

Bellsquarry Primary School and Nursery Class



**West Lothian Council
School Handbook Information**

section 1	School information	
	West Lothian Council Mission Statement	1
	West Lothian Council Values	1
	School Aims	1
section 2	Standards	
	2.1 Attendance	2
	2.2 Ethos and Behaviour	3
	2.3 School Dress Code	4
section 3	Ethos	
	3.1 Equality and Fairness	5
	3.2 Partnership and Communication with Parents	5
	3.3 Parent Councils	6
section 4	Curriculum	
	4.1 <i>General</i>	7
	4.2 Instrumental Tuition	10
	4.3 Use of the Internet	11
	4.4 Assessment and Reporting	12
	4.5 Support for Learning	12
section 5	Admission procedures	
	5.1 Admission Procedures	13
	5.2 New Entrants to P1	13
	5.3 Transfer from P7 to Secondary School	13
	5.4 Extra-Curricular Activities	14
section 6	Health & safety and pupil welfare	
	6.1 Medication in Schools	17
	6.2 Emergency Contacts and Arrangements	17
	6.3 Meals and Milk	18
	6.4 <i>Security</i>	18
	6.5 <i>Photography</i>	19
	6.6 Child Protection Guidelines	19
	6.7 Playground Supervision	20
	6.8 <i>Transport</i>	20
	6.9 <i>Car Park</i>	20
	6.10 Requested Early Release of Pupil	20
	6.11 <i>Data sharing</i>	21
	6.12 <i>Concerns and Complaints</i>	22

West Lothian Council Mission Statement

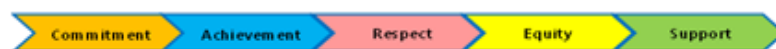
“Striving for excellence...working with and for our communities.”

West Lothian Council Values

- Focusing on customers’ needs
- Being honest, open and accountable
- Providing equality of opportunities
- Developing employees
- Making best use of resources
- Working in partnership

School Aims

Bellsquarry Primary School and Nursery Class –Vision, Values and Aims <i>“Learn, believe and you will succeed”</i>		
<p>Vision Statement At Bellsquarry Primary School and Nursery Class we are committed to providing a safe, happy and nurturing environment for our children to learn and feel valued. We include others and each individual’s uniqueness is celebrated. We endeavour to ensure our children develop life-long skills which are meaningful, relevant and enjoyable. We aspire for our children to be the best version of themselves, and try their very best every day.</p>		
We promote our CARES Values:	Values Statement	Our Aims
Friendship & Kindness	Through friendship and kindness, Bellsquarry CARES.	<p>Learning and Teaching</p> <ul style="list-style-type: none"> • To ensure a broad and balanced curriculum that provides young people with the best possible learning opportunities and experiences • To ensure that all learners are able to realise their potential through the promotion and recognition of achievement and excellence • To provide the highest quality of learning and teaching experiences that enable young people to enjoy their education and develop positive attitudes towards learning <p>Vision and Leadership</p> <ul style="list-style-type: none"> • To ensure a clear direction for the school which is shared by and involves all stakeholders • To promote, encourage and provide opportunities for leadership at all levels • To foster an ethos of effective partnership working with school, home, partner agencies and the wider community to empower our children <p>Partnership and People</p> <ul style="list-style-type: none"> • To provide effective support systems for all learners which promote personal and social development and underpin academic achievement • To build and maintain effective partnerships between the school and its parental body, external support agencies and its wider community • To provide pupils with opportunities to develop knowledge and understanding in relation to their duties and responsibilities of citizenship in a democratic society • To promote an ethos of self-evaluation for all leading to whole school improvement <p>Culture and Ethos</p> <ul style="list-style-type: none"> • To provide a welcoming, safe, caring and healthy environment in which each learner is valued and supported • To improve the quality of educational experiences for learners through a programme of continuing professional development for all staff • To ensure that all learners are able to experience a calm, positive and safe environment that promotes good behaviour, self-discipline and respect for others
Commitment	We are committed to trying our very best so that we can reach our goals.	
Achievement	We aim to share and celebrate our achievements in school and in our wider community.	
Respect	We all respect one another. Respect helps us to build trust, to feel safe and to express ourselves.	
Equity	We aim to make sure everyone receives what they need to be successful.	
Support	In our school family we all support each other to be the best that we can be.	



ATTAINMENT AND ACHIEVEMENT

To raise standards of educational attainment for all in school, especially in the core skills of literacy and numeracy, and to achieve better levels in national measures of achievement including examination results.

FRAMEWORK FOR LEARNING

To support and develop the skills of teachers, the self-discipline of pupils and to enhance school environments so that they are conducive to teaching and learning.

INCLUSION AND EQUALITY

To promote equality and help every pupil benefit from education, with particular regard paid to pupils with disabilities and special educational needs, and to Gaelic and other lesser used languages.

VALUES AND CITIZENSHIP

To work with parents to teach pupils respect for self and one another and their interdependence with other members of their neighbourhood and society, and to teach them the duties and responsibilities of citizenship in a democratic society.

LEARNING FOR LIFE

To equip pupils with the foundation skills, attitudes and expectations necessary to prosper in a changing society, and to encourage creativity and ambition.

2.1 Attendance

Please help us develop in your child a regular habit of good time keeping. If circumstances arise when your child will be unavoidably late please provide a note of explanation.

The school enters pupil absence electronically using codes for particular reasons for absence. To ensure an accurate record is kept it is important that, should your child be absent, you provide an explanation for that absence either by letter or by telephone. Our school has a system which sends out an automated text message to a mobile telephone in cases of unexplained absence. The text is repeated regularly until answered. Parents/carers and schools must work in partnership in order to benefit from early notification of unexplained absence from school. Parents are urged to opt into this system.

The Scottish government has issued a directive informing local authorities that, due to the impact absences during term-time have on children's learning, any such absences will be recorded as unauthorised. Family holidays should therefore be taken out-with term times. If, in exceptional circumstances, you wish to take your children out of school, you must make your request to the Head Teacher in writing.

If you become aware that your child may be absent from school for a considerable length of time, due to illness or admission to hospital, you are requested to inform the school as soon as possible.

Bellsquarry Primary Procedure

1. If your child is to be absent from school you must contact us at the office at the start of the school day – prior to 8.50am if possible – but by 9.30 a.m. at the latest.
2. If you do not make contact we try to make contact with you.
3. If you do not reply we try your emergency contact numbers.
4. If we fail to get anyone – we will contact the Safe Arrivals Team – and someone will visit your house.
5. If you are not in the house – we will contact the Police and they will use all Contacts / addresses to talk to you.

REMEMBER – this is about making sure your child is safe.

You must make sure that we have up-to-date contact details for you – AND your emergency contacts.

Thanks for your support in this very important matter

2.2 Ethos and Behaviour

At Bellsquarry Primary, we work to create a climate of mutual respect and openness. We want everyone to work together, to ensure our learners, staff and parents benefit from a culture which promotes self-esteem, trust, compassion, mutual respect, and which recognises rights and responsibilities. All adults in our school and nursery understand the importance of strong relationships with our learners, based upon trust. We ensure that excellent behaviour is a minimum expectation for all. This policy underpins our values of Friendship, Kindness, Commitment, Achievement, Respect, Equity and Support.

Pivotal Practice

.This practice underpins our approach to positive and inclusive behaviour, promoting an ethos of kindness and visible consistency in adult behaviour across the school. We aim to build relationships with pupils, showing an interest in their life and showing daily acts of care.

Broad principles: Ready, Responsible, Safe

Five Pillars of Pivotal Practice:

1. Calm, kind, consistent adult behaviour
2. First attention to those doing the right thing – praise behaviour over and above the norm
3. Relentless routines
4. Scripting difficult conversations
5. Restorative follow-up

Practical steps in managing and modifying poor behaviour: Learners are held responsible for their behaviour. Staff will deal with behaviour without delegating. Staff will use the steps in behaviour for dealing with poor conduct:

The reminder: A reminder of the expectations for learners; Ready, Respectful, Safe delivered privately to the learner. The teacher makes them aware of their behaviour. The learner has a choice to do the right thing.

The caution: A clear verbal caution delivered privately to the learner making them aware of their behaviour and clearly outlining the consequences if they continue. The learner has a choice to do the right thing. Learners will be reminded of their good previous good conduct to prove that they can make good choices.

The time-out: The learner is asked to speak to the teacher away from others; Boundaries are reset; Learner is asked to reflect on their next step. Again they are reminded of their previous conduct/attitude/learning. The learner is given a final opportunity to re-engage with the learning / follow instructions

Conflict and inappropriate behaviour does occur from time to time, causing relationships to suffer, and this is treated seriously. Reported incidents are treated very seriously. The staff throughout the school use the above restorative approaches to help children deal with conflict and disagreements and follow procedures to inform parents early to deal with most incidents. However, repeated incidents or incidents of a more serious nature are handled by our Leadership Team.

Our response to bullying has, at its core, the value of restoring and repairing relationships. It emphasises tolerance, care and respect for other people. The whole school community has the responsibility to help create a secure and safe learning environment, where children, staff and parents can be confident they will be treated with respect and compassion.

2.3 School Dress Code

Each school has its own dress code, for the whole school, based on the Council's policy which all pupils will be expected to keep to.

Our school uniform is as follows:

Royal blue sweatshirt or cardigan

Black or grey trousers/skirt/plain jogging bottoms

School or plain white polo shirt

PE kit in school colours – or any shorts etc. available

No football colours should be worn.

Details of how to order are on our school website.

The Council will not be responsible for loss of or damage to pupils' clothing and personal belongings including mobile phones. Valuable items, including jewellery and unnecessarily expensive articles of clothing, should not be brought to school.

School Clothing Grants are available to parents in receipt of a qualifying benefit; application forms are available from the school or online. Parents can ask for a referral to the School Clothing Bank. Please contact the school office in the first instance. All communication will be treated with confidentiality.

Our Parent Partnership group organise pre-loved uniform sales. Stalls will be available at all school events or parents can contact the group through the school office. A small donation towards school funds is all that is required.

The Council's Dress Code for Schools Policy is available online at westlothian.gov.uk.

3.1 Equality and Fairness

All pupils have the right to enjoy opportunities and activities, regardless of their background, race, gender or religion, so that they will be given the freedom to develop their full potential without constraint.

Our aim is promote self-esteem and a positive self-image in every pupil. Self-respect and respect for others is a priority. We treat boys and girls equally and offer the same opportunities to all pupils by offering a diverse curriculum, which addresses the needs and opinions of all. We aim to maintain an environment which is free from bullying, racism and other forms of discriminatory behaviour. We value your support in maintaining this ethos.

3.2 Partnership and Communication with Parents

At Bellsquarry Primary School and Nursery Class we strongly value the contribution parents make to the life of the school community. We have a number of parents who offer to help with excursions, admin and class support. We are always looking to involve parents more and if you would like to become more involved or have special skills you think might be useful, then please contact the school office. We'd love to hear from you.

West Lothian Schools operate an open, responsive policy with regard to questions or concerns that parents may have. Should you have concerns or complaints regarding the service provided you should raise these with the Head Teacher in the first instance.

The main way of sharing information with parents is via e-mail through Groupcall and our school Website and Twitter. Parent/carer contact phone numbers and e-mail addresses must be kept up-to-date in case of emergency. Newsletters are shared via e-mail and the website regularly. Parents' Consultations/information sharing are held throughout the session. Your comments and suggestions on the work done in school and the service provided for you and your child are welcomed. Evaluation forms may be sent to you from time to time so that we can be sure that we are listening to what you say about the service provided for you and your child.

Increasingly we will be using Microsoft Forms to allow you to share your views as this can be completed quickly and information collated easily.

3.3 Parent Councils

A Parent Council is a group of parents selected by members of the Parent Forum to represent all the parents at a school on a voluntary basis. All parents/carers in a school are automatically members of the Parent Forum of that School.

The purpose of a Parent Council is to:

- Support the school in its work with parents
- Represent the views of all parents
- Encourage links between school, parents, pupils, pre-school groups and the wider community.

Bellsquarry Primary has a very supportive and pro-active Parent Council. The Parent Partner Group (Parent Council) supports the life and work of the school and nursery. All parents and carers are members of the parent forum and are welcome to attend the meetings. This group also supports the school through fundraising, organising events and engaging with the community. Regular meetings are held and minutes are posted on the school website and on display in the entrance area of our school. The Constitution is also available on the website.

Parent Councils operate in accordance with a local constitution. Parents can put themselves forward to be members of the Parent Council in accordance with that constitution.

Further information can be found on the Scottish Parent Teacher Council website <https://connect.scot/>

4.1 General

Every child and young person in Scotland is entitled to experience a broad general education, as described by the Scottish Government's Curriculum for Excellence.

The curriculum is organised into eight broad categories.

Expressive arts

Includes art and design, dance, drama and music. Your child will get the chance to find out about and express their feelings and emotions and those of others.

Health and wellbeing

Mental, emotional, social and physical wellbeing, planning for choices and changes, PE, activity and sport, food and health, substance misuse and relationships, sexual health and parenthood.

Languages

Includes learning about English as well as learning French in all classes and Spanish or Mandarin in P5-7.

Mathematics

Includes using real life experiences to make predictions, connect to other things, provide skills to understand and examine information, simplify and solve problems, assess risk and make informed decisions.

Religious and moral education

Includes exploring the world's major religions as well as views that are non-religious. Your child will think about their own beliefs and values.

Children learn about Christian practice in worship and the place of Christian action in the community. Children will also study other world religions in line with national guidelines. This part of the curriculum operates through class teaching, assemblies, outside visits and visitors to school.

We have a very supportive Chaplaincy team who work with us delivering the curriculum.

Any parent who wishes to exercise their right to withdraw their child from religious education / observance should inform the Head Teacher.

Sciences

Includes learning about the natural world and living things, forces, chemical changes and our senses.

Social studies

Includes developing understanding of the world by learning about other people and their values, in different times, places and circumstances.

Technologies

Includes business, computing science, food, textiles, craft, engineering, graphics and applied technologies.

More information about Curriculum for Excellence is available on the Education Scotland website <http://www.educationscotland.gov.uk/learningandteaching/thecurriculum>

During the school year we involve parents in their child's learning and plan events to keep parents informed about what their child is learning, e.g. Curricular events, Talking assemblies, Newsletters, Sharing learning through twitter, termly updates, parent consultations etc.

4.2 Instrumental Tuition

The Council has instructors for brass and strings. In Bellsquarry Primary we have a brass instructor who will assess children in P5 who have expressed an interested in learning to play an instrument. Successful children are given a place if one is available or placed on the waiting list. Schools will tell children when there is an opportunity to apply for lessons. There is a charge for lessons, but concessions are available. You can find out more from the Instrumental Music Service.

4.3 Use of the Internet

Children access information and resources on local and worldwide networks as part of their studies. We teach children about internet safety and how to report any items that make them feel uncomfortable.

We ask parents to promote the responsible and safe use of the internet at home, including the use of social media if parents permit their children to access it.

Further information on safe use of the Internet is available at: <http://www.thinkuknow.co.uk/>

4.4 Assessment and Reporting

Assessment is an integral part of the teaching process and your child will be continually assessed during their school career. This assessment can be both formal and informal and takes many forms; observation, tests, pupil/teacher dialogue, written or spoken tasks and teacher judgement. The result of the assessment process allows teachers to form next steps in your child's learning.

It is the authority's policy to also carry out standardised testing in literacy and numeracy at P1-P7. These results form part of the overall assessment information about your child. Information about your child's progress will be shared between home and school throughout the session. This will include parents' nights and an annual report. The aim of the annual report is to provide details of your child's strengths, development needs and attainment within Curriculum for Excellence. Parents and children are welcome to comment on the annual report.

Parents are welcome to contact their child's school at any time if they have any questions or concerns regarding their child's progress.

4.5 Support for Learning

Class teachers are continuously assessing the needs of pupils in their class. The authority provides access to Support for Learning staff and resources for pupils requiring additional support.

Should your child require additional support in a particular area you are invited to discuss this with the class teacher. We consult with parents and carers to ensure the needs of children are met. Each school follows the principles of the Scottish Government's policy of "Getting it Right for Every Child", for more information see the Scottish Government website.

This authority has a policy of inclusion. This promotes the placement into primary and secondary schools of pupils with significant needs. We consult with parents and carers to ensure the needs of children are met. Each school follows the principles of the Scottish Government's policy of "Getting it Right for Every Child", for more information see the Scottish Government website.

Admission procedures

5.1 Admission Procedures

West Lothian is divided into catchment areas for primary and secondary schools. The catchment areas for all West Lothian Council schools are available online at www.westlothian.gov.uk

Each school is either denominational (linked to a particular religion) or non-denominational (not linked to any particular religion). All the denominational schools in West Lothian are Roman Catholic. Each home address has a catchment denominational school and a catchment non-denominational school, for both primary and secondary education.

The Pupil Placement section deals with all applications for pre-school and wraparound, and deals with applications for the August primary one (P1) and secondary one (S1) intakes. Schools deal with applications for other stages and for P1 and S1 after the pupils start school. To apply for a school, pre-school or wraparound place you must fill in an application form. You can get application forms from schools, nursery schools, libraries, Council Information Service Offices and from the Pupil Placement Section.

To contact the Pupil Placement Section e-mail pupilplacement@westlothian.gov.uk or phone 01506 280000. Information is also available on the Council website www.westlothian.gov.uk

5.2 New Entrants to P1

You can apply for a P1 place from the November of the year before your child is due to start school, and the places are allocated in March of the same year that your child is due to start school.

Transition arrangements for new entrants to Primary 1 are as follows:

At the start of the Summer term children begin to visit the Primary 1 class from our nursery here at Bellsquarry. Dates are arranged for children for partnership nurseries to also attend. During this time children will have the opportunity to spend time with other new pupils and meet members of staff.

In June there will be three opportunities to come and spend some time at school in the classrooms with the Primary 1 staff. Two of these sessions are held in the morning and the other in the afternoon. Pupils are encouraged to attend all three where possible. Parents will be invited to stay for the first session and share a learning experience with their child. Parents will then attend an information session where they will be given an information pack and will have an opportunity to meet and talk with members of our Parent Council and members of staff.

During May and June visits will be made to every nursery by Primary 1 staff.

In late June your child will receive information regarding the class structure and staffing.

Within the first two weeks of the new term parents will be invited to come in to school to have lunch with their child in the dinner hall.

In September parents are invited to attend a curriculum "Meet the Team" event. They will learn about the structure of the school day and the curriculum in Primary 1.

Admission procedures

5.3 Transfer from P7 to Secondary School

You can apply for an S1 place from the November of the year before your child is due to start secondary school. For more information on admission arrangements please see our website www.westlothian.gov.uk or contact the Pupil Placement Section pupilplacement@westlothian.gov.uk or phone 01506 280000.

Our P7 pupils will take part in regular transition activities during their P7 year e.g. Modern languages event, health conference, sport opportunities. Our teachers accompany them to these events. Parents are also invited to events at James Young High School and these are available on their school website. This will culminate in 2 transition days at James Young in June to follow a timetable.

5.4 Extra-Curricular Activities

Breakfast Club

We have a Breakfast Club in school every morning. The club runs from 8.00 - 8.30 a.m. Further detail is available from the school office.

After school clubs

During the school year there will be a variety of clubs taking place. Offers will be given to appropriate stages and then places allocated. Please contact the school office or look on our website for more information.

After school child care

Simply Play <https://www.simplyplay.org/> offer after school child care. Please access their website for contact details.

6.1 Medication in Schools

Most pupils will at some time have a medical condition that may affect their participation in school activities. For many this will be short-term; perhaps finishing prescribed medication even though the child's doctor regards the child as fit to attend school. Others have medical conditions which, without help, could limit their access to education.

Parents have prime responsibility for their child's health and should provide schools with information about their child's medical condition.

Please tell the school if your child needs medication. Forms for any child requiring medicine to be taken during school time are available from the school office or can be downloaded from www.westlothian.gov.uk

6.2 Emergency Contacts and Arrangements

It is essential that the school has the name, address and telephone number of an adult to be contacted in case of an accident or your child feeling ill. Please ensure records are kept up to date by notifying the school of any change of address and telephone number of your child's emergency contact.

Children will only be sent home early in special circumstances. The school will make every effort to contact you in such situations. Where there is no adult to receive the child, they will be supervised in school until such time as suitable arrangements are made. In the event of extreme weather conditions you may check the council website for information on any school closures.

All schools have a means of contacting parents and carers via text message.

6.3 Meals and Milk

All pupils of nursery classes are entitled to 0.25 litres of milk daily free of charge. Children whose parents are in receipt of qualifying benefits may also receive milk free of charge. Milk is available to other primary pupils at a reduced cost.

Our school meals are cooked and delivered by St. Mary's Primary, Polbeth. The school dining area is organised as a self-service cafeteria. This area is supervised by members of staff. Children may have school meals regularly or on odd days when necessary. Children choose from three options each day. This usually includes a non-meat meal. A 3 coloured tray system is used - green - usually a packed lunch, red - a hot two-course meal and blue - a snack type meal. These are ordered in the morning in class or by parents through the i-pay impact system. The menu is available on the Council website. If your child has special dietary requirements, please let the school know.

All P1-P3 children, and P4-P7 children whose parents are in receipt of qualifying benefits, are entitled to free school meals. Other children can buy a school lunch.

If a child loses or forgets lunch money, we will provide a meal and inform parents of the cost. This amount must be paid the following day.

Some parents prefer their children to have a packed lunch and facilities are provided in the school for the eating of packed lunches.

Further information and application forms for free school meals and milk can be obtained from the school or from the Council's website www.westlothian.gov.uk.

6.4 Security

The school has a security system which allows all doors to be locked electronically once the children are in school. The locking system is released automatically if the fire alarm goes off. All visitors should report to the school office via the front entrance of the school, sign in and collect a visitor's badge.

The school welcomes parents and carers but asks them to help to ensure the security of the school by not visiting classrooms and reporting to the school office first.

Health & Safety and Pupil Welfare

6.5 Photography

West Lothian schools have a photography consent form which is in accordance with data protection and human rights legislation. All parents are asked to sign a consent form before any photographs are taken.

If you have any concerns about photography, please tell the school.

6.6 Child Protection Guidelines

The safety of your child at school is a priority for the authority. All West Lothian schools follow the Lothian Child Protection guidelines. A copy can be found on **www.westlothian.gov.uk**

6.7 Playground Supervision

Supervision is provided in the school grounds 20 minutes prior to the school opening, during intervals and at lunch time. If children have an accident or any other problem in the playground they report initially to the supervisor who will take the necessary action. When pupils are at school, the responsibility for their safety rests with the Local Authority. The Head Teacher and staff undertake this responsibility on behalf of the Local Authority.

6.8 Transport

West Lothian Council will provide transport assistance for all primary pupils living more than 1.5 miles from their designated school. The provision of transport for pupils attending special schools and classes is not subject to these limitations, but is based on individual pupil need. Further information can be obtained from School Transport (telephone 01506 775291) or from the School Transport policy on www.westlothian.gov.uk

Parents, who choose to send their children to a school out with their catchment area, will be responsible for any extra travelling expenses incurred.

6.9 Car Park

In the interests of safety, parents must not use the school car park to access the school. At no time should children be in the car park. We ask that parents and carers do not cut through the car park on the way to the nursery or on the way home. If you or your child have a disability please make contact with the Head Teacher directly.

6.10 Requested Early Release of Pupil

There are occasions when parents wish their children to be released from school at other than normal closing times, to enable them to keep a dental or medical appointment outside school, or for other reasons. In all cases, a written request must be made for early release. Parents must then call at the school office and their child will be brought to them.

On no account should a child leave school premises on their own.

6.11 DataSharing

On occasion, schools will make data available to partners and also academic institutions to carry out research and statistical analysis. In addition, schools will provide our partners with information they need in order to fulfil their official responsibilities.

The collection, transfer, processing and sharing of data is done in accordance with the Data Protection Act.

Health & Safety and Pupil Welfare

6.12 Feedback, Concerns and Complaints

If you have feedback, concerns or complaints regarding the service you are receiving, these can be addressed by contacting the Head Teacher in the first instance.

If you are dissatisfied with that response you should contact:

Education Services West Lothian Council
West Lothian Civic Centre Howden South Road
Livingston, EH54 6FF
Tel: 01506 281952

Educationcustomerservices@westlothian.gov.uk

The Complaints Policy and Procedures for Education & Cultural Services is available in booklet form on request or can be downloaded from the web at www.westlothian.gov.uk

**Information is available in Braille, tape, large print and community languages.
Please contact the Interpretation and Translation Service on 0131 242 8181.**

هذه المعلومات متوفرة بلغة بريل وعلى شريط وبخط كبير وبلغات الجالية.
الرجاء الإتصال بخدمة الترجمة على الهاتف 0131 242 8181

এই তথ্য আপনি ব্রেইল, টেপ, বড় অক্ষরে এবং কমিউনিটির বিভিন্ন ভাষাগুলিতেও পাবেন। অনুগ্রহ করে ইন্টারপ্রেটেশন অ্যান্ড ট্রান্সলেশন সার্ভিসের সঙ্গে যোগাযোগ করুন। টেলিঃ 0131 242 8181

這份資料是可以凸字、錄音帶、大字印刷及社區語言的式本提供。請聯絡傳譯及翻譯服務部，電話：0131 242 8181

ਇਹ ਜਾਣਕਾਰੀ (ਬ੍ਰੇਲ) ਨਿਰੂਹੀਨ ਏ ਪੜ੍ਹਣ ਵਾਲੀ ਲਿਖੀ, ਟੇਪ, ਵੱਡੇ ਫਿੰਟ ਅਤੇ ਸਮਾਜ ਦੀਆ ਹੋਰ ਭਾਸ਼ਾਵਾਂ ਵਿਚ ਉਪਲਬਧ ਹੈ। ਫ਼ਿਲਮ ਕਰਕੇ ਇੰਟਰਪ੍ਰੀਟੇਸ਼ਨ ਅਤੇ ਟਰਾਂਸਲੇਸ਼ਨ ਸਰਵਿਸ ਨੂੰ ਇਸ ਨੰਬਰ ਤੇ ਸੰਪਰਕ ਕਰੋ : 0131 242 8181

یہ معلومات بریل (اندھوں کے رسم الخط)، ٹیپ، بڑے حروف کی طباعت اور کمیونٹی میں بولی جانے والی زبانوں میں دستیاب ہے۔
برلومرانی انٹرنیشنل پرنٹنگ اینڈ ٹرانسلیٹنگ سروس سے ٹیلیفون نمبر 0131 242 8181 پر رابطہ قائم کریں۔