

55463

Please provide the following information in relation to the last two academic years (2022–23 and 2023–24):

School Term and Holiday Date Decision-Making

- The name or role(s) of the person(s) or committee(s) responsible for determining:
 - The start and end dates of each school term
 - The scheduling of in-service days
 - The allocation of holiday; both annual leave and closure days (when holiday is mentioned below, please define it as both annual leave dates -40, and school closure dates -26).
- Whether these decisions are delegated to education departments, elected members, or another group.

A working party which includes representatives from central Education staff, Headteachers, Business Managers, HR, Unions and Parents, sends out a questionnaire to Pupils, Parents and Staff prior to setting new dates. We usually receive over 10000 responses. The group then works with this feedback to plan and propose the term dates/school closure dates. They also take into account local holidays and SQA Timetables. This is then approved by the Children and Families Committee.

Legal, Policy, or Procedural Basis

- Any statutory basis, regulations, bye-laws, national guidance or local policy frameworks used to support or inform these decisions.
- Please include references or links to any relevant council documents, standing orders, or working group remits.

[Part 2 Section 3 - SNCT Handbook](#)
[LNCT Calculator Agreement 2024-25 final.pdf](#).

We hold further information on our intranet regarding sessional employees contractual arrangements. This provides information on the working weeks and adjustments, and salary and annual leave. It also has a link to the sessional pay calculator. I have attached print copies of this information.

Evidence of Deliberation and Decision

- Copies of any minutes, briefing papers, consultation records, or decision logs evidencing:
 - How school term dates and holiday dates were selected
 - Why specific holiday or in-service dates were chosen (for each individual date or group of dates running consecutive e.g. a week)
- Please include internal or committee documentation, where available.

Dates of meetings – 18/10/2023, 5/9/2023, 13/6/2023, 26/4/2023

Unfortunately, the officer who held this information no longer works for the Council and the information would have been held locally.

Please see the response to question 1 for the process.

Internal Planning Templates and Guidance

- Please provide copies of any internal templates, scheduling tools, guidance documents, or other planning materials used to draft or approve school term calendars, holiday dates, and in-service day schedules.
- If any external tools or national planning templates were referenced (e.g., from Scottish Government or Education Scotland), please include these as well.

Unfortunately, the officer who held this information no longer works for the Council and the information would have been held locally.

Please see the response to question 1 for the process.

The formats used can be found on this webpage - <https://www.edinburgh.gov.uk/schools/term-dates/1>

Review or Change of Practice

- Has the Council undertaken any formal reviews or consultations in the last two years specifically regarding:
 - The structure of school terms
 - The timing of holidays or in-service days
 - Alignment with neighbouring councils or national strategy?
- If so, please provide copies of the documentation or reports arising from these reviews.

Our next consultation is due in October 2025, planning for 2027–2029.
The previous consultation was in the Spring to Autumn of 2023, for the 2025-27.

Please refer to a copy of the questionnaire on the proposed term dates for 2025 to 2027.