



**HLS**  
EAL Training & Consultancy

**HOUNSLOW  
LANGUAGE  
SERVICE**



**Multilingual Letters for  
Parents  
BOOK 2**

# **HOUNSLOW LANGUAGE SERVICE**

## **Multilingual Letters for Parents. Book 2**

### **Introduction**

**This multilingual pack is one of a series of compilation booklets with useful model letters on a range of common topics. When communication with parents is in dual language format, access is improved for those who may not be literate in English. At the same time as valuing pupils' home languages, schools are not assuming lack of English but merely offering choice. Other booklets in this series provide translations on such topics as school meals, Ramadan, etc..**

**This booklet contains translations of the following :**

- a) *'If you don't understand this, please contact the office'***
- b) *'Please ring the bell for attention'***
- c) Admission Form**
- d) Fasting during Ramadan**
- e) Parent's unable to attend Parents Evening**
- f) Special Medicine**
- g) Unauthorised Absence**

**in the following languages with English on the reverse:-**

- \* Albanian
- \* Arabic
- \* Bengali
- \* Chinese
- \* English
- \* Farsi
- \* Gujarati
- \* Hindi
- \* Panjabi
- \* Polish
- \* Portuguese
- \* Somali
- \* Tamil
- \* Urdu
- \* Vietnamese

**Compiled by the  
Bilingual Team**

**FORMULAR REGISTRIMI**

Emri shkollës:.....  
 Mbiemri:..... Emri:.....  
 Data e lindjës:..... Djalë/Vajzë:..... Religjioni:.....  
 Përkatësia etnike ..... Gjuha e përdorur në shtëpi .....  
 Çertifikata e lindjës/Pasaporti është treguar Po/Jo  
 Data e arritjes në Britani të Madhe .....

**PERSONAT PËR TË KONTAKTUAR**

Emri:..... Raporti:.....  
 Adresa: .....  
 .....  
 Numri i telefonit në shtëpi..... Celularit: .....  
 Numri i telefonit në punë: .....

Emri: ..... Raporti: .....  
 Adresa:.....  
 .....  
 Numri i telefonit në shtëpi: ..... në punë: .....

**INFORMATA SHENDETSORE**

Emri, adresa dhe numri i telefonit të mjekut familjar:

Detale rreth shëndetit: shembull. alergji etj..

Pengesa ushqimore dhe nevoja tjera.....

Emri, gjinia, data e lindjes së fëmijëve tjerë në familje

Vëllezër dhe motra më të ri Vëllezër dhe motra më të vjetër

.....  
 .....

Ju lutemi tregoni ndonjë shkollë tjetër të cilën fëmiju ka vijuar duke përfshirë qerdhet/parashkolloret:

.....  
 .....

Ndonjë informatë tjetër:

.....  
 .....

Nënshkrimi .....

Data .....

Prindi/Kujdestari

H.L.S.

**ADMISSION FORM**

School Name:.....  
 Family/Surname:..... First Name:.....  
 Date of Birth:..... Boy/Girl:..... Religion:.....  
 Ethnic Origin ..... Ist Lang spoken at home .....  
 Birth Certificate/passport seen Yes/No  
 Date of arrival in the UK .....

**ADULT CONTACTS**

Name:..... Relationship:.....  
 Address: .....  
 Home Telephone..... Mobile: .....  
 Work Telephone: .....

Name: ..... Relationship: .....  
 Address:.....  
 Home Telephone: ..... Work Telephone: .....

**MEDICAL INFORMATION**

Name, address and telephone of General Practitioner:  
 .....  
 Medical details e.g. allergies .....  
 Dietary and other needs .....

Name, sex, date of birth of other children in the family  
 Younger siblings Older Siblings  
 .....  
 .....

Please list any previous schools attended including Playgroup/Nursery:  
 .....  
 .....

Any other information  
 .....  
 .....

Signed ..... Date .....  
 Parent/Guardian



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If you would like more information, please contact us.

વધારે માહિતી માટે મહેરબાની કરીને અમોને મળો.

যদি আপনার আরোও কিছু জানার থাকে, তাহলে আমাদের যোগাযোগ করুন।

Se precisar de mais informações, contacte-nos.

若你需要更多資料，請與我們聯絡。

اگر آپ کو مزید معلومات دیکار ہیں تو ہم سے رابطہ قائم کریں

إذا رغبتكم في الحصول على معلومات إضافية الرجاء الإتصال بنا

ਵਧੇਰੇ ਜਾਣਕਾਰੀ ਲਈ ਸਾਡੇ ਨਾਲ ਸੰਪਰਕ ਕਰੋ।

*Nëse dëshironi më shumë informata, ju lutemi kontaktoni qendrën tonë.*

Haddi aad faahfaahin u baahantay fadlan nala soo xidhiidh.