to 11 and part time nursery for pupils aged 3-4 years old.
	Information classed as 'sensitive' e.g. ethnicity, nationality, is not reported for children under 5 years of age, in line with National recommendations.
Religion & Belief	(PLASC 2014) Ysgol Maelgwn is not an affiliated denominational school, which is reflected in the breakdown of pupil's religious beliefs. At Ysgol Maelgwn 46% of pupils are recorded as having 'No Religion' and 40% 'Christian'. The remaining 14% consist of 'Anglican', 'Buddhist', 'Hindu', 'Methodist', 'Muslim', 'Other', and 'Roman Catholic'.
Sexual Orientation	N/A
Welsh	See 'Language Analysis' for Ysgol Maelgwn (Section 8)
Language	

Other	(PLASC 2014) 16% of pupils that attend Ysgol Maelgwn are currently eligible for free
(please	school meals.
state)	

Equality Strand	Ysgol Nant Y Coed
Race	(PLASC 2014) In Ysgol Nant y Coed 91% of its pupils are 'White British'.
	The PLASC 2014 data tells us that 53% of pupils are 'Welsh' 40% 'British', and the remaining 7% are 'English' or 'Other'.
Disability	(PLASC 2014) There are currently around 25% of pupils who receive some support for Additional Learning Needs; of those pupils who receive support at Ysgol Nant y Coed 50% are Boys and 50% are Girls.
Gender	(PLASC 2014) Of the 145 pupils who currently attend Ysgol Nant y Coed there are 67 Boys and 78 Girls.
	In order to establish whether boys or girls perform any better than each other we can look at data at a school level, which can then be compared to data given on a Conwy County level and an All Wales level. At Ysgol Nant y Coed both boys and girls achieved higher in comparison to County and National averages at Foundation Phase. At Key Stage 2 boys performed better than County and National averages, whilst girls marginally underperformed in comparison; overall pupils achieving in line with both County and National averages.
Age	Ysgol Nant y Coed provides full time education for pupils aged 4 to 11 and part time nursery for pupils aged 3-4 years old.
Religion & Belief	(PLASC 2014) Ysgol Nant y Coed is not an affiliated denominational school, which is reflected in the breakdown of pupil's religious beliefs. At Ysgol Nant y Coed 58% of pupils are recorded as having 'No Religion' and 35% 'Christian'. The remaining 7% consist of 'Methodist', 'Muslim' 'Other' and 'Roman Catholic.'
Sexual Orientation	N/A
Welsh Language	See 'Language Analysis' for Ysgol Nant y Coed (Section 8)
Other (please state)	(PLASC 2014) There are around 23% of pupils who attend Ysgol Nant y Coed that are currently eligible for free school meals.

Part 2

Consultation on the options for interim educational arrangements on the two current school sites from September, 2016 until the new school building is available.

10 Description of the proposals

If Conwy's Cabinet approves the proposal outlined in **Part 1** of this consultation document, the new area school will operate from the sites of the current Ysgol Maelgwn and Ysgol Nant y Coed until the new school building on the Esgyryn site becomes available. The most recent estimate for this is Easter, 2017.

This part of the consultation seeks the views of stakeholders on two alternative arrangements that may be implemented.

10.1 The options for the location of pupils on the two current sites until the new building is available for use.

The two options put forward for consultation are:

That the Foundation Phase (infants) pupils would be educated at the site of the current Ysgol Nant y Coed and that the Key Stage 2 (junior) pupils would be educated at the site of the current Ysgol Maelgwn.

OR

3. That the pupils would mainly be educated on their current sites, but possibly in different classes and with different teachers.

Option 1a above is the option favoured by the Temporary Governing Body.

Under option 1a, the pupils would be placed in the classes and be taught by the staff who will be teaching them when the new school building is available. The class and teaching combinations will be as similar to those planned for the new building as possible.

Under option 3, the existing pupils would continue to be taught at their current site. However, in order to accommodate the new staffing structure, some pupils may change classrooms and may change teachers. Some classes may also change. As pupils of the same ages are split across two sites, it would not be possible to replicate the class and teacher combinations that will exist once the new school building becomes available.

The expected advantages and disadvantages of the options were considered in depth by the Temporary Governing Body and are summarised in Table 2A overleaf.

Options	Pros (main drivers - maintain / improve educational standards)	Cons	Other mitigating circumstances
Option 1a Infants on 'Nant y Coed'	 Pupils fit better on two sites. The pupils will be in their right class in preparation for the new school building and have an opportunity to settle with their peers/teacher Progression (pupils much happier to work if they have an opportunity to settle in a class with their friends and also standards can drop if 	Objection from parents Some will have to move things Some staff will have to move twice ALN/ASD children will struggle with change	- Help from the county to move resources from site to site and time to do this?
site / Juniors on 'Maelgwn'	there is a different teacher in the class because of their awareness of new pupils)	Families on two sites	- Prepare pupils with difficulties
site	 Teachers will be with their right class. Teachers able work together on the school's new curriculum. The school will be more prepared for the inspection and there will be 		by visiting the sites beforehand.
	 The school will be more prepared for the inspection and there will be evidence in pupils' books. Opportunity for some staff that will work together to get to know each other better. 		 Bus pupils fron one site drop o at another and
	The mindset of Us and Them will disappear to some extent		back.
	Staff will have time to settle into their new role/classroom		 Ensure breakfast clubs
	The management team will be able to begin their work from the start.		begin 15
	The school will be able to set in the core subjects from the start in the second language stream.		minutes earlier
	 second language stream The move to the new building will be less of a burden as we will only move building, rather than building, classrooms and teachers. 		- After school clubs also available.
	The school can identify target groups faster and put strategies in place		available.
	The teaching assistants will be in the right place with the right teacher and begin to bond immediately		
	 Feeling of being part of Awel y Mynydd rather than NyC and M with new uniforms! 		
	Fresh Start		
	Competitions such as football / netball / Urdd – able to practice together		

Table 2A- Advantages and disadvantages of the two options that are subject to consultation									
Options	Pros (main drivers - maintain / improve educational standards)	Cons	Other mitigating circumstances						
Option 3 Pupils continue to be educated largely on their current sites.	 Parents won't have to take their children to different sites if they have siblings Majority of staff won't have to move class. Pupils with ASA difficulties won't have to adapt. 	 Currently 19 classes on both sites but only 16 in the new school – three teachers short. Pupils not in the right class and therefore won't have an opportunity to be with their peers Teachers can't work together effectively on the school's new curriculum. The school will not be ready for the inspection and evidence in pupils' books will be varied and different – no consistency. The staff will not be able to get to know each other easily. Staff won't have time to settle into their new role/class The management team will not be able to begin working effectively from the beginning as the departments will be separate. Moving to the new building will be hard work as we will move building, classes and teachers at the same time. We will not be able to identify target groups as they will be scattered and therefore not enough staff to target them effectively. There will be no feeling of being part of Awel y Mynydd, we will still be in NyC and M with new uniforms! Competitions such as football / netball / Urdd – will be difficult. 	Cost of 3 additional teachers - 60k More non-contact time for Senior Management Team - £?K						

11. Options Appraisal

A further analysis was undertaken via an options appraisal before the Temporary Governing Body made their request to Conwy County borough Council to start a consultation process.

The options appraisal was undertaken with parents, teachers, non-teaching staff, staff from the Welsh language Support Unit, staff from the Early Years team and staff from the Consultancy Section of Conwy's Environment, Roads and Facilities Service.

The options appraisal process indicated that the two options that are the subject to this consultation received very similar scores. Other options had been initially considered but were eliminated due to having a low score in the appraisal or due to the school buildings not being suitable or sufficient to accommodate those options.

The options appraisal was undertaken on the basis of option 3 being the default option and as such was scored as no better and no worse than the current arrangements for each criterion.

The most notable differences between the two options during the appraisal process was that option 1a scored highly for the education criterion whereas Option 3 scored higher under the criteria for Community, Language and Transport/Traffic.

It should be noted that for the criteria on Transport/Traffic and Welsh Language, mitigating actions were also consulted upon which would result in higher scores for Option 1a should they be implemented.

A summary of the results of the Options Appraisal for the two options considered are shown in table 2B below.

Table 2B – Summary of Options Appraisal results							
	Agreed Weighting	'Nant y C	a Infants on oed' site / Maelgwn' site	their currer	oupils stay in nt locations – t option		
		Core	Weighted	Core	Weighted		
Buildings	10	3	30	3	30		
Community	13	2	26	3	39		
Education	40	3.74	3.74 149.6		120		
HR/Staffing	14	3	42	3	42		
Language	13	2	26	3	39		
Transport/Traffic	10	1.66	16.6	3	30		
Total Option Score (maximum	600 available)	290.2		300			
Total score with transport pr alternative options as mitigation (294.2		300			
Total score with bullet points in assessment implemented		30	7.2	300			

12. Risk Assessment

The Options Appraisal process indicated that the two options received very similar scores. The Temporary Governing Body did not feel that this evidence alone was sufficient to allow them to reach a decision.

The Temporary Governing Body therefore undertook an analysis of the potential risks of each of the two options in order to assess whether one or other of the options carried more risk. Risks were identified under the following categories –

- Reputational Risk to the School and the Temporary Governing Body
- Educational Risks
- Financial Risks
- Operational Risks

The results of the risk analysis are shown in the Risk tables on the following pages.

The temporary Governing Body assessed the inherent risks of each option against the risks identified. These inherent risks are shown in column D for option 1a and column E for option 3. These are the risk scores if no action is taken to reduce the risk.

They then examined what measures could be put in place that may reduce the likelihood of any risk arising or that may lessen the impact if a risk were to happen. These mitigating factors to reduce the risk are outlined in column F.

Finally, the risks for each option were scored again taking into account the risk reduction measures that may be implemented. The scores are shown in column G for option 1a and column H for option 3. These are the risk scores after the risk reduction measures are taken into account.

The matrix overleaf shows the scoring methodology for the risk assessment. The tables on the following pages shows the detail of the risk assessment.

Risk Assessment Criteria

1	Event is almost certain to occur in most circumstances	>70%	Almost Certain	Α	1					
OOD.	Event likely to occur in most circumstances	30-70%	Likely	В	2					
LIKELIHOOD	Event will possibly occur at some time	10-30%	Possible	С	3					
LK	Event unlikely and may occur at some time	1-10%	Unlikely	D	4					
	Event rare and may occur only in exceptional circumstances	<1%	Rare	E	5					
						5	4	3	2	1
						Very Low	Low	Medium	High	Very High
			Time/Cost/Objectives			Insignificant increase to project time or cost. Barely noticeable impact on project scope or objectives	<5% increase to project time or cost. Minor impact on project scope or objectives	5% - 20% increase to project time or cost. Major impact on project scope or objectives requiring sponsor approval	20% - 50% increase to project time or cost. Impact on project scope or objectives unacceptab le to sponsor	>50% increase to project time or cost. Project fails to meet objectives or scope
		Service Performance			e	Minor errors or disruption	Some disruption to activities/cust omers	Disruption to core activities/ customers	Significant disruption to core activities. Key targets missed	Unable to delivery core activities. Strategic aims compromis ed
			Reputation			Trust recoverable with little effort or cost	Trust recoverable at modest cost with resource allocation within budgets	Trust recovery demands cost authorisatio n beyond existing budgets	Trust recoverable at considerabl e cost and manageme nt attention	Trust severely damaged and full recovery questionab le and costly
			Financ	cial Cost (£)		<£10k	£10k - £20k	£20k - £30k	£30k - £40k	>£40k
		IMPA	СТ		-		→			

Risk Register

Minor Moderate Major Critical

Llandudno Junction Temporary Arrangements September, 2016

Α	В	С	D	E	F	G	н	1
Ref No.	Risk Description	Consequence	Score / level of inherent risk for Option 1a	Score / level of inherent risk for Option 3	Risk reduction measures Body/School	Risk for option 1a after measures and controls are put in place	Risk for option 3 after measures and controls are put in place	Comments
			ialy GO	verming				
RR-1	Parents feel that their opinions and wishes have not been listened to.	The Temporary Governing Body and the new school would lose the good will of parents before it is even established.	В2	C4	There would need to be a very strong and continued campaign of publicity and information on the rationale for the decision on behalf of the temporary governing body	C4	C4	
RR-2	Parents who have siblings on two sites may find it difficult to take their children to school	The Temporary Governing Body and the new school would lose the good will of parents before it is even established.	В3	E 5	Longer window in the morning and evening for handover and collections and a sub-committee to assess genuine hardship. Also, breakfast club in both sites. The head will also consider extending hours of nurture groups. School will appoint a Family Liaison Officer with Deprivation grant finance. There is budget of up to £40k available from Education Services to assist parents who may have genuine hardship in accessing the two sites.	C4	E 5	There is budget of up to £40k available from Education Services to assist parents that may suffer difficulty with the arrangements

Edu	Educational Risks							
ER-1		Teaching of pupils will suffer and standards may decline	E4	A 4	Head would need to ensure that the needs of staff are adequately met during the temporary period before the move to the new school building. There would be an acknowledgement of the change process and the effect it has on individuals. Mechanisms would need to be put in place to support staff through the transitional period. There may be financial cost	E4	B4	
ER-2	Any new proposal could cause organisational difficulties for the Senior management Team in the School	Teaching of pupils could suffer and standards may decline	E4	A2	Head would need to ensure that plans and procedures are put in place to ensure that the Senior management Team can operate effectively to implement the needs of staff and pupils during the temporary period before the move to the new school building	E4	A2	
ER-3	The risk that there would be a breach of the statutory maximum class size of 30 pupils in the Foundation Phase.	The school would be in breach of the statutory class size for Foundation Phase pupils. The school may be subject to censure from the Welsh Government	E4	A 1	One class in option 3 is shown as potentially having 31 pupils. Mitigation could be an offer to parents to have their child educated at the alternative school site. If no parents would wish to make this change, the school would have to see if any alternative class structure could eliminate the issue or an additional teacher and TA would need to be employed.	E4	C1	

ER-4	Pupils and staff not in their 'correct'/optimum intervention groups/classes including pupils with additional learning needs	Jeopardising - pupil standards and outcomes; Curriculum planning and provision; wellbeing	D4	A2	Mitigating this risk would require excellent planning and organisation with no hiccups. Employ TA's to support the pupils - at a cost.	D4	А3	Cost of employing additional staff
ER-5	Unhealthy promotion of 'Us' (Maelgwn) and 'Them' (Nant y Coed) scenario amongst pupils, staff and parents	Poor 'team' and working relationships. Devisive for pupils, staff, parents and community	D4	В3	Cross site organised activities and projects would need to be undertaken to ensure that both sites feel part of the Awel y Mynydd school.	D4	B4	
ER-7	Physical and time restraint barriers for Foundation Phase staff to work together and for KS2 staff to work together for the benefit of pupil standards.	Poor planning jepordising pupil standards	E 5	B2	Mitigating this risk would require excellent planning and organisation with no hiccups. Employ TA's to support the pupils - at a cost.	E 5	B2	
ER-8	Poor inspection results in 2 yrs time	Poor school community morale. Loss of pupils leading to loss of budget. Estyn category	D1	В1	Leadership and team work across the school, high expectations and excellent organisation, knowledge planning and delivery as well as opportunities for pupils to reach potential.	D1	B1	
ER-9	Risk of deterioration of the Welsh Language Standards in the school	Welsh standards in the school would deteriorate	C4	D4	Mitigating factors identified by the Welsh Language impact assessment	E4	E4	

Financial Risk									
FR-1	Risk that one or more of the classes sizes in the Foundation Phase exceeds 30	The school would breach the statutory maximum class sizes and would require more teaching staff in order to comply with the law	E 5	СЗ	Ask parents if they would wish to transfer their child to the other site to reduce class sizes. Examine whether a re-configuration of the classes would be possible so that this risk is eliminated.	E 5	С3	A teacher could cost £20k-30k for two terms	
Оре	Operational Risks								
OR-2	Traffic Congestion at school at morning drop off and afternoon collection times.	Health and Safety issues/complaints. Impact on school timetable.	В4	В4	Publicity to parents, (mini) bus service between school sites, promotion of walking and cycling. Extending opening hours in the morning and afternoon.	C4	C4		

The outcome of the risk analysis was that option 3 was identified as having 4 critical risks even after mitigation actions were considered. The risks were all related to the risk to the education of the pupils.

There were no critical risks identified for option 1a. There was however one Major risk and four Moderate risks.

10. Consultation

This document marks the start of the consultation. This enables all interested parties to give their views on the proposal before any statutory notices are published. This period of consultation will last until 22nd June 2016. As mentioned above, the Temporary Governing Body will be hold a drop in event between 3pm – 7pm, Thursday, 26th May and 9.30am – 1pm, Friday, 27th May at Conwy Business Centre to assist you with understanding how the different options may affect the education of the pupils. Staff from Conwy's Education Services will be available to take your consultation responses.

The Council will carefully consider any comments made at the meeting and all comments and observations made in writing by this date. As a result of the consultation the Council may decide not to proceed any further with any of the proposals or to go ahead with parts of the proposals or a modified version of the proposals. Any formal proposal would be set out and published in the form of a public statutory notice.

The Council has the powers to propose expansions or closures of schools. If proposals are published following this period of consultation, there then follows a statutory 28 day period during which further representations and formal objections can be made.

Any responses during the Consultation will not be regarded as formal objections. To have responses considered as statutory objections they must be made in writing or by email within the 28 day objection period.

Whether or not objections are received within the statutory period, the proposal will be determined by the Authority at the end of the 28 day objection period.

How can you comment on the proposal?

- By attending the stakeholder event organised by the Temporary Governing Body and handing in your written comments.
- By filling in the attached questionnaire and sending it to Richard Ellis Owen, Head of Education (Chief Education Officer), Education Department, Government Buildings, Dinerth Road, Colwyn Bay LL28 4UL
- Those requiring an electronic version can e-mail <u>School.Modernisation@conwy.gov.uk</u>
- By writing to Richard Ellis Owen, Head of Education (Chief Education Officer),
 Education Department, Government Buildings, Dinerth Road, Colwyn Bay LL28 4UL
- By e-mailing your views to school.modernisation@conwy.gov.uk.

Consultation

on the revised arrangements for the Proposed Amalgamation of Ysgol Maelgwn and Ysgol Nant y Coed

Llandudno Junction, Conwy and the Temporary Arrangements until the new School Building on the Esgyryn Site is Available for Occupation

PLEASE RETURN NO LATER THAN 22 June, 2016

		ion Services (Chief Education Officer), gs, Dinerth Road, Colwyn Bay LL28 4UL						
Fax: 01492 541311								
You can also email your views to:	Schoo	School.Modernisation@conwy.gov.uk						
0 0, ,		not be open in time for 1 st September, wo sites will need to be put in place until the						
I am:-								
The parent of a child currently at or	ne of the	above schools						
The parent of a child previously at the school		The parent of a child at another school						
A member of staff at the school		A member of staff at another school						
A governor of the school		A governor of another school						
Other interested party		Name of other school or interested party:						
Have you read the consultation document? YES / NO (Delete as appropriate) Did you attend the Temporary Governing Body's public event? YES / NO (Delete as appropriate)								
Please rank the following criteria in and 6 for the least important.	terms of	f their importance with 1 for the most important						
Criterion	Rank in terms of importance from 1 (Most important) to 6 (least important)							
Educational standards	Import	ant) to 6 (least important)						
Travel arrangements								
Welsh Language								
Before and after school care								
Suitability of buildings								

Staffing

	ants) pupils would b would be educated	e educate on the M	ed on the Na aelgwn site	ant y Coed site and the is the best option for th			
Yes		No					
Please add any comm the Temporary Govern			asons why y	ou are either for or aga	inst		
Do you wish to receive on Conwy County Bor				ation Report once publis ge?	shed		
Yes		No					
If 'Yes' please provide	email address:				_		
Date of completion of	questionnaire:						
For office use only							
Date of receipt of completed questionnaire:							
Date entered onto dat	abase :		Initi	als:			
Reference Number: _							