

# Clifton Primary School

## Welcome Pack



## Section 1: Welcome to Clifton Primary School

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வாருங்கள் Mir se vjên സ്വാഗതം أهلاً وسهلاً

歡迎光臨 ਜੀ ਆਇਆ ਨੂੰ। සාදරයෙන් පිළිගන්නවා

Sveiki atvykę Dobře došel

स्वागतम स्वागत پخیر

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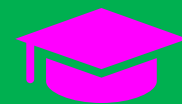
Bine ați venit Witam Cię خوش آمدید

Bienvenido Vítej

We know that moving your family to a new home and a new area is exciting, but it can also feel new, overwhelming and a bit scary.

We hope that this handbook will help you settle into Clifton and Southall, as smoothly as possible. If you need any support or have any questions, please phone to school office.

## Section 2: Going to School in Ealing



The more parents and carers know about their child's education, the better they can work together with the school to ensure their child achieves his/her potential.

### Education in the UK

All children in England between the ages of 5 and 18 are entitled to a free place at a state school. By law, all children aged between 5 and 18 must be in education.

In most schools, children are placed in classes according to their age, not their level of ability. They move up to the next class at the end of each year.

### Parents as partners in learning

Clifton Primary School offers lots of opportunities for you to be involved and will give you information to help with your child. All parents and carers receive this information and opportunities to be involved via ParentMail.

### School phases

Age on August 31st	Year	Curriculum stage	Type of educational institution		Is it compulsory?	Is it free?
3-4	Nursery	Foundation Stage	Nursery School (NB some primary & infant schools have		No	Up to 30 hours a week
4-5	Reception		Primary School	Infant School	Yes	Yes
5-6	Year 1	Key Stage 1		Junior School		
6-7	Year 2					
7-8	Year 3	Key Stage 2	High School			
8-9	Year 4					
9-10	Year 5					
10-11	Year 6					
11-12	Year 7	Key Stage 3	High School	Yes	Yes	
12-13	Year 8					
13-14	Year 9					
14-15	Year 10	Key Stage 4	High School	Yes	Yes	
15-16	Year 11					
16-17	Year 12					
17-18	Year 13	Key Stage 5	High school or college	Yes	Yes	
				Yes	Yes	

The table below sets out the main tests and assessments that pupils will undertake during their school career.

Stage	Year Group	Test / Exam	When?
EYFS	Reception	Reception Baseline Check	Autumn Term
Key Stage 1	Year 1	Phonics screening check	June
	Year 2	Key Stage 1 Teacher assessments in English, grammar, punctuation and spelling, and maths	May

Key Stage 2	Year 3	<b>Teacher assessments – parents are likely to receive an annual report at parents evenings to discuss your child's progress and achievements</b>	<b>Please check with your child's school</b>
	Year 4	Multiplication Tables Check - to help ensure children in primary school know their times tables up to 12 off by heart	June
Key Stage 2	Year 5	Teacher assessments – parents are likely to receive an annual report at parents evenings to discuss your child's progress and achievements	Please check with your child's school
	Year 6	Key Stage 2 National tests and teacher assessments in English, grammar, punctuation and spelling, maths and science	May - June
Key Stage 3	Year 7 - 9	Teacher assessments - parents are likely to receive an annual report at parents evenings to discuss your child's progress and achievements	Please check with your child's school
Key Stage 4	Year 10	Some pupils will start taking GCSEs	May
	Year 11	Most children take GCSEs or other national qualifications	May
Key Stage 5	Year 12	A young person will be given a choice about how they want to participate in education post-16 years, which could be through full-time education, work-based learning or part-time education or training if they're employed or volunteering for 20 hours or more a week.	
	Year 13	A level or equivalent	May

## Applying for Primary, Infant and Junior School

You must apply for your child's Primary or Infant school place in the academic year before their 5<sup>th</sup> birthday. If your child is at an Infant school you must apply for their Junior school place when they are in Year 2.

You can find all the information you need on the Ealing Council website including a list of schools: [https://www.ealing.gov.uk/info/201114/apply\\_for\\_primary\\_school](https://www.ealing.gov.uk/info/201114/apply_for_primary_school)

### How to apply

Go to [www.ealing.gov.uk/admissions](http://www.ealing.gov.uk/admissions) for a 'step by step' guide on how to apply online. You will then be directed to [www.eadmissions.org.uk](http://www.eadmissions.org.uk) to make your application.

You can apply online between September and the middle of January.

**If you need any help with your application please contact the school for support.**

## Applying for High School

You must apply for a High School place for your child between September and October when they are in Year 6, meaning they will turn 11 during that academic year.

### Choosing your preference

Each year Ealing council produce a prospectus which contains details of all schools. You can find the latest one here:

[https://www.ealing.gov.uk/info/201115/apply\\_for\\_high\\_school/2046/apply\\_for\\_a\\_high\\_school\\_place](https://www.ealing.gov.uk/info/201115/apply_for_high_school/2046/apply_for_a_high_school_place)

You are strongly advised to name your **nearest non-faith school** as one of your school preferences. Before deciding on your remaining preferences you should:

- Attend any meeting held by your child's primary school explaining how to apply for high school.
- Attend open evenings at as many schools as possible.
- Read the admissions criteria for each school you are applying to. It is very important that you look at each school's admissions criteria in relation to your circumstances so that you are aware of the order in which places are allocated at over-subscribed schools.

### How to apply

Go to [www.ealing.gov.uk/admissions](http://www.ealing.gov.uk/admissions) for a 'step by step' guide on how to apply online. You will then be directed to [www.eadmissions.org.uk](http://www.eadmissions.org.uk) to make your application.

**To find out about support available to help you with the application you can call** Main round high school admissions **Tel: (020) 8825 5522** between 9.00am-12.00pm, Monday to Friday.

**If you need any help with your application please contact your child's school for support.**

## Children requiring additional support: Special Educational Needs and Disabilities (SEND)

Some children have Special Educational Needs and Disabilities (SEND). This means that he or she has greater difficulty in learning than most other children of about the same age.

Special Educational Needs (SEN) can arise for a number of reasons and may be due to a disability that makes it hard for a child to use the same kind of educational facilities provided for the majority of children.

All schools have an obligation to make provision for children with SEND and each school has a member of staff known the Special Educational Needs Coordinator (SENCO).

For a small number of children with the most complex and long-term needs, support available in schools may not be enough and it may be necessary for a statutory assessment to be completed called an Education, Health and Care Plan (EHCP). EHCPs are coordinated by the local authority and cover all aspects of the child's life – Education, Health and Care needs.

**Where to go for help if you think your child has a special educational need or a disability.**

If you are a parent or carer with a child with SEND, **talk to your child's school** in the first instance. For additional help and advice you can go to:

**Ealing I SAID Service** Provides free and confidential advice, information and support to parents and carers of children and young people with additional needs aged up to 25.

**Email:** isaidealing@family-action.org.uk

**Website:** www.family-action.org.uk

**Ealing Parent and Carer Forum** Aims to bring together the collective experiences and views of parents and carers to focus on solutions and work in partnership with service providers to improve support and care for children and young people with additional needs.

**Email:** info@epcf.org.uk

**Website:** www.epcf.org.uk/

**Ealing Local Offer** Is an online services directory and information resource for children, young people and families living with additional needs and disability in the London Borough of Ealing

**Email:** children@ealing.gov.uk

**Website:** www.ealinglocaloffer.org.uk

**Contact a Family** Provides support, advice and information for families with disabled children, no matter what their condition or disability. Including:

- Information and support - to parents and carers of disabled children and professionals working with families.
- Advice - on education, welfare rights, housing and social services.
- One-to-one and group work - advice sessions for families; support groups; events and trips; workshops

**Telephone:** 020 8571 6381 or 020 8571 6400

**Website:** www.contact.org.uk/ealing

**PESTS** Are a registered charity for families of children aged 0-5 Years with a disability, additional or complex need in the London Borough of Ealing:

- Play & support sessions, providing activities for children
- Information, support & advice to parents and carers
- Parties, trips and outings for the whole family
- Training workshops and parent carer evenings for adults

**Website:** www.pests-ealing.org.uk



## Section 3: Registering with a Doctor



It is important to be registered with a GP (General Practice) so that you and your family have access to a doctor as soon as medical assistance is needed. The NHS is a FREE service for all. Medicines and prescriptions for under 16's are also free.

### Local Doctors Practices

<b>Southall Medical Centre</b> 70 Norwood Road, Southall, UB2 4EY Tel: 02085712182	<b>Welcome Practice</b> 70a Norwood Road, Southall, UB2 4EY Tel: 02085741822
<b>Hammond Road Surgery</b> 93-95 Hammond Road, Southall, UB2 4EH Tel: 02085745057	<b>Belmont Medical Centre</b> Western Road Road, Southall, UB2 5DU Tel: 02088935515
<b>The Surgery</b> 70-70a Norwood Road, Southall, UB2 4EY Tel: 02085741822	<b>Featherstone Road Health Centre</b> Hartington Road, Southall, UB2 5BQ Tel: 02034057750
<b>The Crosslands Surgery</b> 1 Crosslands Avenue, Southall, UB2 5QY Tel: 02085741906	

### Registering with a Doctor

When you have found a practice you like, you'll have to formally register with it as an NHS patient by submitting a registration form to them. You can get a copy from the surgery or download it here:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/826307/GMS1-family-doctor-services-registration-form.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/826307/GMS1-family-doctor-services-registration-form.pdf)

If you have no proof of address or identification

- Some GP practices may ask for proof of identity when you register, especially when you register children in your care.
- You should not be refused registration or appointments because you do not have a proof of address or personal identification at hand.
- This also applies if you're an asylum seeker, refugee, homeless patient or overseas visitor, whether lawfully in the UK or not.

### Making an Appointment with the Doctor

- Visits to the surgery are free, but you will usually need to make an appointment. You can do this on the telephone, by visiting the surgery or sometimes online.



## When your GP surgery is closed

- You can call NHS 111 if you urgently need medical help or advice but it's not a life-threatening situation.
- You can also call NHS 111 if you're not sure which NHS service you need.

## Pharmacies

Your local pharmacist may be able to give you the help you need, so you won't have to spend time waiting for an appointment at the doctors.

A list of local pharmacies is below:

<b>Gill Chemist</b> 79 Norwood Rd, Southall UB2 4EA	<b>Puri Pharmacy</b> 39 Western Rd, Southall UB2 5HE
<b>Gill Chemists</b> 31-33 King St, Southall UB2 4DG	<b>Cheema Pharmacy</b> Havelock Arms, King St, Southall UB2 4DQ
<b>Fountain Pharmacy</b> 43 Featherstone Rd, Southall UB2 5AB	<b>Jade Pharmacy and Travel Clinic</b> 3, Crosslands Parade, Crosslands Ave, Hounslow, Southall UB2 5RB

## 24 Hours Pharmacies

If you need a pharmacy at the weekend or late at night you can find one that is open by visiting the NHS Website: <https://beta.nhs.uk/find-a-pharmacy/>

## Section 4: Registering with a Dentist



This section will give you information on looking after your family's teeth, including finding and visiting the dentist.

### NHS dental treatment is FREE for children under the age of 18

- You should take your child to the dentist when their first milk teeth appear. This is so they become familiar with the environment and get to know the dentist.

### Finding a Dentist

- There is no need to register with a dentist in the same way as with a GP because they can take their patients from any area.

### Local Dentist Surgeries

<b>Kings Dental Surgery</b> 66 King St, Southall UB2 4DD Tel: 020 8574 2505	<b>Norwood Dental Practice</b> 269 Norwood Rd, Southall UB2 4JJ Tel: 02085742046
<b>Smile 32 Dental</b> 283 Convent Way, Hounslow, Southall UB2 5UL Tel: 02088936825	<b>Dr K Gohil - The Whitehouse Dental Practice</b> The White House, 93-95 South Rd, Southall UB1 1SQ Tel: 02088439323
<b>Dr Barinder Dhindsa</b> South Rd, Southall UB1 1SQ Tel: 02088439323	<b>Inspire Dental</b> 56-58 South Road, Southall, UB1 1RQ Tel: 020 8574 4455

### Advice for looking after children's teeth

#### Food

- It is advised that the frequency and amount of sugary foods and drinks is reduced and limited to mealtimes
- Water and milk in a cup are the best drinks for teeth

#### Children aged 3 to 6 years

- Brush at least twice daily for about 2 minutes with fluoride toothpaste.
- Brush last thing at night before bed and at least on 1 other occasion.
- Brushing should be supervised by a parent or carer.
- Use children's fluoride toothpaste containing no less than 1,000ppm of fluoride (check label) or family toothpaste containing between 1,350ppm and 1,500ppm fluoride.

- Use only a pea-sized amount of toothpaste (see picture).
- Spit out after brushing and don't rinse – if you rinse, the fluoride won't work as well.



### Children aged 7 and over

- Brush at least twice daily for about 2 minutes with fluoride toothpaste.
- Brush last thing at night before bed and at least on 1 other occasion.
- Use fluoride toothpaste containing between 1,350ppm and 1,500ppm of fluoride (check label).
- Spit out after brushing and don't rinse – if you rinse, the fluoride won't work as well.
- Children aged 7 and over should be able to brush their own teeth, but it's still a good idea to watch them to make sure they brush properly and for about 2 minutes.

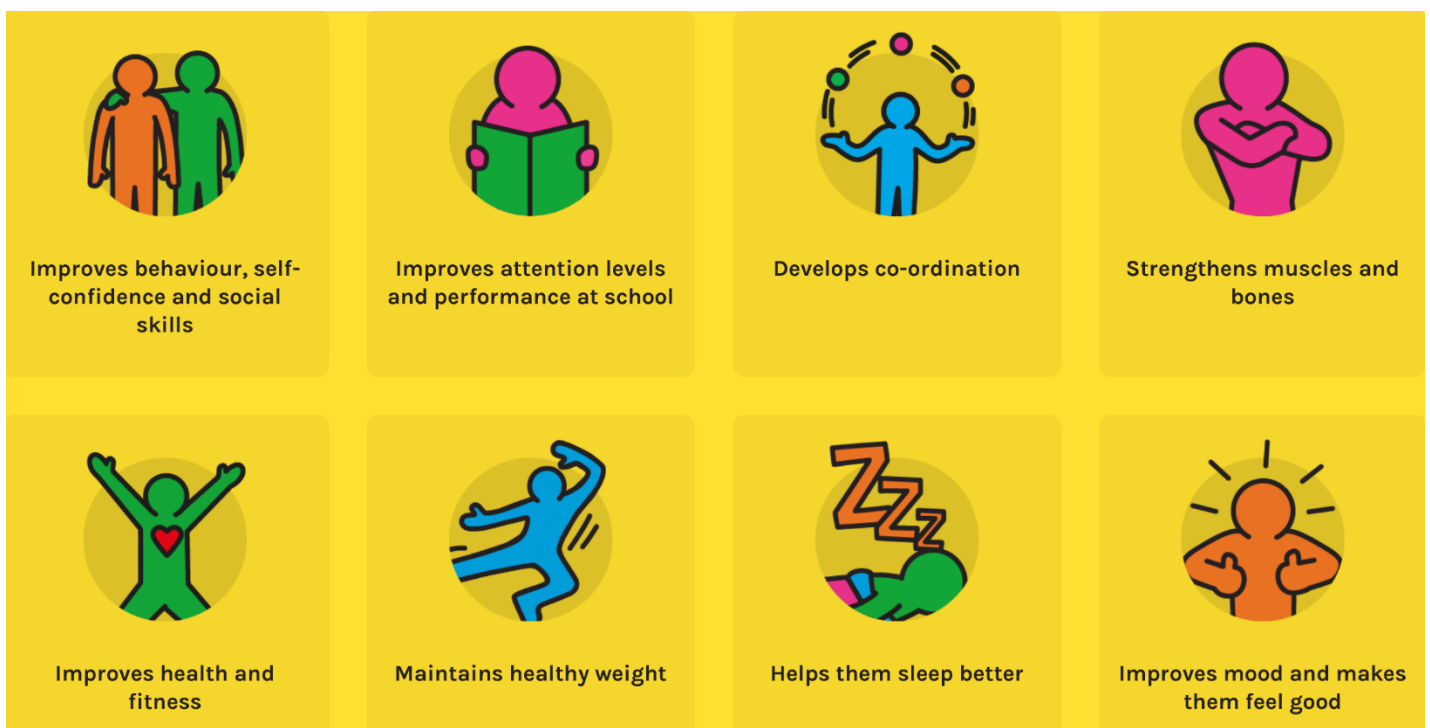
## Section 5: Let's Get Out & About



### Getting Active

Children need at least 60 active minutes every day. Being active every day keeps their heart healthy, reduces their risk of serious illness and strengthens muscles and bones.

**Lots of good reasons to get moving:** Research shows that physical activity can help school aged children in lots of ways.




\* From [www.nhs.uk/change4life](http://www.nhs.uk/change4life)

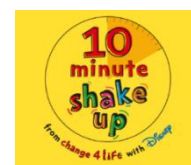
### Ideas for getting children more active

- **Take them to the park or playground:** On the next page you will find a map of all the parks and open spaces in Dormers Wells.
- **Join a sports club at school:** At Clifton, we often have activities which your child can join either at lunchtime or after school. Find out by asking in the office.
- **Go swimming: Dormers Wells Leisure Centre** has a 20meter swimming pool which is perfect for children to learn or develop their swimming. They can have lessons with an instructor or you can go for a family swim.

- **Try a new sport:** **Dormers Wells Leisure Centre** has lots of sports to choose from badminton to basketball. Older children can also join the gym for a reduced cost. There are lots of activities for adults too with exercise classes, yoga and other sports.

 <p>Dormers Wells Leisure Centre Dormers Wells Lane, Southall, Middlesex, UB1 3JB Telephone: 020 8571 7207</p>	<p><b>Opening Hours:</b> Mondays: 06:30 - 22:00 Tuesdays: 06:30 - 22:00 Wednesdays: 06:30 - 22:00 Thursdays: 06:30 - 22:00 Fridays: 06:30 - 22:00 Saturdays: 08:30 - 20:00 Sundays: 08:30 - 20:00</p>
<p>Discounted memberships are available for those in receipt of certain benefits, proof of concession will be required on first visit. Concession proof accepted at this site include: Job Seekers, Carers Allowance, Employment &amp; Support Allowance and Income Support</p>	

- **Get active at home:** Change 4 Life has lots of ideas for getting children active when it's hard to get out of the house. Try their 10 Minute Shake Up Games which are all based on Disney Characters, from dancing to star jumps to tidying up there is something for everyone to enjoy.



	<p><a href="https://www.nhs.uk/change4life/activities">https://www.nhs.uk/change4life/activities</a></p>
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- **Park Run:** Organise free, weekly, 5km timed runs around the world. They are open to everyone, free, and are safe and easy to take part in. They are open to adults and children. Although they are free you must register on the website before you can take part by going to: <https://www.parkrun.org.uk/register/>

<p><b>Osterley Parkrun</b> is a 5k run that takes place every Saturday at 9.00am at Osterley Park, Jersey Road, Isleworth, TW7 4RD. You can find out more here: <a href="https://www.parkrun.org.uk/osterley/course/">https://www.parkrun.org.uk/osterley/course/</a></p>
<p><b>Northala Fields Parkrun</b> is a 5k run that takes place every Saturday at 9.00am at Northala Fields Park, Kensington Road, Ealing, Greater London, UB5 6UR. You can find out more here: <a href="https://www.parkrun.org.uk/northalafields/">https://www.parkrun.org.uk/northalafields/</a></p>

**Children's Centre's** provide services for children under 5 Years old and their families like Stay & Play sessions, appointments with Health Visitors and sometimes courses for adults. You can contact them to find out more and for a copy of their timetable:

<p><b>Dormers Wells Children's Centre</b></p>	<p>Dormers Wells Lane, Southall, UB1 3HX Telephone: 07719988113</p>
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<b>Greenfields Nursery School and Children's Centre</b>	Recreation Road, UB25PF Telephone: 020 8813 8079
<b>Southall Park Children's Centre</b>	Green Drive, Southall, Middlesex, UB1 3AZ Telephone: 020 8813 8275

### Local Parks and Green Spaces

<b>1</b>	<b>Southall Recreation Ground</b> 29 Recreation Rd, Southall UB2 5PE	<b>2</b>	<b>Wolf Fields Urban Nature Reserve</b> Unnamed Road, Southall UB2 4JS
<b>3</b>	<b>Manor House Grounds</b>	<b>4</b>	<b>Norwood Green Park</b> Southall UB2
<b>Spencer Street Playground</b>			



## Let's Get Out & About in London


Visiting new places like parks, museums or exploring a different part of Ealing or even London gives children extra experience and knowledge which can help them with their school work and their future learning and careers.

### Museums

Many museums in London are FREE to enter and children and young people, there are a few below that you and your family might enjoy but there are LOTS more to discover.

	Exhibition Rd, South Kensington, London SW7 2DD Open Every Day from 10.00am (last entry 17.15pm) Nearest Tube Station: South Kensington
	Cromwell Rd, South Kensington, London SW7 5BD Open Every Day from 10.00am (last entry 17.30pm) Nearest Tube Station: South Kensington
	150 London Wall, Barbican, London EC2Y 5HN Open daily 10.00am – 18.00pm Nearest Tube Station: Barbican or St Paul's
	Imperial War Museum, Lambeth Road, London, SE1 6HZ Open Every Day from 10.00am – 18.00pm Nearest Tube Station: Lambeth North or Elephant & Castle
	Great Russell St, London WC1B 3DG Open Every Day from 10am – 1730pm Nearest Tube Station: Tottenham Court Road

### Parks & Zoos

	Located in Brent Lodge Park, Church Road, Hanwell, W7 3BP Telephone: 0780 3454510 Email: <a href="mailto:animalcentre@ealing.gov.uk">animalcentre@ealing.gov.uk</a> <b>Get there on the 207 bus from Uxbridge Road</b>	Open 10.00-16.00pm every day (until 17.00 in the Summer) Adult Entry: £4 Children Entry: £2
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## Section 6: Support for you and your Family

We all want the best for our children and by working closely with families we can tackle problems as soon as they arise.

Sometimes we all need extra help to make sure we get the best out of family life. This might be to help children feel happier, learn better or support for parents.

If there is anything your family needs help with you can always talk to someone in school.

There are also lots of organisations who can support you in Ealing. Some of them are listed below.

### Helpful numbers and websites

<https://youngminds.org.uk/find-help/for-parents/parents-helpline/>

Young Minds Parent helpline 0808 802 5544

<https://www.westlondon.nhs.uk/our-services/adult/iapt/iapt-ealing>

<https://www.nspcc.org.uk/keeping-children-safe/support-for-parents/>

<https://www.nhs.uk/healthier-families/>

Childline 0800 1111

Samaritans 116 123

### Ealing Food Bank

Anyone can find themselves at crisis point for a number of different reasons. Ealing Food Bank can provide three days' nutritionally balanced emergency food and support to local people who are referred to them in crisis.

The foodbank works with local agencies who can offer you advice, and support and refer you to the foodbank should you need it. They will take some basic details from you to complete a voucher, and let you know where and when you can collect food.

Please contact the office for more information

#### Southall

Thursday 13:00 - 15:00

St Anselm's RC Church, The Green, Southall, UB2 4BE



## Family Lives

Family Lives is an organisation offering support and a listening ear to parents all year round. They also offer extra help to families in Ealing when they face complex needs and challenges.

**Helpline:** 0808 800 2222

**Website:** [www.familylives.org.uk](http://www.familylives.org.uk)

## Local Welfare Assistance

Local welfare assistance is an emergency financial payment to help people to try to maintain an independent life or for those facing an immediate financial crisis.

As well as helping you to cope in the short term, the local welfare assistance team can also help with debt advice, budgeting and improving chances of finding a job.

### How can Local Welfare Assistance Help?

They may be able to help with:

- A rent deposit and/or rent in advance, moving costs, or help with your council tax
- Free personal budgeting support to help you manage your money.
- Providing furniture or household items if you have had to move to a new house
- Paying for food, clothing, gas and/or electricity
- Support if your home is damaged by fire, flooding or another emergency

Applications are assessed carefully so that money goes to those most in need. To ask for support or find out more you can call and leave a message or send an email.

**Telephone:** 020 8825 6237

**Email:** [localwelfareassistance@ealing.gov.uk](mailto:localwelfareassistance@ealing.gov.uk)

## Housing advice

The housing advice team provides information on all housing issues.

**Telephone:** (020) 8825 8888

**Email:** [housadv@ealing.gov.uk](mailto:housadv@ealing.gov.uk)

**Address:** Customer service centre, Perceval House, 14-16 Uxbridge Road, Ealing W5 2HL

**Opening hours:** Mon-Fri, 9am-5pm

**Don't forget, you can always talk to the school if you are worried about anything which is affecting you, your children or your family.**

## Section 6: Joining the Library



Joining the library is FREE. You can borrow books for yourself and your children. They have books in English and in other languages. You can also use the computer, the free wi-fi and join in activities.

### **Dominion Centre and Library**

**Address:** 112 The Green, Southall, Middlesex UB2 4BQ

**Telephone:** 020 8825 6540

Email: [southalllibrary@ealing.gov.uk](mailto:southalllibrary@ealing.gov.uk)

**Opening hours:** Monday: 10am-5pm, Tuesday to Thursday: 10am-7pm, Friday 10am-5pm, Saturday: 10am-5pm, Sunday: 1pm-4pm

### **Things to do in the library**

- Services
- Audio books
- Baby bounce and rhyme
- Books fiction and non-fiction
- Books in selected community languages: Gujarati, Hindi, Punjabi, Urdu, Tamil and Somali
- Computers for public access
- Photocopier
- Toddler's storytime
- Self-service terminals
- Learning centre/ IT suite
- Study area
- Martinware collection

## Section 7: Learning New Skills



In this section you will find information on where to find out where you can go to learn something new or improve your skills by attending an adult learning course. Attending a course can help you to prepare for work, develop new skills or get a better job.

### English Courses

English as a Second or Other Language (ESOL) courses are for people whose first language is not English to develop their English language skills for work, further learning or everyday life. There are different courses depending on how much English you already know.

#### **West London College (Also known as Southall Community College)**

Beaconsfield Road, Southall, Middlesex, UB1 1DP

Telephone: 020 8741 1688

Website: <https://www.wlc.ac.uk/courses/esol>

#### **Ealing School of Language**

Telephone: 0794 3223 203

Website: [www.ealingschooloflanguages.com/](http://www.ealingschooloflanguages.com/)

A range of other courses can also be found at <https://learnealing.org.uk/>

## Section 8: Looking for Work



In this section you will find information on where to go to look for a job, what to expect when working in the UK and where you can get free help to get ready to look for a job.

### Looking for a Job

#### Work Ealing

Website: <https://workealing.com/>

#### Ealing Job Centre

86, 92 Uxbridge Rd, London W13 8RA

Phone: 0800 169 0190

### The following rights apply to all workers in the UK:

- The right to health and safety at work: All UK workplaces must be safe to work in, and all employees must receive health and safety advice
- The right to family life: Most women are eligible for some maternity leave, but this does vary so people should seek advice. Also, some people can get paid paternity leave from work when their wife or partner has just had a baby
- The right to be protected from discrimination: This includes discrimination on the grounds of age, disability, pregnancy and maternity, race, gender reassignment, marriage and civil partnership, religion or belief, sex, or sexuality
- The right to a minimum wage: The very least an employer can pay is an amount called the National Minimum Wage (NMW). The amount received is dependent on age.
- The right to maximum hours of work: There are rules about the number of hours you are allowed to work in a week. In the UK people should not have to work more than 48 hours a week
- The right to paid leave: Almost all workers in the UK are entitled to 5.6 weeks' paid holiday from work each year. This means that, if you work five days a week, you have the right to 28 days' paid holiday a year
- The right to leave your job: Everyone is allowed to leave a job if they no longer want to work there. However, some migrant workers are not allowed by the UK Border Agency to find other work if they leave the job they came to the UK to do (or if they are dismissed from that role).
- In this situation, an individual may have to wait until the Home Office has completed their paperwork before they can get another job
- The right to possess your own passport: Any employer or employment agency is not allowed to hold on to a passport or any other official documents for any longer than a day. If your employer is holding on to your passport without your agreement, they could very well be breaking the law.

## Section 9: Transport Links



Buses and trains are the easiest way to get around Southall and the wider London area.

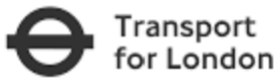
**Southall Station** (Overground Services)

**Greenford Station** (Central Line and Overground Services)

### Travel Information

#### Transport for London

For more information or for help planning your journey visit [www.tfl.gov.uk/plan-a-journey](http://www.tfl.gov.uk/plan-a-journey)



Children Under the age of 11 can travel free on buses at any time. Up to 4 children can also travel free on Tube, Docklands Light Railway (DLR) and London Overground Services at any time as long as they are accompanied by an adult using a valid Ticket or payment card.

When children get older they can still get free or discounted travel but they will need to carry a Photocard to show their age. You can find out how to apply for a card for them here: <https://photocard.tfl.gov.uk/tfl/showLogon.do>



#### Bus Timetables

You can download apps to get the latest travel news and timetables for buses or check <https://tfl.gov.uk/travel-information/timetables/>

