



# Whitdale Primary School School Handbook

*inspire engage challenge flourish*



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A very warm welcome from Whitdale Primary School where we strive to **inspire, engage** and **challenge** all of our stakeholders in order to **flourish** in our learning and as part of the Whitburn Community. If you wish to get in touch, please contact the school office using the contact details below.

55a, Whitdalehead Road  
Whitburn  
West Lothian  
EH47 8JU

Telephone: 01501 749975

E-mail: [wwhitdale-ps@westlothian.org.uk](mailto:wwhitdale-ps@westlothian.org.uk)

### 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

**Our Values:** Inspire, Engage, Challenge, Flourish

**Our Vision at Whitdale Primary School & Early Years Centre** is to create a safe and happy community and a curriculum which **inspires, engages, challenges** and enables learning that lasts a lifetime. We believe that everyone has the capacity to realise their full potential and to **flourish**.

#### Our Aims

##### Leadership and Management

- To ensure a safe and caring learning environment where all pupils feel valued and supported
- To improve the quality of learning experiences for learners through a programme of continued personal, professional development of all staff
- To enable learners to experience improved pupil self-esteem, moral development and social relationships, enabling them to develop as global citizens

##### Learning Provision

- To provide learning experiences that promote challenge and enjoyment; personalisation and choice through a broad, balanced curriculum that provides the highest standard of learning opportunities and experiences
- To ensure all learners are encouraged to reach their full potential through the promotion and recognition of achievement and attainment

##### Successes and Achievements

- To continue to recognise and build upon the children's wider achievements
- To involve the pupils, staff, parents and the wider community in the work of the school



***We are delighted to be part of the Whitburn Community and very much value the strong links we have built with our partners in our local area. It means the world to us!***

## 2.1 Attendance

At Whitdale Primary School we value the importance of regular attendance. Research demonstrates that attendance at school not only maximizes learning outcomes but provides many opportunities to form positive relationships across our school community. Research has also shown that attendance at school assists children in having healthy attitudes to their mental wellbeing. Good attendance today is directly related to future success and better health in later life.



### **Whitdale Primary Absence Reporting Procedure**

If your child is to be absent from school you must contact us at the office (01501 749975) or by email at the start of the school day – prior to 8.50am.

If you do not make contact we will try to make contact with you.

If you do not reply we then try your emergency contact numbers.

If we fail to get anyone – we will contact the Safe Arrivals Team – and someone will visit your house.

If you are not in the house – we will contact the Police and they will use all contacts/addresses to talk to you.

#### **We do this to ensure the safety of all of our children.**

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

We thank you in advance for your support in this very important matter.

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 contact the school.

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. Parents/carers and schools must work in partnership in order to benefit from early notification of unexplained absence from school.

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.

## 2.1 School Day Times

Monday to Thursday	8.50am – 3.15pm
Friday	8.50am – 12.25pm
Morning Break	10.30am-10.45am
Lunch	12.15pm-1.00pm

Breakfast Club

Doors open at 8.00am and close for entry to our Breakfast Club at 8.35am. Unless the weather does not allow, the Breakfast Club pupils enter the playground at 8.40am where they are supervised by support staff until 8.50am. Please note that the football pitch outside the school is not part of our school until 8.50am and ceases to become part of our school at 3.15pm each week day.

## 2.2 Ethos and Behaviour

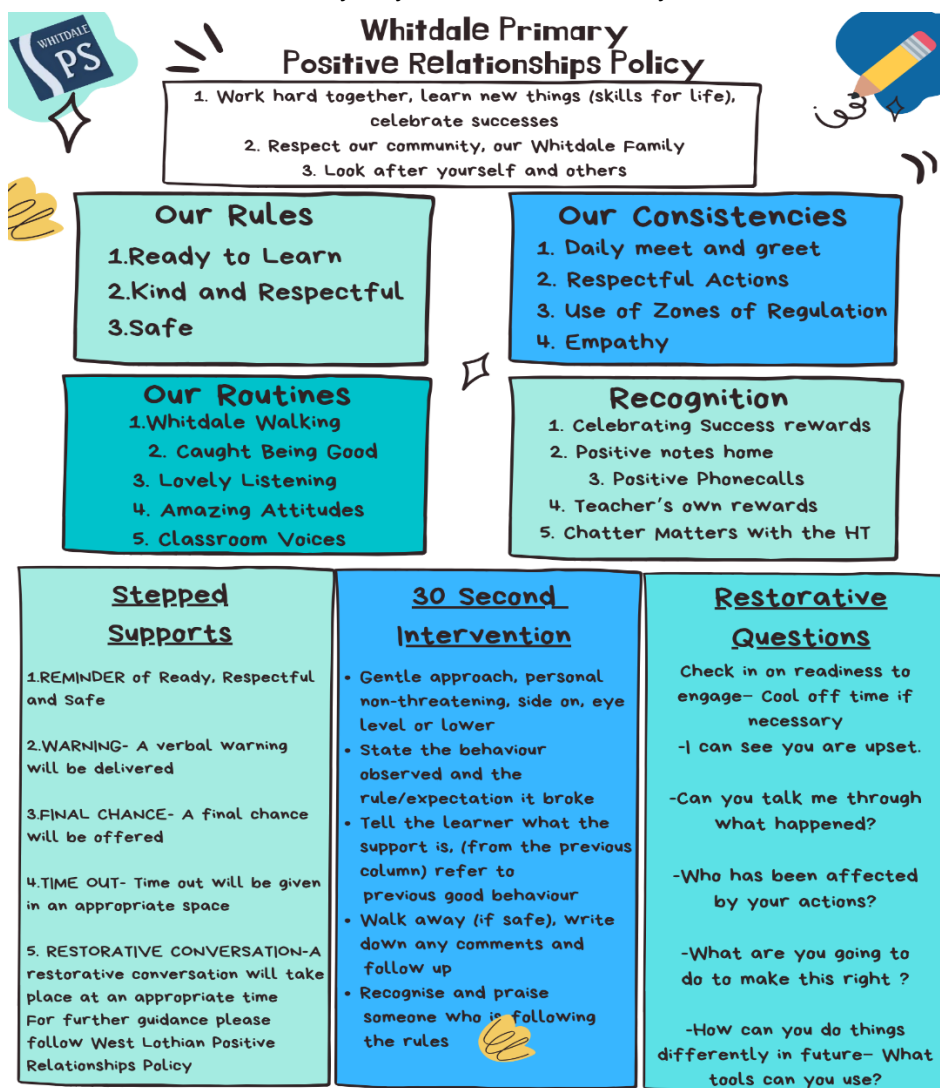
### Whitdale Primary Promotion of Positive Behaviour Policy

We recognise that we all have a role in the promotion of positive behaviour. We actively encourage children to share their successes and achievements both in school and out, with the senior management team and across the school. We do this via-

- Invites to Chatter Matters- A weekly opportunity for our children to meet with the Head Teacher and other staff members to share successes and pupil views on the life and work of the school
- Positive Phone calls and Postcards to homes
- Weekly 'Big Shout Outs' at assembly for individual and class achievements
- Individual Teacher Rewards

These are the highlights of our week!

Here is our Positive Relationships Policy which shares what we do to promote positive behaviour every day in Whitdale Primary.



Inspire-Engage-Challenge-Flourish

Children learn to develop values and positive attitudes towards themselves and others in many aspects of the curriculum which in turn contribute to their personal and social development. Our schools work hard to build confidence and self-esteem and provide opportunities for children to contribute to the whole school community. Much of their development in these areas helps to lay the foundations for becoming responsible citizens of the future.

We promote and expect a high standard of responsible behaviour from pupils towards staff, other pupils and towards their surroundings. Self-discipline is the key to good behaviour and we depend on your support in reinforcing the discipline guidelines of the school.

These guidelines are based on mutual consideration, good manners and respect and are in place to ensure the safety and wellbeing of all pupils and staff in school.

### **We ask your child to:**

- Be honest
- Be kind and helpful
- Care for others
- Be hard working
- Look after property
- Listen to people
- Cross the road safely, using the crossing patrol wherever available.

### **We ask your child not to:**

- Cover up the truth
- Hurt others
- Hurt others' feelings
- Waste time or others' time
- Damage property or drop litter
- Interrupt
- Leave the school without permission.

The school annually reviews its policies and procedures for positive behaviour management (above) and anti-bullying. If you would like to request a copy of our anti-bullying policy, please contact us.

## 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.

At Whitdale Primary we have a school uniform which we encourage children to wear. Sweatshirts, polo shirts, ties, fleeces, reversible jackets and kilts can be ordered and purchased at any time during the year through our online supplier. The school also stocks a small supply of second hand clothing and can be made available upon request. This also helps with our endeavors to be sustainable. Please note that no football colours should be worn.

Children are also required to have an indoor gym kit of T-shirt, shorts and gym shoes, as well as an outdoor gym kit with a tracksuit, T-shirt, trainers and a waterproof jacket. We can also provide wet weather jackets and trousers for use in emergencies. Children should come to school on their allocated PE days already wearing their PE kit.

Children should not wear jewellery to school in case they have an accident or in case the jewellery is lost. Jewellery including earrings must not be worn during PE classes.

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.

The Council's Dress Code for Schools Policy is available online at [www.westlothian.gov.uk](http://www.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. As a Rights Respecting School we promote tolerance and understanding.

### 3.2 Partnership and Communication with Parents

West Lothian Schools operate an open, responsive policy with regard to questions or concerns that parents may have. Should you wish to contact the school regarding the service provided you should approach the school office to make an appointment to meet with either the class teacher or with a member of the senior management team.

Class Newsletters are issued once per term and Head Teacher Updates are shared monthly via email and our school app. We have regular curricular evenings and Parents' Meetings. We actively seek parent and carer views on a range of matters throughout the year. Your comments and suggestions on the work done in school and the service provided for you and your child are welcomed.

We seek your views, so that we can be sure that we are listening to what you say about the service provided for you and your child. These may take the form of evaluations or links to online surveys.

### 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 our 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.

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 <http://www.sptc.info>

We also benefit from an active Fundraising Committee consisting of volunteer parents and staff members. This group successfully raise money to benefit school fund with events such as school fayres, discos and other school community events.

For further details of either the Parent Council or Fundraising Committee please contact us.

## 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 use and relationships, sexual health and parenthood.

### **Languages**

Includes learning about English as well as learning additional languages including French and Spanish.

### **READ, WRITE, COUNT**

The Read, Write, Count programme aims to support parental engagement in literacy and numeracy. Gift bags are distributed annually to all P2 and P3 pupils in Scotland by Scottish Book Trust. The gift bags contain essential literacy and numeracy materials to support children's learning, as well as advice and support to parents.

Studies show a direct link between a strong family learning environment and progress in reading, writing and counting. In addition to the parent guide included in the gift bags, the Parent Club website (<https://www.parentclub.scot/>) offers a range of hints, tips and advice to help parents engage in their child's learning.

### **Mathematics and Numeracy**

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.

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>

The school provides parents and carers with a variety of opportunities to engage in their childrens' learning and be kept informed about their progress. Every year, we consult with parents on how best this can be done. These opportunities include two formal parental consultations a year, curriculum afternoons and workshops and an end of term report. We keep our parents and carers up to date with information about curriculum achievements via-

Seesaw- ELC and P1-3

Microsoft Teams- P4-7

## **4.2 Instrumental Tuition**

The Council has instructors for brass and strings. Instructors will assess children in P4 and 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 for either brass or strings. Parents are asked to sign a contract to ensure regular practice and proper care of the instrument. You can find out more about the Instrumental Music Service by contacting our office.

Children who make progress will be encouraged to acquire their own instrument and join local bands and orchestras.

## **4.3 Use of the Internet**

Children access information and resources on local and worldwide networks as part of their studies. The school promotes and develops 'anytime anywhere learning' which allows upper primary pupils to access the internet via their own devices, as part of carefully monitored planned learning in classrooms. Currently, children in P5-P7 at Whitdale Primary are able to bring devices into school to support their learning using our internet access (AAL). A range of devices will be available for children who cannot bring devices of their own.

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, P4 & 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.

### 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](http://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](mailto:pupilplacement@westlothian.gov.uk) or phone 01506 280000. Information is also available on the Council website [www.westlothian.gov.uk](http://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.

Primary 1 Transition events include- classroom visits, pre-school attendance at school assemblies, early years' pupils are part of our Daily Mile walks, activities with their buddies (early years' children are paired with P6 pupils who remain their buddies when they start in P1) and a transition project during which pre-schoolers work with the current primary one pupils.

### 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](http://www.westlothian.gov.uk) or contact the Pupil Placement Section [pupilplacement@westlothian.gov.uk](mailto:pupilplacement@westlothian.gov.uk) or phone 01506 280000.

The school has strong existing links with Whitburn Academy and as such provides a structured programme of supportive transition activities to support pupils moving from P.7 into S1. Parents will also be invited to a number of transition events in the lead up to pupils moving up.

## **5.4 Extra-Curricular Activities**

Our school has a breakfast club every morning from 8am – 8.50am (doors for entry to breakfast club close at 8.35am) which is free for all pupils. We also have a rolling programme of after school clubs running throughout the year. These include Glee Club, Recorder and Football . Up to date information regarding current clubs can be accessed from the school website or by contacting the school.



## health & safety and pupil welfare

### 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](http://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 the 'Groupcall' text messaging service.

### **6.3 Meals and Milk**

Milk is available to all Primary pupils each term. Milk orders and payment are taken at the end of a term for the following term. Children whose parents are in receipt of qualifying benefits may also receive milk free of charge

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, with a vegetarian option available as standard. A 3 tray system is used - usually a packed lunch, a hot two-course meal and a snack type meal. These are on display to allow the children to see the choices. 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 via our iPayimpact System. Please contact our school office for details of this.

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](http://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 reporting to the school office.

## 6.5 Photography

West Lothian schools have a photography policy which is in accordance with data protection and human rights legislation. Photographs taken for curricular, assessment, security, registration, training and development or travel reasons will not be used for any other purpose. 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 Procedures

The safety of your child at school is a priority for the authority. All West Lothian schools follow the Lothian Child Protection Procedures. A copy can be found on [www.westlothian.gov.uk](http://www.westlothian.gov.uk)

## 6.7 Playground Supervision

Supervision is provided in the school grounds 10 minutes prior to the school opening, during intervals and the lunch hour. 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](http://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 car park to access the school. At no time should children be in the car park.

## 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 Data Sharing

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. For more information please click on the link below.

<https://www.westlothian.gov.uk/media/21250/Education-Schools-Privacy-Notice/pdf/educationservicesprivacynoticeschools.pdf?m=637631662659970000>

## health & safety and pupil welfare

### Feedback, Concerns and Complaints

If you have feedback, concerns or complaints regarding the service you are receiving, these can be addressed by contacting the school 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](mailto:Educationcustomerservices@westlothian.gov.uk)

The Complaints Policy and Procedures for Education Services is available in booklet form on request or can be downloaded from the web at [www.westlothian.gov.uk](http://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। টেলি: 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) ਨੈਤਰੀਨ ਦੇ ਪੜ੍ਹਣ ਵਾਲੀ ਲਿਪੀ, ਟੇਪ, ਵੱਡੇ ਖਿੱਟੇ ਅਤੇ ਸਮਾਜ ਦੀਆਂ ਹੋਰ ਭਾਸ਼ਾਵਾਂ ਵਿੱਚ ਉਪਲਬਧ ਹੈ। ਸ਼ੁੱਧ ਅਤੇ 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۔  
براؤمریائی انٹرپرائزنگ، اینڈ ٹرانسلیٹنگ سروس سے ٹیلیفون نمبر 0131 242 8181 پر رابطہ قائم کریں۔