

**Admission Form E**

**Information sent home from school**

Aberdeenshire Education, Learning & Leisure Service is committed to providing parents/carers with information in a language or format which best meets their needs.

Do you require information to be provided in a language other than English?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
If YES please state your preferred language				
Do you require information in larger print?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Do you require information in Braille?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Do you require information on an audio tape?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>

**OFFICE USE ONLY:**

If parent/carer has requested information in a different language:

- Where you need to communicate with the parent/carer urgently please use Language Line to call the parent/carer or to speak with them presently. [Accessing a Telephone Interpreter](#)
- If an interpreter is required at any time e.g. future meetings with parent/carer, please complete an Interpreter Request form (available on English as an Additional Language Service (EAL Service) pages on Arcadia and [asn-aberdeenshire.org](http://asn-aberdeenshire.org)) and send to [eal.service@aberdeenshire.gov.uk](mailto:eal.service@aberdeenshire.gov.uk).
- For translation of documents e.g. first language reports from previous school, medical reports, psychological reports etc. please complete an Interpreter Request form and send to [eal.service@aberdeenshire.gov.uk](mailto:eal.service@aberdeenshire.gov.uk).
- The EAL Service advise against translation of school reports to be sent home as some concepts and vocabulary may be unfamiliar to the family. It is more helpful to offer the parent/carer a meeting with an interpreter where the interpreter can support the parent in understanding the report as this enables the parent/carer to ask questions.
- Likewise, other routine communication (newsletters etc.) should be in English with any key information highlighted.
- The EAL Service can share/signpost a range of generic translated materials to support learning and for home-school communication. Primary school menus are available in some languages on the council website.
- Google translate can work for single word translation but with longer bodies of text it is not 100% accurate, making errors with homonyms, inferred meaning, complex structures etc.