

EDUCATION SERVICE: CONSULTATION PLAN

The Education Service consults with families in relation to:

- School Admissions arrangements
- Home to School Transport, Fare Payer Scheme and post-16 Transport
- School Term Dates
- School organisation matters, such as change to a catchment area, merging of schools, new school, change to size of school.
- Other matters related to schools, education and early years provision.

We want to make sure that as many residents as possible are aware that we are consulting, so that we can listen to the views of West Berkshire families.

How we will consult

We will:

- Email elected Councillors, so that they are aware of consultations, and can consider how it may affect their Ward.
- Write to schools and advise them that we are consulting, so that the school and its Governing Body can respond to the consultation.
- Provide schools with information (short text article or letter, depending on the subject matter) for schools to cascade to their families through their parent mail systems.
- Provide information on how to register for email and Twitter alerts in our routine letters and leaflets to families and on relevant web pages that families may access.
- Provide access to the consultation documents will be available via the Having Your Say section of the Council's website. <http://www.westberks.gov.uk/index.aspx?articleid=29065>. Families can register for an **EMAIL ALERT** here so we automatically let you know about new consultations within the broad category you choose (for example: Schools, Learning and Libraries).
- Encourage residents and Parish/Town Councils to follow us via our Twitter account @WBerksEdCons <https://twitter.com/@WBerksEdCons>. Then, every time we consult, you will receive a **TWITTER ALERT**.
- Email Parish and Town Councils to advise them that we are consulting, so they can consider responding to the consultation.
- Ask Parish and Town Councils to use their communication routes to alert their local residents.

Depending on the topic, **we may:**

- Email Early Years settings, where information is held by the Early Years team at the Council, to advise them that we are consulting, so they can consider responding to the consultation.
- Provide Early Years settings with information (short text article or letter, depending on the subject matter) to cascade to their families through their communication systems.
- Email families directly, where information is held by the School Admissions team at the Council (subject to Data Protection regulations), to advise you that we are consulting, so you can consider responding to the consultation.
- Issue a press release to the local media.
- Hold a public meeting or drop-in session to discuss the proposals with affected residents.

We hope this helps you know when we are consulting, what we are consulting about and allows you to respond with your views. Some of the communication routes are indirect, such as via schools or Parish Councils, and these methods should not be relied upon.

We would encourage you to register for email or Twitter alerts