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**Report on new Welcome Pack for Service Families in Helensburgh and Lomond**

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**1.0 EXECUTIVE SUMMARY**

- 1.1 The purpose of this report is to present a copy of the Welcome Pack for Service families in Helensburgh and Lomond to the Community Services Committee for consideration. This has been created due to demand from parents from Armed Forces families, who requested a comprehensive pack outlining education provision in Helensburgh and Lomond, to support families moving to the area from different locations with differing education systems. This has been funded through the Ministry of Defence Education Fund.
- 1.2 This report presents the background leading to the creation of this Welcome Pack for Armed Forces families in Helensburgh and Lomond, the purpose of the pack, intended audience and distribution strategy.

**1.3 Recommendations**

It is recommended that the Community Services Committee:

- Note the attached Welcome Pack created by the Service Pupil Advisor;
- Note the commitment to partnership working between Argyll & Bute Council and The Ministry of Defence, and
- Agree to the publication of this Welcome Pack on the Argyll & Bute Council website as well as in hard copy format.

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**2.0 INTRODUCTION**

- 2.1 The purpose of this report is to present a copy of the Welcome Pack for Service families in Helensburgh and Lomond to the Community Services Committee for consideration. This has been created due to demand from parents from Armed Forces families, who requested a comprehensive pack outlining education provision in Helensburgh and Lomond, to support families moving to the area from different locations with differing education systems. This has been funded through the Ministry of Defence Education Fund.
- 2.2 The report presents the background leading to the creation of a Welcome Pack for Armed Forces families in Helensburgh and Lomond, the purpose of the pack, intended audience and distribution strategy.

**3.0 RECOMMENDATIONS**

- 3.1 It is recommended that the Community Services Committee:
- Note the attached Welcome Pack created by the Service Pupil Advisor;
  - Note the commitment to partnership working between Argyll & Bute Council and The Ministry of Defense, and
  - Agree to the publication of this Welcome Pack on the Argyll & Bute Council website as well as in hard copy format.

**4.0 DETAIL**

- 4.1 HM Naval Base (HMNB) Clyde is home to the UK submarine fleet and headquarters of the Royal Navy in Scotland. From over 3000 pupils in the Helensburgh and Lomond area approximately, 20% primary pupils and 43% secondary pupils are believed to be children from Armed Forces families and may have interrupted learning needs due to the nature of mobility and deployment of their parent's job.
- 4.2 Re-basing of submariners and submariner training will result in HMNB Clyde becoming the main centre for submarine training, thus resulting in personnel rising to 9500 by 2023, having a direct effect on the number of families and infrastructure in the Helensburgh and Lomond area. Armed Forces families tend to move to this area from base port areas of Portsmouth and Plymouth for the Royal Navy and Plymouth, Taunton and Poole for the Royal Marines.

4.3 It is not uncommon for families moving to Helensburgh and Lomond to consult other parents through social media as to the process of enrolling their child into school or early education providers. Information can be misleading and not based on fact.

4.4 Parents from Armed Forces families have requested a Welcome Pack to support the transition from different education systems, and explaining in detail how our education system works, what their local school is and a guide to enrolling their child in school.

4.5 The Welcome Pack includes:

- An overview of Argyll & Bute's Education Vision and Aims;
- The Armed Forces Context within Helensburgh and Lomond;
- Information about schools in Helensburgh and Lomond including:
  - How to find your local school and catchment area;
  - Local schools in relation to service family accommodation;
  - Placing requests;
  - How to enroll your child in school;
  - Argyll & Bute Council's Anti-Bullying Policy, and
  - Contact details for all schools in Helensburgh and Lomond.
- Early Years and Childcare Provision in Helensburgh and Lomond;
- Detailed information regarding Curriculum for Excellence including;
  - Assessment;
  - Qualifications;
  - A UK comparison of stages in education for children, and
  - Additional Support Needs and the GIRFEC model.
- Answers to Frequently Asked Questions;
- Information to provide to the school, including the importance of advising your child is from an Armed Forces family;
- Contact details for youth clubs and organisations in the Helensburgh and Lomond area, and;
- Details of the Children's Education Advisory Service (CEAS) and links to their Moving Schools Pack which supports Armed Forces families when moving school.

4.6 What are we going to do next?

- Publish the Welcome Pack electronically on the Argyll & Bute Council website;
- Liaise with the Communications Team to ensure the Welcome Pack is publicised;
- Publish hard copies of the Welcome Pack, to be available for distribution via the Service Pupil Advisor;
- Distribute electronic and hard copies via the RNRM Welfare Team based in Churchill, Helensburgh, and HMNB Clyde;
- Distribute electronic and hard copies to families who make contact with

schools in our area;

- Distribute electronic and hard copies to contact in Base Port areas for families to access prior to a move.
- Continue to review the information within the Welcome Pack and update changes on our electronic versions both on our website and versions to be distributed, and
- Share our Welcome Pack with interested parties who work on behalf of Armed Forces families such as the Association of Directors in Education in Scotland (ADES), ADES Armed Forces Working Group, The Royal Caledonian Education Trust (RCET) Practitioners Conference and other Local Authorities.

## **5.0 CONCLUSION**

- 5.1 This report has outlined the background leading to the creation of a Welcome Pack for Armed Forces families in Helensburgh and Lomond, the purpose of the pack, intended audience and distribution strategy.

## **6.0 IMPLICATIONS**

- 6.1 Policy - This report links directly to Outcome 1 - In Argyll and Bute the economy is diverse and thriving, Outcome 3 – Education, skills and training maximises opportunities for all, and Outcome 4 – In Argyll and Bute children and young people have the best possible start.
- 6.2 Financial – This Welcome Pack has been funded by monies from the MOD Education Fund.
- 6.3 Legal – None
- 6.4 HR – None.
- 6.5 Equalities – None.
- 6.6 Risk – Not providing this Welcome Pack to Armed Forces families will result in continued access to misleading information via social media for families wishing to move to our area, and may be disadvantageous to the transition process of moving school.
- 6.7 Customer Service – None

Cleland Sneddon  
**Executive Director of Community Services**

Councillor Rory Colville  
**Policy Lead for Education and Lifelong Learning**  
10 September 2015

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**APPENDICES**

Appendix 1 – Welcome Pack for Armed Forces families in Helensburgh and Lomond.