

Living and Working in the North East of Scotland



Introduction

Welcome to the North East of Scotland. We hope you enjoy working and living here.

This information will provide you with a guide to our organisations and culture. Although we have done our best to make this leaflet accurate it provides general information only. We have not dealt with every detail. You should not rely on it as legal advice and should always take further advice based on your own situation before taking any action.

There are many useful sources of information. Grampian Racial Equality Council works towards eliminating racism, promotes equal opportunities and strives to create good relations between people in a multi racial society. The Citizens Advice Bureau (CAB) Service offers free confidential and fair advice on debt and consumer issues, benefits, housing, legal matters, employment and immigration. Advisers can help you fill out forms and write letters. You can find you nearest CAB from www.nacab.org.uk or the telephone directory. In Aberdeenshire go to www.aberdeenshire-advice.info to find your nearest independent Advice Service. You can also contact Grampian CareData at www.grampiancaredata.gov.uk

This document will also be available in other languages and on-line.

1. HEALTH

1.1 General

Your entitlement to free National Health Service (NHS) treatment depends on how long and why you are living in the UK, not your nationality. You may have to pay for some NHS services (eg dental treatment, medical certificates, medicine).

Usually you can receive free NHS hospital treatment if you have:

- been living legally in the UK for at least 12 months.
- come to the UK to take up permanent residence
- come to the UK to work for an employer to be self-employed.

1.2 Medical Services

You should register with a doctor near to where you live. The doctor will decide if you qualify for free treatment.

Even if you are registered with a GP as a patient you will still have to pay prescription charges to the pharmacist when they dispense any medicines which your GP has prescribed.

In an emergency you should call 999 and ask for an ambulance. This service including the phone call is free of charge.

For minor accidents you should go to the accident and emergency department at your local hospital.

Registering with a Doctor

You must go to your local doctor General Practitioner (GP) to register as a patient. There is normally no cost for this. This will ensure that your medical records are kept with your local doctor and you are given appropriate treatment when you require it.

You should do this as soon as possible and before you need to see a doctor.

Making an appointment to see a Doctor

When you do need to see a doctor, you should phone between 8am and 6pm to make an appointment. You will then be given a time to see the doctor. It is important that you keep this appointment. You should report to the reception on arrival –about 5 minutes before your appointment. You will then be asked to sit in the waiting room until the doctor is free to see you.

If you require treatment outwith the hours of 6pm and 8am


You should call NHS 24 on 0845 4242424. A nurse will help you or direct you to the appropriate service. This may involve a visit to a local hospital, or a visit from a doctor to your home.

www.nhs24.co.uk provides full information on the health service in different languages.

www.nhs.uk gives general information

www.nhsgrampian.org has the names of doctors in the North East of Scotland


Helplines

If you are having difficulty registering with a doctor
 0845 300 1654

For information about doctor's surgeries  01382 818479

1.3 Pharmacists/Chemists

Pharmacists provide medicines prescribed by your doctor and they can also offer advice and sell medicines for many minor ailments. Even if you qualify for free NHS treatment you may still have to pay for any medication you need at the pharmacy.

For more information about pharmacies  01382 818479.

1.4 Dentists

There is a shortage of dentists accepting NHS patients so it may be advisable to take out health insurance to cover the cost of private dental care.

As with doctors, you need to go to your local dentist to register. For more information about local dentists ☎ 01382 818479.

1.5 Social Work and Community Care Services

Aberdeenshire Council provides a Community Care service to support people who are affected by a range of difficulties; physical and sensory disability, mental health problems, substance misuse.

How do I Qualify for a Service?

You can ask for a service at any Social Work Office. A member of your family, friend, advocate or your doctor can ask for you, if you wish. You can write to us, phone, e-mail, fax or come into one of our offices. This is called a referral. If the referral information indicates that there is a need for a Community Care assessment a member of the Community Care Team will visit you. The information you give us help decide how quickly you will be seen. The Team member will carry out an assessment of your needs. This assessment tells us what your needs are and how they could be met. It will be fully discussed with you. Sometimes a referral may be inappropriate or best dealt with by referring elsewhere. In this case the referrer will be advised by letter or phone how the referral is being dealt with. Child care services can provide advice and information on matters for children and families such as how to register a birth, how to get help with childcare.

To access services call freephone 0800 2983330.

Aberdeenshire Childcare Information Service

This service can provide guidance and information on matters for children and families such as pre-school education and how to get help with finding and paying for childcare. The Service cannot recommend providers, but offers impartial and comprehensive details to help parents make an informed choice. The Service also offers a signposting service to help callers answers questions on matters concerning children or families which fall outside their remit.

To access the Service call freephone 0800 2983330, e-mail childcare@aberdeenshire.gov.uk or go to www.childcarelink.gov.uk/aberdeenshire. Your employer may also be able to help you access Childcare Vouchers through a salary sacrifice scheme.

Please be aware that you will be breaking the law and you may even be prosecuted if you leave your children unsupervised on their own at home even for a very short period of time. Please ensure that you always have childcare arrangements in place.

2. HOUSING

Housing can be found in the following ways:

- From your employer
- Rented from a landlord
- Bed and breakfast accommodation
- Hostel
- Housing association property
- Local Authority property

Housing is advertised in local newspapers and through local estate agents.

Access to Local Authority housing will depend on the conditions applied by Immigration to your entry to the United Kingdom.

Contact Aberdeenshire Council's housing service in your area for advice.

The quality of housing varies and you should check that your landlord or letting agent is registered with a council, a legal requirement as from 31st March 2006. Before landlords are registered the council will check that he or she is a suitable person to rent out houses.

Some rented houses also may require to be licenced by the council. These are called House in Multiple Occupation and are houses which are occupied by at least 3 people from at least different families. These houses are subject to a detailed inspection by the council and Grampian Fire and Rescue Service, to ensure they are safe and fit to live in.

If you have concerns about your landlord or about the house you live in contact Aberdeenshire Council Environmental Health Service by telephoning 01467 628153 or by e-mail via the Council's website **www.aberdeenshire.gov.uk**

Further information can be obtained from the Scottish Executive website-**www.betterrentingscotland.com**

You can check if your landlord is registered by checking-**www.landlordregistrationscotland.gov.uk**

3. USEFUL INFORMATION

3.1 Banks and Building Societies

It is important to open a bank / building society account as most employers will pay your wages into your account.

To open an account, you must provide the following information:

- proof of identity (passport, national identity card and national driving licence) and
- proof of UK address (tenancy agreement or letter from your employer)

Building Society/Banks will issue cards with PIN (Personal Identification Number) which will be delivered to the address which you give. These are sent by post. If you change your address you must tell your Building Society/Bank.

Security – Keep your PIN safe and do not give the number to anyone else.

You can also bank at Post Offices. To find out more information please telephone 08457 223344 or text phone 08457 223355.

3.2 Post Offices

The Post Office sells stamps for letters and parcels and provides information and forms for vehicle tax discs and TV Licences. Many other services are also available, such as sending money overseas.

www.royalmail.com

www.postoffice.co.uk

3.3 Credit Union

Credit Unions are owned and run by their members who pool their savings and access low cost loans when they need to borrow

(maximum 1% per month interest on the reducing balance= 12.68% annual percentage rate)

Members savings are underwritten by a government compensation scheme and members also get non-contributory death benefits.

Anyone who lives or works in Grampian region can join North East Scotland Credit Union Ltd (NESCU).

For further information see website at www.nescu.co.uk

Branches:

| | |
|----------------------------------|----------------------------|
| Fraserburgh 'Link Up', Albert St | Tuesday 11.30 – 1.30 pm |
| Peterhead 48 Marishal Street, | 11.00 – 12.00 noon |
| Huntly Linden Centre, | Mondays 10.30 – 12.00 noon |
| Insch Community Centre, | Thursday 10.00 – 11.30 am |
| Stonehaven Town Hall, | Tuesday 10.40 |

3.4 Libraries

As well as lending books free of charge, public libraries also provide other services such as:

- Provision of books, talking books, videos, DVDs, CDs, local newspapers and other materials. A free request service is available to obtain items located at any branch.
- An online catalogue, which you can use to search for items you wish to borrow, place reservations, renew books and check your borrower record.
- Free computer access, including free access to the Internet and other software is provided in all libraries through go@l, the People's Network in Aberdeenshire Libraries. Support and advice is available from library staff in using these facilities.

- A wide selection of stock for young people. Regular activities such as storytimes and craft sessions are held in our branch libraries and youngsters are invited to take part in our annual Summer Reading Challenge with the opportunity to win prizes. We also provide babies with a free bag of books through the Bookstart scheme.
- Information on all types of subjects. Contact Information Services who will answer queries on practically anything.
- Local studies material in every branch with the main collection at the Local Studies Department at headquarters in Oldmeldrum.
- A variety of learning and leisure activities hosted by our libraries and include Internet courses, careers advice sessions, author talks, reading groups, topical displays and more.

Further information is available on our web page www.aberdeenshire.gov.uk/alis

or contact us by telephone 01651 872707 or by email alis@aberdeenshire.gov.uk

Service points in North Aberdeenshire

Contact your local branch for opening times:

| | |
|-------------|-------------------|
| Aberchirder |01466 780607 |
| Banff |01261 815052 |
| Boddam |01779 473479 |
| Bracoden |01261 851539 |
| Cairnbulg |01346 583121 |
| Cruden Bay |01779 812815 |
| Fraserburgh |01346 518197 |
| Huntly |01466 792179 |
| Macduff |01261 833289 |


| | |
|--------------|-------------------|
| Mintlaw |01771 623366 |
| New Pitsligo |01771 653713 |
| Peterhead |01779 472554 |
| Portsoy |01261 843891 |
| Rosehearty |01346 571219 |
| Strichen |01771 637347 |
| Turriff |01888 562539 |
| Whitehills |01261 861240 |

3.5 TV Licence

If you use a TV you must have a TV licence. The cost of a licence varies depending on whether you have a colour or black and white television. You can pay for a TV licence at the Post Office.

If you rent a property and the landlord provides the TV he must get the licence. If you as the tenant provide the TV you must get a licence. If you do not get a licence then you may be charged a fine of £1000.

www.tvlicensing.co.uk

 0870 2416468

3.6 Driving

All drivers must meet minimum age requirements:

- 17 ----- cars and motorcycles
- 18 ----- medium sized vehicles
- 21 ----- large lorries and buses.

EC = European Community

EEA = European Economic Area

EEC = European Economic Community

3.6.1 EC/EEA Ordinary License Holders

- If you hold a valid Community Ordinary Licence, generally you can drive in this country for 3 years after becoming resident.
- If you want to continue driving after 3 years you must obtain a British driving licence.

(An Ordinary Licence allows you to drive cars, motorcycles and small vehicles)

Visitors

If you hold a valid Community licence and you are visiting Great Britain, you can drive **any** vehicle for as long as your licence remains valid. The appropriate full entitlement for the vehicle you wish to drive must be shown on your licence.

3.6.2 EC/EEA Vocational License Holders

Residents

If you have a valid Community license, this will authorise you to drive in this country for the periods set out below. The appropriate full entitlement for the vehicle you wish to drive must be shown on your licence.

Provided your license remains valid you may drive in GB –

Ordinary license holders

Until aged 70 or for 3 years after becoming resident whichever is the longer period.

Vocational licence holders

Until aged 45 or for 5 years after becoming resident whichever is the longer period.

If you are aged over 45 (but under 65) until your 66th birthday or for 5 years after becoming resident whichever is the shorter period.

If you are aged 65 or over for 12 months after becoming resident.

In order to continue driving after these periods, a British driving licence must be obtained.

IA Vocational Licence allows you to drive minibuses, buses or medium/large vehicles]

If you have a Community Vocational Licence you **must** register with the Driver and Vehicle Licensing Agency (DVLA).

DVLA Information Leaflet D100 gives further information on UK driving licences and **Leaflet INF 38** covers driving in the UK for visitors or new residents. Both leaflets are available from the Post Office or: www.dvla.gov.uk

3.6.3 Non EC/EEC Licences

Usually you can drive in this country for 12 months after becoming resident but check this on : www.dvla.gov.uk

Buying and selling cars

When buying and selling cars, registration documents must be exchanged. Please see www.dvla.gov.uk for further details.

3.7 Insurance

If you injure someone or cause damage to someone's property while driving you must, by law, compensate the other person. To ensure you will be able to do this, you must, by law, have motor insurance. The minimum type of insurance necessary is Third Party Only. Most people add Fire & Theft cover which costs a little more. Many people prefer Comprehensive policies which also covers damage to your own car. It is an offence to use a motor vehicle on a public road without the proper motor insurance.

Anyone else who wants to drive your car must be named on your insurance policy. This will cost extra.

For further information:

www.rac.co.uk

www.theaa.com

or local insurance organisations

3.8 MOT

Cars over three years old must pass a Ministry of Transport (MOT) test every year. It is an offence to use a vehicle over three years old on a public road without a current MOT test certificate.

You **must** be able to produce to the Police on **demand**:

- Your driving licence
- A valid Insurance certificate
- A valid MOT certificate (if your car is over three years old)

3.9 Road Tax

A vehicle licence (known as a tax disc) shows you have paid the correct vehicle tax. You must put this disc on the left-hand side of the vehicle's windscreen. You can buy a vehicle licence for 6 or 12 months from the Post office. You will need to take the following documents with you:

- DVLA form (from Post office or sent to you directly by post if your vehicle is already registered with the DVLA)
- A valid Insurance certificate
- A valid MOT certificate (if your car is over three years old)

www.dvla.gov.uk

Information leaflets are also available from the Post Office.

3.10 Rules of The Road

All drivers should read the **Highway Code**.

You can buy the Highway Code from bookshops or: www.highwaycode.gov.uk

It helps prevent accidents by making sure we all use the same rules when driving. It contains rules such as

- Drive on the left-hand side of the road
- Overtake on the right
- At roundabouts give priority to traffic approaching from the right
- At junctions obey the give way and stop signs. You may see either a red 'STOP' sign a triangular 'GIVE WAY' sign or 'GIVE WAY' markings (dotted white lines and a white triangle on the carriageway). These mean you must give way to traffic on the other road.

These rules are legal requirements and if you disobey them you are committing an offence. You may be fined, given penalty points on your licence or be disqualified from driving.

3.11 Speedlimits – usually (but signs will indicate)

Built up areas (e.g towns and villages): 30 mph (48kph)

Single carriageway: 60 mph (96 kph) for cars

Dual carriageway/Motorways: 70 mph (112 kph) for cars

3.12 Using Mobile Phones while Driving

You must not use a mobile phone while driving. If you do, you may be fined and receive penalty points on your driving licence.

3.13 Seatbelts

Seatbelts must be worn by the driver and all passengers. You can be fined for not wearing a seatbelt. The driver must make sure that passengers under the age of 14 years wear the correct type of seatbelt. A child under 3 years old must use an approved child's car seat.

3.14 Motorcycles

The rider and passenger of a motorcycle, scooter or moped **must** wear crash helmets.

3.15 Drinking and Driving

Alcohol can seriously affect your ability to drive. **It is strongly recommended that you do not drive a vehicle after drinking alcohol.**

If the police stop you driving when you are over the alcohol limit it is likely you will be arrested and kept in a police station overnight to appear in court the next day.

Drugs and medication can also affect your ability to drive safely and could lead to prosecution.

Convicted drivers are disqualified from driving for a minimum of 12 months and may be fined up to £5000 and 6 months in prison.

3.16 Accidents

If you are involved in an accident when driving you must **STOP**.

If anyone is injured or damage is caused to something other than your vehicle you must give your name, address and insurance details to anyone who has a reasonable reason to ask for them.

You don't have to inform the police in the case of a minor accident but if in any doubt call 0845 600 5 700 or if the accident is serious call the police using 999 in an emergency.

3.17 Other Forms of Travel

Local Airport

Dyce Airport, near Aberdeen

UK and international flights

www.baa.com/main/airports/aberdeen/

 +44 (0)870 040 0006

Local Railway Station

The main train station is at Guild Street, Aberdeen. There are also other stations (e.g. Elgin, Keith, Inverurie, Huntly, Inch, Stonehaven, Portlethen and Dyce).

For further information: www.transportdirect.info

Local Bus Station

Most towns have a bus station. The main bus station is situated in Aberdeen.

Contact details in local telephone directory.

For bus timetables go to www.aberdeenshire.gov.uk

4. EMPLOYMENT

4.1 Worker Registration Scheme (WRS)

Worker Registration Scheme only applies if you are originally from the following countries:

- Czech Republic
- Estonia
- Hungary
- Latvia
- Lithuania
- Poland
- Slovakia
- Slovenia

Within 1 month of starting work **YOU** must register with the Home Office Worker Registration Scheme (www.workingintheuk.gov.uk) by submitting a completed **WRS Application Form**. **This form can be printed from the "workingintheuk" website. The form must be completed by both you and your employer.**

The following documents must also be enclosed with your application form:

- a letter from your employer confirming you are working,
- 2 passport photos,
- your passport/ID card and
- a payment of £50 (postal order, cheque or credit card)

If you do not apply within one month of starting work your employment will become illegal.

On registration you will receive:

- a registration card
- a registration certificate
- your passport or id card will be returned

You must repeat this process each time you change your employer.

4.2 Tax

If you are an employee, your employer will deduct Income Tax from your wages each time you are paid and send it to the Inland Revenue. This is known as Pay As You Earn (PAYE). You may be entitled to a tax rebate when you return to your home country.

4.3 National Insurance (NI)

If you are employed and are aged between 16 and 65, you must pay National Insurance contributions (NICs) Some statutory payments (e.g. statutory sick pay and statutory maternity pay), depend on the contributions you have paid.

If you do not already have a NI number you **must** apply for one as soon as you start work. To apply for a number contact a call centre to arrange a face to face interview. The call centre number is 0845 6000 643 (text phone 0845 6000 644). You will need to take proof of identity and evidence that you are working, for example a letter from your employer.

You must tell your employer your National Insurance Number. This number is unique to you. It is used

- as your reference number for the UK benefits system and
- to record your NI contributions.

4.4 Finding work

You can find work by visiting a Job Centre Plus office, applying directly to companies or by contacting a private employment agency. Most large towns have a Job Centre Plus where friendly staff will help and advise you. Job vacancies will also be advertised in local newspapers.

Telephone numbers for all of the above can be found in the local telephone directory.

4.5 Employment Rights

Employment law can be complicated. If you have a query or problem, you should ask your employer first.

For advice on a specific problem you should contact a Citizens Advice Bureau (CAB); alternatively, visit the following websites:

www.worksmart.org.uk or (0870 600 4 882 to obtain a copy of 'Working in the UK – Know Your Rights' (This is available in Lithuanian, Hungarian, Czech, Polish and Portuguese)

ACAS – a public body which promotes good workplace relations
www.acas or 08457 47 47 47

For more information on government benefits contact CAB or your local Advice Service.

www.dwp.gov.uk

(click on benefits and service A-Z then follow the link for Social Security Agreements with other countries to download information on the social security insurance benefits and healthcare agreements with the appropriate EEA country)

Additional Information

National Minimum Wage

Most workers including agency workers must be paid a minimum wage. The levels as at October 2005 are:

- Aged 22 or over - £5.05 per hour
- Aged 18-21 - £4.25 per hour
- Aged 16 and 17 - £3.00 per hour (apprentices are not included)

Minimum Wage Helpline ☎ 0845 6000 078

www.dti.gov.uk/er/nmw/index.htm

Lawful Deductions Made From Wages

An employer can only make deductions if they are:

- required by law (eg, PAYE or NI deductions);
- allowed by the worker's contract
- agreed to by the worker **in writing** before the deduction is made.

Working Time Regulations

The Working Time Regulations state that:

- the average weekly working time is no more than 48 hours (you can choose to work longer but this must be agreed in writing with your employer)
- night workers average daily working time is limited to 8 hours
- health assessments must be offered to night workers
- minimum daily (11hours) and weekly (1 day) rest periods
- rest breaks at work (20 minutes for every 6 hours)
- paid annual leave (4 weeks – pro rata)

Health and Safety Protection

Both you and your employer are responsible for health and safety in the workplace.

Statutory Sick Pay (SSP)

Employees absent from work through illness for more than 4 days and who pay enough NI contributions may qualify for SSP. It is paid by the employer.

Agency workers paying NI contributions **may** be entitled to SSP depending on whether they were working at the time of illness.

Statutory Maternity Pay (SMP)

Pregnant employees/workers with 26 weeks continuous employment by the 15th week before childbirth have the right to SMP. If you do not qualify for SMP you may be able to claim maternity allowance from your local benefits office depending on your NI contributions.

Part-time Workers

Part-time workers must be treated the same as full-time workers in their terms and conditions.

4.6 Racial Harassment

If you are the victim of, or witness to, any racial harassment you are strongly advised to report it, whether it be at school, home, in the street or the work place. Harassment can include verbal abuse, attacks on property and physical assault. Most forms of racial harassment are criminal offences.

We are committed to addressing any evidence that will allow us to combat racism, no matter how small it may seem. To report an incident please call one of the numbers below:

Teamwork Against Racist Crime ☎ 0800 0855 609

Grampian Police ☎ 0845 600 5700

Aberdeenshire Council ☎ 01467 620981

Grampian Racial Equality Council ☎ 01224 625895

Grampian Fire Brigade Headquarters ☎ 01224 696666

For more information - www.cre.gov.uk

Domestic Abuse

If you are affected by domestic abuse – are afraid of your partner or ex partner’s behaviour towards you whether it is physical violence, harassment, emotional, psychological or sexual abuse you can get free, confidential local help by telephoning:

National Domestic Abuse Helpline ☎ 0800 027 1234

Grampian Police ☎ 0845 600 5700

Grampian Woman’s Aid ☎ 01224 593381

5. EMERGENCY SERVICES

The emergency services are:

- Police
- Fire and Rescue
- Ambulance
- Coastguard

In an emergency (such as a car accident or house fire) call **999**. You will be asked which service you need. In the UK these services are **usually FREE OF CHARGE**.

5.1 Police

You may need to contact the police because:

- you have been the victim of a crime, or
- you have witnessed a crime
- you have been involved in a road accident, or
- you need information.

Most large towns have a police station. This may not be open 24 hours a day. If it is closed, call the Service Centre on ☎ 0845 600 5700.

www.grampian.police.uk

Controlled Drugs

Possession of certain types of drugs is illegal. These include cannabis, amphetamine, heroin, ecstasy, cocaine, crack cocaine and a number of others.

Some drugs although available on prescription from a doctor are illegal to possess if not prescribed to you. If you are found with any of these drugs you can be fined or imprisoned or both.

Weapons

Generally you are not allowed to carry knives or guns. Only small folding pocket knives with a blade of less than 7.62 cm long can be carried in a public place and you may **not** carry a weapon for personal protection.

To possess a gun of any kind, unless it is an air weapon you will require a firearm or shotgun certificate issued by the police.

Smoking/Alcohol/Sex

You must be 16 years and over to purchase cigarettes and other tobacco products. Supplying cigarettes to children under the age of 16 is illegal.

You must be 18 years and over to purchase alcoholic drinks. In some areas byelaws forbid the drinking of alcohol outdoors – these areas will have signs indicating this. Supplying alcohol to children under the age of 18 is illegal. You must not take your own alcohol into pubs.

You must be 16 years and over to have a sexual relationship with another person, who must also be over the age of 16.

5.2 Fire Service

Grampian Fire and Rescue Service provide a fire service 24 hours a day, every day of the year. They are there to help reduce the risk of fire in the home and work place, and to respond to emergency situations that threaten life from fire, road traffic collisions and other emergency situations.

This service is generally free, including advice to the public on reducing the risk from fire. Information leaflets and documents are available to any member of the public in different languages, which will provide advice on reducing the risk from fire.

Fire stations are in the cities and towns of Grampian. Whilst there may not always be someone at the station, all emergency calls will be answered and responded to.

Home Fire Risk Assessment

Your home really means a lot to you. That's why you work so hard to make it just how you want it. But your home is more at risk from fire than you realise.

Maybe you think fire can't touch you. Maybe you think you've got it covered – 3 out of every 4 Scots believe their home isn't at risk from fire.

But did you know that...

- you're twice as likely to die in a house fire in Scotland than in any other part of the UK?
- there are around 63,000 house fires in the UK every year?
- around 500 people are killed every year in the UK and around 14,000 people are injured? Ordinary people just like you.

Maybe they never gave fire a second thought either ... until it was too late.

Still think you've got it covered? Because it's often when you're busy or just not thinking – that fire takes hold ... and takes a life. You need to look for potential fire hazards in your home. The hazard may be greater than you think.

Please access 'Your Guide to Fire Safety' from your employer or visit the Aberdeenshire Council website and look up the 'Welcome to Aberdeenshire' Page. This document will help you look for hazards in your home.

DO IT BEFORE ITS TOO LATE !!

What to do when fire strikes ...

There are three golden rules when fire strikes –

GET OUT!

STAY OUT!

CALL THE FIRE SERVICE OUT!

This advice will save lives and prevent injuries and deaths in fires.

The Fire Service recommends that the public should not attempt to fight fires or enter burning buildings. They are not equipped to cope with smoke and heat and should not put themselves at risk.

For further information contact your local fire station or Community Fire Safety Officers 📞 01224 696666.

6. EDUCATION AND TRAINING

6.1 Schools

6.1.1 When do children go to school?

In Scotland, children must attend a primary school when they are 5 years old. Once they reach 12 years old they move to a secondary school and must stay there until they are 16 years old. After that, children can leave school or stay on at school for up to 2 years to study for more qualifications.

6.1.2 Where do children go to school?

Usually children attend their local primary or secondary school, but this usually depends on where you live. To find out which is your local school, you should contact your local Education Office (see below). If you do not want your child to attend your local school then you must make a placing request. Application forms are available from schools and education offices.

6.1.3 How do parents enrol a child in a school?

Usually the parent contacts the Head Teacher of their local school. If a parent needs an interpreter then it should be possible to provide one.

6.1.4 Children with additional needs

Some children may need extra help with their education. There are different sorts of help their children can receive depending on their needs.

Educational Psychology Service

Educational Psychologists work with children who are having difficulties at school. They also work with parents and teachers and can advise on ways of helping children.

Special Schools

These are for children with severe learning difficulties. There are four in Aberdeenshire. Children only attend these schools once they have been seen by an Educational Psychologist.

Support for learner bases

These are in all secondary schools and in some primary schools. They provide help for children who have been seen by an Educational Psychologist.

English as an additional language

These are specialist teachers who work with schools that have children who do not use English at home. If this is what happens in your home then you should tell the Head Teacher when enrolling your child in a school.

Sensory Support Service

These are a team of specialist teachers who work with children with a hearing impairment or a visual impairment. Again, tell the Head Teacher when enrolling your child in a school.

6.1.5 School transport

If you live close to your local school then usually your child would walk to school. If your child attends primary school and you live more than 2 miles away then your child will be given free transport. For children attending secondary school you must live more than 3 miles away from your local secondary school for free transport. If your child does not attend their local school because you have made a placing request, then your child will not qualify for free transport.

6.1.6 School meals

All primary and special schools provide lunches. A two-course lunch costs £1.45. In secondary schools there is a choice of food at different prices.

Free school meals for children are available if their parents receive:

- Income Support
- Income-based Job Seekers Allowance
- Child Tax Credit but not Working Tax Credit and earn no more than £13,480 each year
- Child Tax Credit whilst also being a student
- Child Tax Credit whilst also being a carer.

6.1.7 Clothing Grants

Parents can receive a grant for children under 17 years old who attend school full time if they receive:

- Child Tax Credit TC602 (income under £13,480 per year and assessed by the Inland Revenue)
- Working Families Tax Credit TC60L (income under £14,600 per year as assessed by the Inland Revenue)
- Disabled Persons Tax Credit
- Income Based Job Seekers
- Income Support
- Widowed Mothers Allowance
- Retirement Pension (income under £13,480)
- Support under Part VI of the Immigration and Asylum Act 1999.

Application forms are available from schools and education offices.

6.1.8 Education offices

Banff and Buchan, St. Leonards, Sandyhill Road, Banff, AB45 1BH

Buchan, Old Infant Building, Prince Street, Peterhead, AB42 1PL

Formartine, Towie House, Manse Road, Turriff. AB53 4EH

Garioch, Gordon House, Blackhall Road, Inverurie, AB51 3WB

Kincardine and Mearns, Queens Road, Stonehaven, AB39 2HQ

Marr, Queens Road, Stonehaven, AB39 2HQ

6.2 Further and Higher Education

There are many opportunities for you to access training in areas such as:

- English as a second language
- Recognised qualifications in subjects such as business studies, computing, engineering etc
- Short courses in subjects such as health and safety, first aid etc
- General interest and hobbies such as history, sport and art

Courses are delivered during the day, the evening and sometimes at the weekend. Banff and Buchan College and Aberdeen College are the local colleges of further education covering the Aberdeenshire area. There are also Universities and more education establishments in Aberdeen city.

To find out more visit out more about learning opportunities, either contact the local Colleges and Universities direct or view www.learndirect.com

6.3 Community Learning

Achievement through learning for adults, young people and building community capacity.

How we deliver:

- Support for speakers of other languages e.g.
 - English Classes (ESOL)
 - School Based support for children
 - Social opportunities
- Helping young people and adults with reading, writing, numbers and communication skills
- Supporting parents with young families (Surestart)
- Motivating and supporting young people through youth work projects.
- Developing community based adult learning projects and events in response to need
- Working with and supporting communities to achieve change
- Grants, funding advice and training for groups and individual learners
- Individual support to people on the edge of their communities
- Listening and interacting with communities to hear their needs

To find out more, contact:

General Enquiries 📞 01224 665514

ESOL 📞 01339 887006

School Based Support for Children 📞 01888 544831

6.4 Swimming pools and leisure centres


Aberdeenshire Council's Swimming Pools and Leisure Centres offer a wide range of activities for people of all ages and ability. These facilities are complemented by a number of facilities, which are

managed by local Leisure Trusts, and receive funding from the Council. Programmes include Aqua aerobics, Lifeguard courses, Water Polo, Badminton, Squash and inflatable fun! Also on offer are well equipped fitness suites, saunas, trampolines and for those who prefer the challenge of outdoor activities there is the dry ski slopes at Alford and Scotland's only all-weather nordic ski track at Huntly.

Qualified coaches and instructors are based at each facility. Details of all the various recreation facilities in North / Central / South Aberdeenshire, are listed below. Further details of individual activities, prices and timetables, can be found on the Council's website, or by contacting the individual facilities listed below.

Recreation Facilities in North Aberdeenshire

Banff Swimming Pool - Bellevue Road, Banff, AB45 1BJ

 01261 815754

Fraserburgh Swimming Pool & Sports Centre - Alexandra Terrace, Fraserburgh, AB43 9PR

 01346 518627

Fraserburgh Leisure Centre - North Links, Fraserburgh

 01346 516663


Huntly Swimming Pool & Lifestyles Fitness Suite - The Avenue, Huntly, Aberdeenshire, AB54 4SH

 01466 792397

Huntly Nordic Ski & Outdoor Centre - Hill of Haugh, Huntly, Aberdeenshire, AB54 4SH

 01466 794428

Peterhead Leisure & Community Centre - Queen Street, Peterhead, AB42 1TY

 01779 471757

Recreation Facilities in Central Aberdeenshire


Ellon Swimming Pool & Community Centre, Schoolhill, Ellon,
AB41 9AH

 01358 727910


Inverurie Swimming Pool, Victoria Road, Inverurie, AB51 3QS

 01467 620654

Turriff Swimming Pool & Sports Centre, Queens Road, Turriff,
AB53 7EF

 01888 562528 (pool) & 01888 563800 (sports centre)

Westhill Swimming Pool, Hays Way, Westhill, AB32 6XZ


 01224 744933

Recreation Facilities in South Aberdeenshire


Aboyne Swimming Pool & Deeside Community Centre, Bridgeview
Road, Aboyne, AB34 5JN

 01339 886222

Alford Swimming Pool, Bank Terrace, Alford, AB33 8TY

 019755 62922


Alford Ski Centre, Greystone Road, Alford, Aberdeen, AB33 8TY

 019755 63024

Banchory Swimming Pool & Community Centre, School Hill,
Banchory, AB31 5TQ

 01330 823357

Portlethen Swimming Pool, Oak Drive, Portlethen,

 01224 782918

Stonehaven Open Air Pool (Seasonal), Beach Road, Stonehaven,
AB39 2RD

 01569 762134


Stonehaven Swimming Pool & Leisure Centre, Queen Elizabeth Park,
Stonehaven, AB39 2RD

 01569 763162


Banchory Sports Centre, Raemoir Road, Banchory

 01330 825269


Inverbervie Sports Centre, Kirkburn, Inverbervie

 01561 361182


Mearns Sports Centre, Aberdeen Road, Laurencekirk

 01561 377519

Aboyne & Deeside Community Centre, Bridgeview Road, Aboyne

 013398 86222


Alford Community Centre, Murray Terrace, Alford

 019755 62251


Banchory Community Centre, Schoolhill, Banchory

 01330 825966

Mearns Community Centre, 148 High Street, Laurencekirk

 01561 378298


Portlethen Community Centre, Cookston Road, Portlethen

 01224 781325

Stonehaven Community Centre, Bath Street, Stonehaven

 01569 762688

Balmedie Leisure Centre, Elgie Road, Balmedie

 01358 743725

Bennachie Leisure Centre, Largie Road, Inch

 01464 821248


Meadows Sports Centre, Meadows Way, Ellon

 01358 725162

Garioch Sports Centre, Strathburn Park, Burghmuir Road, Inverurie

 01467 626141

Westdyke Leisure Centre, 4 Westdyke Avenue, Westhill

 01224 743098

Ellon Community Centre, Schoolhill, Ellon

 01358 727910

Garioch Community Centre, Chelsea Road, Inverurie

 01467 620353

Insch Community Centre, Commerce Street, Insch

 01464 820860


Kemnay Community Centre, Bremner Way, Kemnay

 01467 643535

Turriff Gateway Community Centre, Victoria Terrace, Turriff

 01888 562562

Westhill Community Centre, Hays Way, Westhill

 01224 740089

6.5 Museums and visitor centres

For further information and details of opening times of Aberdeenshire Heritage museums or visitor centres please telephone: 01771 622906


Email: heritage@aberdeenshire.gov.uk

Aberdeenshire Farming Museum

Aden Country Park, Mintlaw, Peterhead, AB42 5FQ

 01771 622906 / 622884

Arbuthnot Museum, St Peter Street, Peterhead, AB42 1QD

 01779 477778

Banff Museum, High Street, Banff, AB45 1AE

Brander Museum, The Square, Huntly, AB54 8AE

Fordyce Joiner's Workshop And Visitor Centre


West Church Street, Fordyce near Portsoy, AB45 2SL

Maud Railway Museum


Maud Railway Station, Maud, near Peterhead, AB42 5LY

Peterhead Maritime Heritage Museum

South Road, Peterhead, AB42 2YP

 01779 473000


Sandhaven Meal Mill, Sandhaven, Fraserburgh, AB43 4EP

 01771 622906

Banchory Museum, Bridge Street, Banchory, AB31 5SX

 01771 622906

Tolbooth Museum, Stonehaven, The Harbour, Stonehaven

 01771 622906

Carnegie Inverurie Museum, The Square, Inverurie, AB42 6QD

Garlogie Mill Power House, Garlogie, Skene

 01771 622906

7. Churches and Religion

The phone numbers of many Churches in the North East of Scotland can be found in the **Classified (first) Section** of the Phone Book.

Under the following headings:

- Churches And Other Places of Worship
- Church of Scotland
- Catholic Church
- Scottish Episcopal Church

You will find many churches listed according to the name of the place in which the church is situated. You will also find churches listed in **Yellow Pages** under the headings of *“Places of Worship and Religious Organisations”*.

Banff and Buchan

For further help in finding your nearest church phone:

- Church of Scotland: 01888 562392
- Baptist Church: 01346 518603
- Catholic Church: 01542 832196
- Celtic Orthodox Church: 01346 532339
- Methodist Church: 01779 473671
- Pentecostal Church: 01346 518006
- Scottish Episcopal Church: 01542 832312
- Banff: Riverside Christian Fellowship: ... 01261 815790
- Fraserburgh: Community Church: 01346 510437
- United Reformed Church: 01346 513053

Buchan Area

For further help in finding your nearest church phone:

- Church of Scotland: 01888 562392
- Catholic Church: 01346 518215
- Scottish Episcopal Church: 01358 720366
- Baptist Church: 01779 479837
- Celtic Orthodox Church: 01346 532339
- Methodist Church: 01779 473671
- Pentecostal Church: 01779 838251

Formartine

For further help in finding your nearest church phone:

- Church of Scotland: 01467 651941
- Baptist Church: 01779 479837
- Catholic Church: 01358 721485
- Celtic Orthodox Church: 01346 532339
- Methodist Church: 01779 473671
- Pentecostal Church: 01779 838251
- Scottish Episcopal Church: 01358 720366



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