

12 February 2007

To: Principals of all schools

Dear Principal

Support for Ethnic Minority Pupils - Interpreting and Translation Services

You received information by letter in October 2006 indicating that a process was underway to appoint official Board suppliers of Interpreting and Translation Services in relation to pupils who have English as an Additional Language, as part of the move towards the development of a Regional Ethnic Minority Achievement Service incorporating EAL. I am pleased to inform you that the contracts have now been awarded.

Interpreting services will be provided by:

- (a) Flex Language Services
University of Ulster
Shore Road
Newtownabbey
BT37 0QB
Telephone 028 90366546

- (b) STEP Training and Learning (STL Ltd)
c/o Unit T5
Dungannon Business Park
2 Coalisland Road
Dungannon
BT71 6JT
Telephone 028 87729002

Translation services will be provided by:

Applied Language
Yorkshire Office Park
Armitage Bridge
Huddersfield
HD4 7NR
Telephone 0870 2250283

As these are now the regional suppliers to all Education and Library Boards all relevant business as indicated by the criteria below should be transacted with these companies. In the case of interpreting, schools may choose to use either of the two suppliers.

A central fund, using finance made available through the Children and Young People's Fund, will cover costs for interpreting or translation work which meets the criteria listed below:

Interpreting or Translation relating to:

- Initial parent / teacher interviews
- Parent consultation interviews
- Critical incidents
- Pastoral care issues
- Psychological assessments
- Annual reviews for statemented EAL pupils
- Policies that schools are statutorily required to provide to parents.

Costs will be met from a single regional budget and in order to facilitate monitoring, the following practical arrangements for using the service should be followed:

- The school should raise an order in the normal way and send a copy to the **Ethnic Minority Achievement Service (EMAS)**, c/o NEELB, Antrim Board Centre, 17 Lough Road, Antrim BT41 4DH.
- Following receipt of services, the relevant invoice should be signed by the school and forwarded for payment to **EMAS** at the address above.
- The invoice will then be paid from the central fund for Interpreting and Translation Services.

I trust that you will find this service of assistance.

Yours sincerely

Mary Yarr

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