
30 June 2014 to 25 July 2014

A consultation about proposals to increase primary school places from September 2016

- To expand **Gledhow Primary School** from 2 form entry (60 places per year group) to 3 form entry (90 places per year group)
- To expand **Immaculate Heart of Mary Catholic Primary School** from 2 form entry (60 places per year group) to 3 form entry (90 places per year group)

This consultation document tells you the reasons for our proposals and explains the decision making process.

For your views to be taken into account, please respond by Friday 25 July 2014

No.	Booklet Contents	Page
1.	Foreword	3
2.	Background	4
3.	How has this proposal been developed?	5
4.	What is proposed?	6
5.	Further information on the proposals	7
6.	Frequently asked questions	9
7.	How do stakeholders put their views forward?	11
8.	What are the next steps in the process?	11
9.	Response Form	13
10.	Glossary	15
11.	Appendix 1	16
12.	Appendix 2	17



1. Foreword

Our ambition is to be the best city in the country. As a vibrant and successful city we will attract new families to Leeds, and making sure that we have enough school places for the children is one of our top priorities. We are working very hard to plan for the impact of rising pupil numbers across the city which also stems from a rising birth rate. This means that the numbers entering reception classes in primary school each year is now much larger than the size of the year groups leaving the city's secondary schools.

We have an ongoing city-wide school expansion programme in place to meet the increased demand for primary-age places, and through this programme the council has already approved 1193 new reception places since 2009, including two new primary schools and two 'through' schools for 4-18 year olds. We have seen three new Free Schools open in Leeds and more are planned.

The context in which we continue to respond to the need for places is complex and challenging. Educational outcomes are central to our consideration. The range of provision in Leeds is diverse, including community schools, academies, trusts and voluntary schools. These different types of schools have powers to bring forward proposals of their own. Free Schools are proposed and decided upon outside of the local authority. There is a significant capital challenge to meet the need for places, along with a need to consider value for money.

All schools share our ambition to make Leeds the best city in the UK to grow up in, so we are working with all the schools in Leeds to ensure there are enough good quality, local school places. We are developing new ways to engage better with all local stakeholders to support and inform this programme of work.

We will continue to work together throughout this process to ensure that children in Leeds will have the best possible start to their learning, and so deliver our vision of a child friendly city.

Signed
Cllr Judith Blake, Lead Member for Children's Services
Nigel Richardson, Director of Children's Services

2. Background

The Education Act 1998 places a duty on local authorities to ensure there are sufficient school places for all children living in its area. The local authority is also required to promote choice and diversity. This means that Leeds City Council must ensure there are sufficient school places for all children living in Leeds and that there is a range of options available to parents.

Establishing New Schools

Subsequent legislation has not removed the sufficiency duty but it has changed the process of establishing new schools. Precedence is now given to new academies. If the local authority believes a new school is necessary, the local authority must fund the building of the school and must in the first instance look for an academy sponsor to run it. The local authority is the provider of last resort and new community maintained schools can only be opened where no new academy provider comes forward to run the new school.

Free Schools are proposed directly to the Secretary of State. They can be proposed by parents, groups of schools or other interested bodies and are agreed without reference to the local authority. Free schools are Academies and operate independently of the local authority.

Impact of New Regulations

In January 2014 The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2013 came into force, affecting the way proposals can be brought forward. These mean that:

- A governing body can be the proposer and decision maker of changes to schools. This includes the expansion of a school or changes to the age range to enable schools to deliver Early Years provision. This means that schools can expand without going through a statutory process, subject to securing sufficient capital funding and planning permission in respect of any changes to the school building, and conducting a consultation.
- Local authorities have limited powers to propose changes to Trust schools, Voluntary Aided schools and Academies. They cannot propose a change to the age range to deliver another phase of education, ie to adding primary or secondary phases to create a through school or changing infants and juniors to be through primaries.
- Local authorities can still propose the expansion of Community Maintained, Voluntary Controlled, Voluntary Aided and Trust schools. Where the local authority brings forward a proposal there is a need to publish a statutory notice
- The consultation phase for any proposer is no longer prescribed. This means that it must happen, but there is no longer a legal requirement on how to consult, and the proposer decides how that consultation is carried out. Leeds City Council Executive Board recently agreed an approach whereby stakeholder events are carried out to identify all the ideas for an area, and consultation will be used to help identify a preferred option and gain feedback on this. This approach is to be used for all proposals to ensure collective planning and consideration of all the issues.

3. How has this proposal been developed?

Stakeholder event

A stakeholder consultation event was held in June 2014. Over 50 invitations were sent out. Invitees included the headteacher and a governor from each of the primary and secondary schools in the area, parent representatives from each school, ward members, council officers from Planning and Highways and representatives from the Church of England and Catholic diocesan education boards.

The event was organised to allow for discussion amongst small groups of stakeholders. Data about birth rates, housing with planning permission, and parental preference for schools was made available. Stakeholders were invited to discuss and debate the options to increase primary school places in the area. Although the focus was on primary provision, the event also provided the opportunity to discuss the need for Free Early Education places for eligible 2 and 3-4 year olds to ensure the plans didn't conflict.

Outcome of the event

The general consensus was that two additional forms of entry were required across the Roundhay area to manage the increase in births and to also provide local school places for local children.

A number of expansion options were identified through discussion for further consideration:

- Expand Gledhow Primary School from 2 forms of entry to 3 forms of entry (60 to 90 places in each year group)
- Expand Kerr Mackie Primary School from 2 forms of entry to 3 forms of entry (60 to 90 places in each year group)
- Expand St Paul's Catholic Primary School in the adjacent area of Alwoodley or expand Immaculate Heart in Roundhay.
- Expand Roundhay School – All-through education from 4 to 18 from 2 forms of entry to 4 forms of entry (60 to 120 places in each year group)
- Completely rebuild Wigton Moor Primary School or Talbot Primary School to facilitate an expansion from 2 forms of entry to 3 forms of entry (60 to 90 places in each year group).
- Expand Roundhay St John's C of E Primary School from 1 form of entry to 1.5 forms of entry (30 to 45 places in each year group)
- Expand Moor Allerton Hall Primary School from 2 forms of entry to 3 forms of entry (60 to 90 places in each year group)
- Make use of the former City Learning Centre at Allerton Grange School, to create the additional places.

Suggestions were also put forward to establish new schools:

- Re-develop former Elmete Centre site (former staffing accommodation) on Elmete Lane for use as a new primary school.
- Build a new 2 forms of entry (60 places) primary school located in the area between Wigton Moor and Talbot Primary Schools

-
- Build a new 2 form entry (60 places) primary school located somewhere north of Hovingham Primary – no land or premises identified
 - Create a new school on the land at the rear of Gledhow Primary School.
 - Establish a new school on the Homebase site near to Tesco on Roundhay Road.
 - Use the former Fir Tree site for as a new school.
 - Encourage a Free School bid supported by existing schools.

On-line Forum

For two weeks during June, an online forum was set up seeking views from any interested parties on the options that emerged from the stakeholder event. Over 50 comments were posted, a summary of them follows:

It was suggested that the former Fir Tree site would be a suitable site for a school although it was acknowledged that it was in an adjacent area of Alwoodley, but it was suggested that this would alleviate pressure in the Roundhay area. Whilst provision on the site could potentially impact on the neighbouring area of Wigton Moor, it would have minimal impact on the area of central Roundhay, where the issue of children not being able to access their nearest school is the greatest. In addition, the site is not available for use, as the Education Funding Agency (EFA) have powers to acquire the site, and have indicated they intend to do so to accommodate an existing Free School.

There were comments that increasing the size of the primary provision at Roundhay School – All-through education from 4 to 18 to 4FE would create a school which would be too large. Some people commented on the existing traffic and highways issues in the area. There are significant planning barriers to any further development in this immediate area.

There were comments in support of expanding Gledhow Primary School, due to it being an outstanding school and having land available, but there was also a view that expanding the school could have a negative impact upon ethos of the school. The school support consultation on expansion to meet the needs of local children subject to further consultation, and demographically it is well located in the central Roundhay area.

Not all of the ideas were commented on. Following the closure of the forum, Children's Services considered all the options identified, all the views expressed, the available data including local demographics and preference patterns of families, and the physical deliverability of build solutions, in order to establish preferred options for the whole area.

4. What is proposed?

The first proposal is to:

- Expand **Gledhow Primary School** from a two form entry primary school (60 places) to a three form entry (90 places) primary school from September 2016

The second proposal is to:

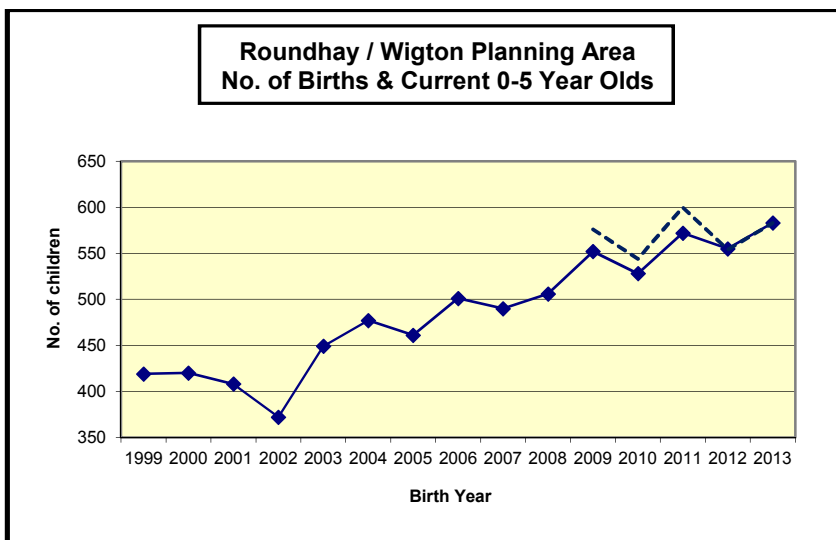
- Expand **Immaculate Heart of Mary Catholic Primary School** from a two form entry primary school (60 places) to a three form entry primary school (90 places) from September 2016.

These proposals would create **60 additional primary places**.

The increases would only apply to reception classes from September 2016 and the schools would grow incrementally, from the lower years. It would therefore take seven years for the schools to reach their full capacity.

5. Further information on the proposals

Why more places are required.



Additional permanent primary school places are required because the birth rate has continued to increase and there are more families preferencing places in the area for their children than there are places available. The schools in the area are Gledhow, Immaculate Heart of Mary, Kerr Mackie, Moor Allerton Hall, Moortown, Roundhay St John's, Highfield, Wigton Moor, Talbot Primary Schools and Roundhay School – All-through education from 4-18.

In the graph above, the solid line shows the increase in the birth rate since 2002, by the year they will enter reception, so the figure for September 2014 entry shows births in the academic year 2009/2010. The dotted line shows the number of 0-5 year olds living in the area at September 2013. The dotted line shows an increase in the number of children as families move into the area.

The number of families who first preference one of the above schools tells us that these are popular schools. There were 599 first preferences in 2012, 617 in 2013 and 617 in 2014 for 540 available places. A data table showing the birth data, the 0-5 data and the preference data can be found at Appendix1. Central Roundhay is an area where there is pressure for places and not all children are able to access a place in their nearest school.

Primary provision in the area has already been increased. Highfield Primary School was expanded from 1.5 to 2 form entry in September 2009 offering 15 additional places. Roundhay School – All though education from 4-18 was established in September 2012 creating 60 additional places. In addition, the school will be taking an additional form of entry (30 places) as a one off temporary increase to its admissions number this September to help meet local demand.

The above data confirms the need to create additional primary school places in the area to meet the demand from families already living in the area.

Reasons for proposing the expansion of Gledhow Primary School

Gledhow Primary School is an outstanding school, with land available as part of the school site, and which sits in an area of demographic need. The land to the rear has potential to offer both school expansion and some shared community sports use as part of a joined up plan. There are no major concerns about planning issues at this site, although a detailed plan would need to be developed. Whilst an accommodation solution has not yet been determined, initial work suggests that a number of accommodation solutions are possible. The school support consultation on the proposal in order to meet the needs of their local community.

The existing specialist provision for children with speech and language difficulties will continue to operate in the school whether or not the expansion proceeds. There are no current plans to expand the existing specialist provision.

Reasons for proposing the expansion of Immaculate Heart of Mary Catholic Primary School

At the stakeholder event it was suggested that St Paul's Catholic Primary may offer a good solution, in part as the site may be easier to develop. However Immaculate Heart is situated closer to the central to the area of central Roundhay where it is consistently not possible to offer children their nearest school, and it draws pupils from across this area. This is also an area of increasing baptisms.

Further exploration of the site is being undertaken, and further discussion with the school's governing body will be necessary during this consultation period. This option could offer a local faith school solution for the area. At its last Ofsted Inspection the school was rated as Good.

Reasons why the other expansion ideas identified are not being taken forward at this stage

It was suggested that Talbot and/or, Wigton Moor could be rebuilt to allow expansion. These sites have significant planning barriers to expansion. They would also be relatively expensive, disruptive and complex options, probably requiring some pupils to be educated off site while building works were carried out.

Additional land/buildings would need to be acquired or re-designated to expand Kerr Mackie and Roundhay St John's. There is no land or buildings currently identified as available for use,

and there are significant planning barriers to expansion of those schools. The alternative would be to rebuild the schools, which would again be complex, disruptive and expensive.

Expansion of Roundhay School – All-through education from 4 to 18 into a 4 form entry primary intake (120 pupils per year group) was suggested. Leeds does not currently have any 4FE primary schools, the largest it has is 3FE. There would be significant planning barriers about further development at this site. Additional land would be required to facilitate such an increase.

The option of a through school at Allerton Grange for age range 4-18 was consulted on in 2010 but was not progressed due to traffic, highways and planning issues. These same issues would be a major concern with regard to the expansion of Moor Allerton Hall Primary School.

Reasons why the new school ideas identified are not being taken forward at this stage

There are no vacant council owned sites in the area in which a new school could be built. Acquisition of land is likely to make any new school unaffordable, and no suitable sites have currently been identified. The Fir Tree site has been identified by the Education Funding Agency (EFA) for use for an existing Free School, and they have indicated their intention to use their powers to acquire the site. Although use of the site for a school could potentially alleviate some pressure in the Wigton Moor area, action would still be needed further into the centre of Roundhay.

Use of the site at Elmete Lane formerly used for council staff would face significant planning and highways barriers. The former Homebase site adjacent to Tesco on Roundhay Road would cost money to acquire. Neither are very well placed to address the additional demand for school places.

Expansion of Gledhow Primary school would allow for the school to build on its current strengths and expertise, and would carry far less risk than creating a new school from scratch.

If the existing schools were to look at making a Free School bid the EFA would have access to additional land and premises.

6. Frequently asked questions

When creating more school places, what information is taken into account?

When developing proposals, the following are considered:

- local birth and housing data, to identify whereabouts in the city the extra places are needed;
- which school buildings and sites have the physical capacity to be expanded;
- the availability of other council owned land and whether any of this land could contribute to the provision of places; and
- the impact that expanding one school might have on other schools in the area
- any proposals for Free Schools that we are aware of.

Where does the birth and 0-5's data come from?

This data comes from the NHS and is supplied annually from hospital and GP records. This

information allows us to map the location of all children aged between 0 and 5 years, living in Leeds. This data is monitored against previous years' data. It is used to highlight areas of the city where birth rates are increasing and better understand the pattern of demand for school places.

How is the impact of new housing taken into account?

Where new housing is proposed, developers are asked to make a financial contribution or provide land for education provision when they build developments of over 50 family houses. It is assumed that 100 family houses would generate 25 primary aged children, 3-4 per year group. There is limited new housing in the area and any demand for school places will be managed by these proposals (Appendix 2).

Why are some spare or surplus places required?

Additional places are required to ensure that the admissions system can operate effectively and offer some degree of parental preference and also so that school places are readily available locally for children moving into the area.

Does an increase in school places mean that class sizes would be bigger?

Primary schools are organised around classes of 30 children per teacher, and these proposals would not change that. Current Infant Class Size Regulations state that infant classes (reception, year 1 and year 2) must have no more than 30 pupils in a class with one qualified teacher. Therefore, extra accommodation would have to be provided and more staff would be recruited to manage the additional pupils.

Will the existing accommodation be increased to manage the increase in pupil numbers?

Accommodation requirements will be agreed in consultation with the school and governing body as part of the expansion process. Funding will be focussed on ensuring the required number of classroom teaching spaces are in place.

How will road safety issues be addressed?

In addition to the school proposal, any building work would be subject to the normal planning permission process, and the Highways Department is a statutory consultee on all Planning Applications. Planning approval requires officers from Highways to formally comment on all applications. Measures identified by the highways department as a requirement for approval, will be incorporated in the scheme of works.

How will loss of green space be addressed?

Development on green space will be considered in consultation with Planning and Sport England as part of the Planning process. Measures identified as a requirement for approval

will be incorporated into the scheme of works.

Why is a new school not proposed?

A school is not proposed because options are available to increase existing school provision in the area. If a new school is proposed, a vacant Leeds City Council site or an alternative site would need to be purchased on which to build the new school. The Council would fund the school build but would have to seek an academy sponsor to run the school. A new school carries more risk during the set up phase than building on an existing school's strengths.

How will the need for secondary places be addressed?

The need for additional secondary places will also need to be addressed as the increase in the number of children attending primary schools move through to secondary school. At this point the Local Authority is not seeking to create additional secondary school places.

Will stakeholders be able to see the plans for the additional accommodation?

Yes, drop in sessions have been arranged where initial design work will be available. These are however very much an outline of what could be delivered, to demonstrate that it is possible to create the additional accommodation on site. They are not final design solutions. The detailed design of any additional school buildings would be subject to a statutory planning process.

Would the building work cause disruption to the school and pupils?

It is not always possible to do all building work during school holidays, although as far as possible any works that are likely to be very noisy or disruptive would be carried out whilst pupils and staff are away. Any building work carried out while the school is open would be completely segregated from the pupils and staff to ensure safety, and disruption to teaching and learning would be minimised. The contractors we would be using are very experienced in working around existing and operational schools.

7. How do stakeholders put their views forward?

Stakeholders may choose to attend one of the drop-in sessions. Notes are not taken of such sessions; they provide an opportunity to ask questions of officers on an informal basis.

School Name	Date	Time
Gledhow Primary School	Wednesday 9 th July	6 p.m. to 8 p.m.
Gledhow Primary School	Tuesday 15 th July	2 p.m. to 4 p.m.
Gledhow Primary School	Thursday 17 th July	8.45 a.m. to 10.00 a.m.
Immaculate Heart Primary School	To be confirmed	To be confirmed

Responses can be posted on the Leeds City Council WordPress site. <http://leedsschoolplaceplanning.wordpress.com/> This is a discussion forum and it is possible

that during the consultation process people may refine their views. To ensure that your final views are heard, stakeholders must respond to the consultation by email, or to Leeds City Council, PO Box 837, Capacity Planning and Sufficiency Team, Leeds, LS1 9PZ, or by using Talking Point at www.leeds.gov.uk. There is a form provided in this booklet, but you can use plain paper if you prefer.

Responses can be anonymous, but if you would like an acknowledgement please include your name and address.

Meetings will also take place with the governing body, staff and school council of Gledhow Primary School and of Immaculate Heart of Mary Catholic Primary School.

Responses will be summarised and presented to the Executive Board, who will take all views into consideration. Your opinion is important to us so please take the opportunity to respond to the proposal.

8. What are the next steps of this process?

All the views raised in consultation will be considered and presented to the Executive Board. They will have the option to proceed to the next step of the process which is the publication of a statutory notice and a further period of representation. They may also choose to pause or withdraw the proposal. There may also be additional work identified that is needed to help inform that decision. The following table describes a potential timetable for the next steps:

Date	Key event
30 June 2014	Four week consultation phase begins. An opportunity to submit views/responses and attend meetings.
25 July 2014	Consultation ends
September 2014	The earliest the Executive Board can make a decision on whether the proposals can proceed to statutory notice period
September 2014	The earliest that statutory notices can be published (if approval is given) followed by a four weeks representation period
December 2014	This is the earliest the Executive Board can make their final decision
September 2016	The date when additional primary places would be available if the proposals were approved

9. Public consultation response form

Please read the consultation booklet on this proposal and tell us your views. The questions on this form are there to help you, but you do not have to respond to them all.

Responses can also be sent by email to educ.school.organisation@leeds.gov.uk or by letter to: Leeds City Council, PO Box 837, Capacity Planning and Sufficiency Team, Leeds, LS1 9PZ. Please return completed forms to this address. Alternatively we can use Talking Point at www.leeds.gov.uk.

Responses must be received by 4pm on Friday 25 July 2014.

This booklet, along with information on the progress of the proposal, is available at www.leeds.gov.uk/residents/Pages/Consultations-and-reviews.aspx

Questions

Please answer the questions below which apply to you:

1. Do you agree with the proposed increase in admission number from 60 to 90 at Gledhow Primary School

Yes
No

2. Do you agree with the proposed increase in admission number from 60 to 90 at Immaculate Heart of Mary Catholic Primary School

Yes
No

Please tell us more about your views and your reasons for them.

Please use a separate sheet if needed

2. How did you find out about this consultation?

3. Have you found the consultation process and information provided useful?

Yes/No

4. How could we improve the consultation process and/or information provided?

All responses will be taken into account when the decision on whether to proceed is made, but we unfortunately cannot address specific queries. However, if you would like your response to be acknowledged, please provide your contact details:

About you: (please tick and complete all those that apply to you)

<input type="checkbox"/>	Parent/carer	Your child's/children's school/s:
<input type="checkbox"/>	Governor	Your school:
<input type="checkbox"/>	Member of staff	Your school:
<input type="checkbox"/>	Pupil	Your school:
<input type="checkbox"/>	Elected member	Ward:
<input type="checkbox"/>	Local resident	Area:
<input type="checkbox"/>	Other	Please tell us:

Data Protection Act 1998

Under the terms of the Data Protection Act 1998 we must inform you of the following. Leeds City Council is seeking your views to help inform the decision on this proposal. Your personal information will be used only for this purpose, and may be shared with other agencies who are involved in the consultation, however only to address any issues you raise. If you do not wish to provide personal details your views will still be considered, but we will not be able to acknowledge your response personally.

Please send your reply to:

PO Box 837, Capacity Planning and Sufficiency, Leeds, LS1 9PZ

10. Glossary

Admissions limit (Adm Limit)	The maximum number of children a school plans to accept into each year group.
Executive Board	The decision making body of Leeds City Council, formed by the Leader of the Council and nine other executive Members. Representatives of all political parties attend the Executive Board.
Form of entry	Primary schools are organised around classes of 30 pupils. A one form of entry school has seven year groups of 30 pupils; a two form of entry school has seven year groups of 60 pupils each.
Infant Class Size Regulations	The Infant Class Size Regulations state that a class with one qualified teacher can contain no more than 30 pupils. Infant classes are reception, year 1 and year 2, when pupils are aged between 4 and 7.
Through school	A school that provides both primary and secondary provision.
Reception class	This is the first year group for children starting primary school in the year they will reach 5 years old.
Statutory notice period or statutory notice	A period of time required by law to inform the public that the local authority is proposing to do or change something. The statutory notice is published with the proposal details, and invites comments. It follows a period of consultation like this one, allowing the local authority to adapt the proposals based on the views raised in the initial consultation.

Appendix 1. Roundhay/Wigton Planning Area demographic data

School Name	ADMISSIONS DATA				
	Admission Limit	First prefs 2013	First prefs 2014	Allocacted 2013	Allocacted 2014
Gledhow PS	60	82	81	60	60
Immaculate Heart of Mary Cath PS	60	60	79	60	60
Kerr Mackie PS	60	54	55	60	60
Moor Allerton Hall PS	60	34	27	61	60
Moortown PS	30	35	45	30	30
Roundhay St Johns C of E PS	30	36	43	29	30
Highfield PS	60	63	60	60	60
Wigton Moor PS	60	67	58	60	60
Talbot PS	60	86	70	60	60
Roundhay School ** 4-18	60	82	99	60	90
Totals	540	599	617	540	570

Cohort (number of children living nearest each school)				
2013	2014	2015	2016	2017
4-5 Yr olds	3-4 Yr olds	2-3 Yr olds	1-2 Yr olds	0-1 Yr olds
59	61	56	56	59
-	-	-	-	-
51	48	51	48	48
53	45	50	57	40
71	66	60	51	68
-	-	-	-	-
73	73	85	74	61
69	66	68	64	71
97	86	130	95	121
67	52	58	54	55
540	497	558	499	523

Summary by Planning Area

576	544	600	554	583
------------	------------	------------	------------	------------

PAST 5 YEARS BIRTH DATA

School Name	2008/09	2009/10	2010/11	2011/12	2012/13
Gledhow PS	62	54	50	50	59
Immaculate Heart of Mary Cath PS	-	-	-	-	-
Kerr Mackie PS	50	40	59	48	48
Moor Allerton Hall PS	48	49	46	58	40
Moortown PS	63	70	61	48	68
Roundhay St Johns C of E PS	-	-	-	-	-
Highfield PS	66	73	79	73	61
Wigton Moor PS	68	65	66	68	71
Talbot PS	102	84	127	97	121
Roundhay 4-18 School **	60	51	51	61	55
Totals	519	486	539	503	523

Summary by Planning Area	552	528	572	555	583
---------------------------------	------------	------------	------------	------------	------------

**** Roundhay School, temporary increase to 90 for Sept 2014

Appendix 2. Roundhay/Wigton Planning Area housing data

Housing summary for area

Nearest School	Total capacity	Under construction	Not yet started	Complete	Pupil yield by year group
Highfield PS	6	0	6	0	1
Moortown PS	13	0	13	0	1
Roundhay 4-18 School	54	0	44	10	2
Talbot PS	10	5	0	5	1
Wigton Moor PS	8	0	8	0	1
Total	91	5	71	15	4

If you do not speak English and need help in understanding this booklet, please phone **0113 2475793** and state the name of your language. We will then put you on hold while we contact an interpreter. We can assist with any language and there is no charge for interpretation.

अगर आप अंग्रेजी नहीं बोल सकते और आप को यह दस्तावेज समझने के लिए मदद की आवश्यकता है, तो कृपया **0113 224 3311** के उपर टेलीफोन करे. हम आपको टेलीफोन पर ही होल्ड कर के एक इन्टरप्रिटर (दुभाषिये) का संपर्क करेंगे. हम आपको कोई भी भाषा में मदद कर सकते हैं और दुभाषिये की सेवा के लिए कोई खर्च वसूल नहीं किया जाएगा.

আপনি যদি ইংরেজীতে কথা না বলেন এবং এই দলিলটি বুঝতে সাহায্যের দরকার হয় তাহলে দয়া করে **0113 224 3311** এই নম্বরে ফোন করুন এবং আপনি যে ভাষায় কথা বলেন সেই ভাষার নাম বলুন। তারপর আমরা আপনাকে ফোন ধরে রাখতে বলে একজন ইন্টারপ্রিটারের (দোভাষী) সঙ্গে যোগাযোগ করব। আমরা যে কোন ভাষায় সাহায্য করতে পারি, এবং বিনামূল্যে ইন্টারপ্রিটেশনের (ভাষান্তরন) ব্যবস্থা করা হয়।

凡不懂英語又需要協助了解這份資料內容者，請致電 **0113 224 3311** 並說明本身的母語名稱。當我們聯絡傳譯員時，請稍候切勿掛斷電話。我們可以提供各種語言的傳譯服務，而且毋須收費。

ਜੇਕਰ ਤੁਸੀਂ ਅੰਗ੍ਰੇਜ਼ੀ ਜ਼ਬਾਨ ਨਹੀਂ ਬੋਲਦੇ ਅਤੇ ਇਸ ਦਸਤਾਵੇਜ਼ ਨੂੰ ਸਮਝਣ ਲਈ ਤੁਹਾਨੂੰ ਸਹਾਇਤਾ ਦੀ ਲੋੜ ਹੈ ਤਾਂ ਕ੍ਰਿਪਾ ਕਰਕੇ **0113 224 3311** ਤੇ ਫੋਨ ਕਰੋ ਅਤੇ ਆਪਣੀ ਜ਼ਬਾਨ ਦਾ ਨਾਂ ਦੱਸੋ। ਫਿਰ ਅਸੀਂ ਤੁਹਾਨੂੰ ਉਦੋਂ ਤਕ ਇੰਤਜ਼ਾਰ ਕਰਨ ਲਈ ਕਹਾਂਗੇ ਜਦੋਂ ਤਕ ਅਸੀਂ ਕਿਸੇ ਇੰਟਰਪਰਿਟਰ ਨਾਲ ਸੰਪਰਕ ਕਰਦੇ ਹਾਂ। ਅਸੀਂ ਕਿਸੇ ਵੀ ਜ਼ਬਾਨ ਲਈ ਸਹਾਇਤਾ ਦੇ ਸਕਦੇ ਹਾਂ ਅਤੇ ਇੰਟਰਪਰਿਟੇਸ਼ਨ ਲਈ ਤੁਹਾਨੂੰ ਕੋਈ ਫੀਸ ਨਹੀਂ ਦੇਣੀ ਪੈਂਦੀ।

اگر آپ انگریزی زبان نہیں بولتے اور اس دستاویز کو سمجھنے کے لیے آپ کو مدد کی ضرورت ہے تو براہ مہربانی **0113 224 3311** پر فون کریں اور اپنی زبان کا نام بتائیں۔ ہم آپ کو انتظار کرنے کے لیے کہیں گے اور اس دوران کسی انٹریپرٹریٹری یعنی ترجمان سے رابطہ کریں گے۔ ہم کسی بھی زبان میں آپ کی مدد کر سکتے اور ترجمانی کی خدمت کے لیے آپ سے کوئی رقم نہیں لی جاتی۔