



North Ayrshire Council
Comhairle Siorrachd Àir a Tuath

COMMUNITIES AND EDUCATION DIRECTORATE

Proposal to close Kilwinning Early Years Centre and establish the provision as Pennyburn Primary School Early Years' Class

REPORT BY HEAD OF SERVICE (EDUCATION)

This document has been issued by North Ayrshire Council for consultation in terms of the
Schools (Consultation) (Scotland) Act 2010

This document can also be made available in other formats and community languages.

本文件也可應要求，製作成其他語文或特大字體版本，也可製作成錄音帶。
ਇਹ ਦਸਤਾਵੇਜ਼ ਹੋਰ ਭਾਸ਼ਾਵਾਂ ਵਿਚ, ਵੱਡੇ ਅੱਖਰਾਂ ਵਿਚ ਅਤੇ ਆਡੀਓ ਟੇਪ 'ਤੇ ਰਿਕਾਰਡ ਹੋਇਆ ਵੀ ਮੰਗ ਕੇ ਲਿਆ ਜਾ ਸਕਦਾ ਹੈ।

درخواست پر یہ دستاویز دیگر زبانوں میں، بڑے حروف کی چھپائی اور سننے والے ذرائع پر بھی میسر ہے۔

Na życzenie klienta, informacje te mogą być udostępnione w innych językach oraz formatach.

**North Ayrshire Council
Communities and Education Directorate**

**Kilwinning Early Years Centre
Change provision to become Pennyburn Primary School Early
Years Class**

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1. Executive Summary

- 1.1 This document sets out the proposal to incorporate Kilwinning Early Years Centre (KEYC), a standalone early years centre, into Pennyburn Primary School as its Early Years' Class. This proposal requires the formal closure of KEYC, a 'school' in terms of the legislation.
- 1.2 The roll out of the expansion in early learning and childcare (ELC) to 1140 hours was fully implemented across North Ayrshire in August 2021. As part of the implementation phase, the estate and infrastructure arrangements in North Ayrshire were considered and, as a result, it was deemed appropriate to incorporate KEYC, presently a standalone centre, into Pennyburn Primary School as its early years' class under the leadership of the Head Teacher of the school.
- 1.3 Our objectives continue to be:
- To ensure the highest quality of educational provision for our children and young people;
 - To maintain the best quality and use of our learning estate;
 - To prioritise effective deployment of staff; and
 - To maximise the benefits of establishment leadership for outcomes for children.
- 1.4 The integration of early years into Pennyburn Primary School under the direction of the Head Teacher will provide further opportunities to evaluate and improve approaches to learning, teaching and wellbeing across the stages.
- 1.5 Following the conclusion of this consultation, a report will be prepared for consideration and approval by Cabinet in early 2023 (see timeline at Appendix 1).

2. Strategic Context

2.1 Council Vision

North Ayrshire Council's Plan, 'North Ayrshire: A Council that is Fair for All,' sets out our key aims and ambitions over the five-year period 2019-2024. Our mission is *"working together to improve well-being, prosperity and equity in North Ayrshire"*.

Our Council:

- recognises there is strength in doing things together;
- engages with, listens to and supports communities to be active partners in what we do;
- believes in fairness, tackles inequality and bases its decisions on these values;
- is ambitious, determined and committed to improving North Ayrshire;
- acts early taking a preventative approach;
- focuses resources towards our priority outcomes;
- innovates and drives positive change, embracing technology, to provide valued and cost-effective services for our communities; and

- makes sure its voice is heard – locally, regionally, and nationally – to influence decision making and to attract investment.

Our priorities are centred on our people and places:

Aspiring Communities

- active and strong communities
- children and young people experience the best start in life
- inclusive, growing and enterprising local economy
- people enjoy good life-long health and well-being
- people and communities are safe

Inspiring Places

- effective infrastructure and digital connectivity
- affordable, modern, and well-designed homes that meet residents' needs
- vibrant, welcoming, and attractive places
- a sustainable environment

2.2 Education Vision

Through Aspiring Communities, we seek to create a society where everyone has the same life chances to grow, prosper and have fulfilling and healthy lives.

In order to ensure our children and young people experience the best start in life, we will create the conditions for them to access the highest quality learning experiences.

Our objectives continue to be:

- To ensure the highest quality of educational provision for our children and young people;
- To maintain the best quality and use of our learning estate;
- To prioritise effective deployment of staff; and
- To maximise the benefits of establishment leadership for outcomes for children.

High quality education and the accompanying infrastructure and environment are at the heart of many of the national outcomes and their indicators and development goals. The specific national outcomes to which this strategy relates most closely are:

- we grow up loved, safe and respected so that we realise our full potential;
- we are well educated, skilled and able to contribute to society;
- we are healthy and active;
- we live in communities that are inclusive, empowered, resilient and safe;
- we have thriving and innovative businesses, with quality jobs and fair work for everyone; and
- we have a globally competitive, entrepreneurial, inclusive and sustainable economy.

The vision is to continue to develop a motivational learning environment that supports the delivery of positive educational outcomes for the children of Kilwinning.

2.3 Equality

Promoting equality is one of North Ayrshire Council's core values. The principles of equality and fairness are central to all council activities. Equality means everyone is treated fairly and has the opportunity to fulfil their potential.

Under equality legislation, the general equality duty requires public authorities, in the exercise of their functions, to have due regard to the need to:

- eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010
- advance equality of opportunity between people who share a relevant protected characteristic and those who do not
- foster good relations between people who share a protected characteristic and those who do not

The main method the council uses to ensure it is meeting its requirements under the legislation is through the Equality Impact Assessment process, which is used to assess policies, procedures and proposals. Following an Equality and Children's Rights Impact Assessment (ECRIA), no adverse effects have been identified as a result of the proposal. This assessment is a live document, which will evolve with the consultation and throughout the project, if approved.

3 Proposal

- 3.1 The roll out of the expansion in early learning and childcare (ELC) to 1140 hours was fully implemented across North Ayrshire in August 2021. This followed a one-year delay due to Covid-19.
- 3.2 A post-implementation review of the learning estate and infrastructure for the delivery of high-quality early learning and childcare is nearing completion. This is ensuring the best use of valuable resources to maximise the impact and benefits of 1140 hours of ELC for North Ayrshire's children and families.
- 3.3 North Ayrshire's Early Years Centres are each led by a Head of Centre who reports directly to a Senior Manager who is line managed by a Head of Service. North Ayrshire's Early Years Classes are led by the Head Teacher of the school in which they are situated, and the classes are included in the leadership and direction of the whole school community.
- 3.4 KEYC is the smallest of North Ayrshire's six standalone Early Years Centres, and it is smaller than many of North Ayrshire's Early Years Classes. It is presently managed as a standalone ELC facility with capacity for 54 children aged 3–5 years and 15 children aged 2–3 years. It follows a Model 1 pattern of delivery and is open from 8am until 6pm throughout the year. KEYC and Pennyburn Primary School share the same building and the same administrative and office functions and space.

3.5 The centre received a £647,000 refurbishment that included the following works:

- Fully refurbished playrooms
- Relocation of toilets – now directly accessible from playrooms
- Creation of new Quiet room, Lunch room and Parents' room
- Covered external space
- Remodelling of main entrance
- Location of all admin staff in the same office space
- Head Teacher and Head of Centre offices located together

These works have promoted collaboration across the school and early years' provision, which will be further strengthened by the proposal.

3.6 No negative impact on children and families who currently attend KEYC is foreseen as a result of this proposal. Plans will be put in place to support all involved in this transition. The staff team of early years practitioners will remain the same. The building and learning environment will not change.

3.7 The ELC staff team will become the responsibility of the school leadership team as a result of the change to the management structure (see Appendix 2).

3.8 The proposal will have an impact on the leadership team of Pennyburn Primary School, who will have a new and direct responsibility for the leadership of the new ELC provision, as well as the additional statutory duty required by the Care Inspectorate and Social Services Council. If this proposal is accepted, a new Manager post would be created in the early years class, which has the same salary grade as the existing Depute Head of Centre post in KEYC.

3.9 Under the terms of the Schools (Consultation) Act 2010, statutory public consultation is required where there is a proposal to permanently discontinue a "school". The Act applies to this proposal as it affects KEYC "nursery school" (under the management of the education authority).

3.10 In line with the Schools (Consultation) (Scotland) Act 2010, and as a result of engagement with relevant interested parties, North Ayrshire Council, proposes:

- (i) to close the standalone Kilwinning Early Years Centre, and
- (ii) incorporate the provision as a new early years' class at Pennyburn Primary School.

3.11 Financial information

If approved following this consultation, there will be recurring financial savings of £63,268 arising from the deletion of the Head of Centre post. A provisional job sizing review of the leadership team at Pennyburn Primary School has been undertaken to understand the impact of this proposal on the salary levels of this team. If this proposal is approved, it is anticipated that there will be additional salary costs

in the region of £2,300 leading to an estimated cost saving of approximately £60,000 (see Appendix 3).

4. Educational Benefits Statement

4.1 The newly refurbished Kilwinning Early Years Centre will become Pennyburn Early Years' class and will be led by the existing Head Teacher of Pennyburn Primary, supported by a dedicated Early Years Manager. This new senior leadership team will take responsibility for the development and implementation of improvement priorities to maximise opportunities for attainment and achievement of 2–4-year-olds.

4.2 The modern learning environment fully supports the guidelines contained within Birth to Three: Positive Outcomes for Scotland's Children and Families, Curriculum for Excellence and Building the Ambition.

4.3 This model will provide additional opportunities to support transition. Early Years and Primary staff will be able to work in closer collaboration to plan learning and teaching experiences, and to further support children at key points of transition ensuring meaningful progression in their learning.

4.4 Professional and collegiate opportunities for staff to work collaboratively will be enhanced in this new model, enabling the development of a shared understanding of the range of additional support needs and safeguarding responsibilities, within the context of Getting it Right for Every Child and Child Protection legislation

4.5 Specific Benefits for the Children and Families

The transition arrangements will continue between early years and primary stages and provide positive outcomes for children at transition points. An inclusive environment that improves the participation of early learning in the life of the school, will enable enhanced opportunities for cross sectoral work with staff able to move between stages of education, facilitating continuous learning experiences for children. There will be new opportunities for families and staff to work more closely together.

4.6 How will the proposal impact on future children?

The opportunity to build on the strengths of the Kilwinning Early Years Centre and Pennyburn Primary School will be realised through this proposal. A wider range of staff expertise, interest and skills in one enhanced learning environment will open the way for high quality learning experiences for children in the short and long term.

4.7 What is the community impact of the new early years provision?

The co-location of the early years and primary education in this local area will continue to enable families to come together to support and develop parenting skills, and help enrich the community.

4.8 What is the impact on other children in the Council area?

This proposal will not have any impact on other children in the Council area.

4.9 Are there any other likely effects of the proposal?

Families with primary or early years children will continue to have all educational services concentrated in one area.

4.10 How does the authority intend to minimise or avoid adverse effects that may arise from the proposal?

There are no adverse effects anticipated by this proposal.

5. Statutory Public Consultation Process

5.1 This document has been issued by North Ayrshire Council for consultation in accordance with the Schools (Consultation) (Scotland) Act 2010.

5.2 What is a Statutory Public Consultation?

In Scotland, local authorities have a statutory duty to ensure the adequate and efficient provision of education in their area. If a local authority proposes to change any part of the existing education provision in its area, then it must engage in a formal consultation process under the Schools (Consultation) (Scotland) Act 2010. The act aims to ensure that all major changes which affect schools are subject to clear consultation with parents, children, young people and communities.

5.3 When does the Statutory Public Consultation start?

The consultation will start on Tuesday 25 October 2022 and close on Friday 16 December 2022, which includes a period of 36 school days.

5.4 Who will have access to this proposal document?

This proposal document has been made available to all interested parties, including the Care Inspectorate, the Parent Council, Education Scotland, parents and carers of children attending Kilwinning Early Years Centre and Pennyburn Primary School, Staff, Trade Unions and any other users of the establishment as detailed in the distribution list.

This proposal document is published on the Council website at -
<http://northayrshire.community/category/consultations>

Copies are also available from the Communities and Education Directorate, Cunninghame House, Irvine KA12 8EE (tel: 01294 324442), where this document will be available from the main reception on the ground floor.

Copies can also be made available in alternative formats or in translated form for readers whose first language is not English.

5.5 What if I notice an error in the document?

If any inaccuracy or omission is discovered in this proposal document, either by the Council or any person, the Council will determine if relevant information has been omitted or if there has been an inaccuracy.

The Council may then take appropriate action, which may include the issue of a correction notice, the reissuing of the proposal document or the revision of the timescale for the consultation period, if appropriate. In that event, relevant consultees and Education Scotland will be advised.

5.6 How will I get a chance to give my opinion?

You will be able to give your opinion on the proposal:

- By completing an online response form at <https://forms.office.com/r/NdwfVNEczi>
- By submitting a paper copy of the response form, attached at Appendix 4
- By emailing educ_consultation@north-ayrshire.gov.uk
- In writing to the Head of Service, Communities and Education Directorate, North Ayrshire Council, Cunninghame House, Irvine, KA12 8EE

All responses must be submitted by no later than close of business on 16 December 2022.

5.7 Will there be any meetings for the public?

A meeting for the public will be held at Cranberry Moss Community Centre, Cambusdoon Place, Kilwinning KA13 6SL on Tuesday 8 November 2022 at 6.30pm.

This meeting will provide an opportunity for interested parties to hear about the proposal from council officers, ask questions and have their views recorded so that these can be taken into account as part of the consultation process.

Advance notice of specific questions or issues to be raised at the meeting will be accepted. This will allow all issues to be covered and give those who may not be comfortable speaking publicly their opportunity to be heard.

Everyone wishing to attend will be made very welcome.

A note will be taken of comments, questions and officer responses at the session. The notes will be published on the Council website and a copy will be made available on request.

The notes will also be forwarded to Education Scotland along with all other submissions and comments that are received by the Council during the consultation process.

5.8 Will any other agencies be involved in the process?

The Schools (Consultation) (Scotland) Act 2010 requires that a report on the proposal is prepared by Education Scotland, who may be in attendance at the information session.

Once the statutory public consultation period comes to an end, Education Scotland have three weeks to consider the educational aspects of the proposal and submit a report to the council.

Education Scotland receives copies of relevant papers from the council, including:

- a copy of the proposal paper;
- copies of the written representations or a summary of them (if Education Scotland agree);
- a note of oral representations made at the public meeting sessions; and
- any other related documentation.

Education Scotland may visit schools and centres as part of their consideration of the proposal and meet with children, staff and parents/carers who may be affected by the proposal.

Upon receipt of the proposal document and other relevant documentation, Education Scotland will consider the educational aspects of the proposal. They will ensure that their report takes account of:

- the educational benefits statement;
- the representations received by the council; and
- any further written representations made directly to Education Scotland on any educational aspect of the proposal which is considered relevant.

The consultation report that the Council publishes following the statutory public consultation must include the report from Education Scotland in full.

5.9 Will the outcome of the consultation be made public?

The Head of Service will prepare a report on the outcome of the consultation process. The report will take account of all Education Scotland recommendations. This report will be published in electronic and printed formats and will be advertised in the Irvine Times and Irvine Herald. It will be available on the Council website and at Cunninghame House.

The report will include:

- a record of the total number of written representations made during the consultation period,
- a summary of the written and oral representations,
- the Council's response to recommendations made by Education Scotland

A copy of the Education Scotland report will be an appendix to the consultation report which will be published and available for further consideration for a period of at least 3 weeks ahead of presentation to Elected Members in early 2023.

5.10 When will the Council make a decision on the outcome of the consultation?

The consultation report, together with any other relevant documentation, will be considered by Cabinet, who will make a decision on the proposal in early 2023.

5.11 What happens next?

If the proposal is approved, the Council is required, in terms of the Schools (Consultation) (Scotland Act) 2010, to notify Scottish Ministers within 6 days of making that decision. The Council is also required to place a notice on its website of the decision and of the opportunity to make representations to Scottish Ministers.

Scottish Ministers then have a period of 8 weeks following an authority's decision in which to decide to call-in the decision or not. The first 3 weeks of this period is to allow stakeholders to make representations either against or in support of the decision. Scottish Ministers then have a further 5 weeks to consider all documents and representations.

Until the Council has been notified of the outcome, the proposal cannot be implemented.

In accordance with legislation, should the proposal not be approved, the Council are restricted in their ability to reconsider it within a 5-year period.

DISTRIBUTION

A copy of this document is available on the Community Planning Partnership pages within the North Ayrshire Council website:

<http://northayrshire.community/category/consultations>

A copy of this document will be made available to all stakeholders associated with the schools affected by the proposal, including:

- Care Inspectorate
- Parents/Carers and Parent Councils
- Head Teacher and Acting Head of Centre
- Teaching and Non-Teaching Staff, including facilities management
- Local Elected Members for Kilwinning
- Member of Parliament
- Member of Scottish Parliament
- Education Scotland
- Chief Executive, North Ayrshire Council
- All NAC Directors and Heads of Service
- Local Community Groups including Kilwinning Community Council
- Trade Unions
 - Unison
 - EIS, Education Institute of Scotland
 - NASUWT
 - GMB
 - UNITE
 - Community

A copy of this Proposal Document is available to view at

- Kilwinning Early Years Centre
- Pennyburn Primary School
- Cranberry Moss Community Centre
- Kilwinning Library

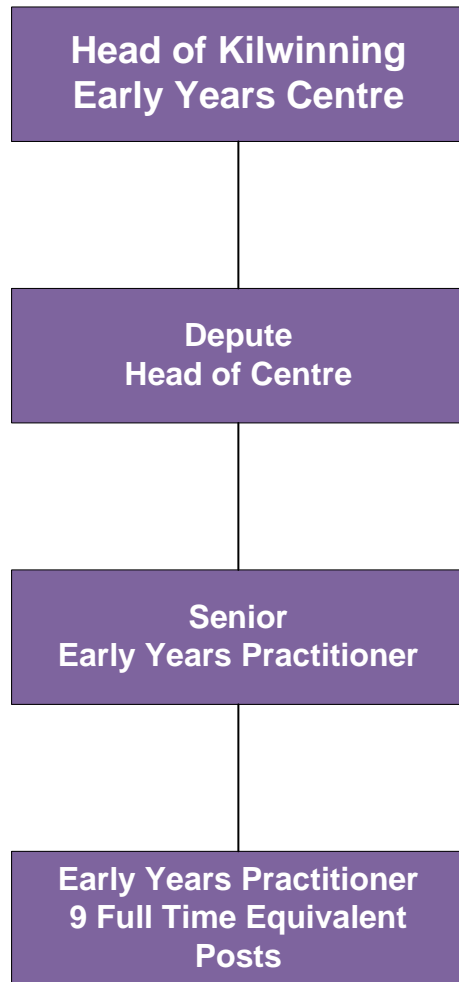
Public notices have been placed in the Irvine Times and Irvine Herald.

Appendix 1

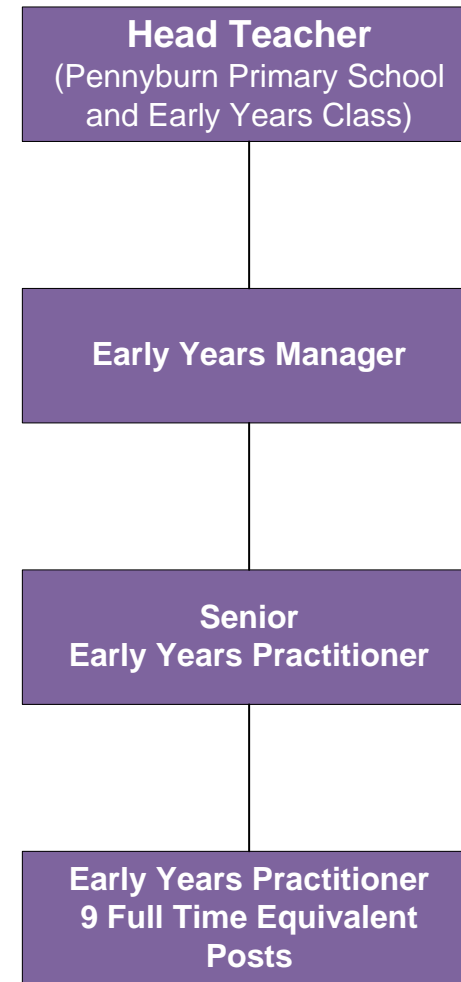
Time Required	Dates	Method / Action
	Tue 20 September 2022	Pre-cabinet meeting
	Wed 21 September 2022	Staff briefings
	Thur 22 September 9am	Inform parents of the proposal
	27 September 2022	Cabinet
	4 October 2022	Internal NAC Cabinet decision call-in period expires
	5 October 2022	Inform Scottish Government of closure proposal and update Education Scotland
	19 October 2022	Public notice appears in local newspaper (Irvine Time and Irvine Herald)
36 school days	Tuesday 25 October to Friday 16 December	Start of Consultation Period – <ul style="list-style-type: none"> ▪ Issue Proposal Document ▪ Public information session 8 November at Cranberry Moss Community Centre End of Consultation Period
3 weeks	9 January to 30 January 2023	Provide Education Scotland with all responses received and a summary of these Prepare Consultation Outcome Report Prepare Cabinet paper Receive report from Education Scotland Update PF Holder and LEMs
3 weeks	6 February to 27 February 2023	Publish Consultation Outcome Report
3 weeks	March 2023	NAC decision and notice of decision
3 weeks	March-April 2023	Period for representation to Scottish Ministers
5 weeks	End of May 2023	Period for Scottish Ministers to consider all documents and any representations

Appendix 2

Current Staffing Structure



Proposed Staffing Structure



Appendix 3 - Financial Template

Table 1	Column 1	Column 2	Column 3	Column 4
Row 1	Current revenue costs for school proposed for closure			
Row 2	Kilwinning Early Years Centre			
Row 3	School costs			
Row 4	Employee costs - note 1			
Row 5	teaching staff	63268	2300	60968
Row 6	support staff			
Row 7	teaching staff training (CPD etc)			
Row 8	support staff training			
Row 9	Supply costs - note 2			
Row 10				
Row 11	Building costs:	n/a	n/a	n/a
Row 12	property insurance			
Row 13	non domestic rates			
Row 14	water & sewerage charges			
Row 15	energy costs			
Row 16	cleaning (contract or inhouse)			
Row 17	building repair & maintenance			
Row 18	grounds maintenance			
Row 19	facilities management costs - note 6			
Row 20	revenue costs arising from capital			
Row 21	other			
Row 22				
Row 23	School operational costs:	n/a	n/a	n/a
Row 24	learning materials			
Row 25	catering (contract or inhouse)			
Row 26	SQA costs			
Row 27	other school operational costs (e.g. licences)			
Row 28				
Row 29	Transport costs: note 3	n/a	n/a	n/a
Row 30	home to school		note 4	
Row 31	other pupil transport costs			
Row 32	staff travel			
Row 33	SCHOOL COSTS SUB-TOTAL	n/a	n/a	n/a
Row 34				
Row 35	Income:	n/a	n/a	n/a
Row 36	Sale of meals			
Row 37	Lets			
Row 38	External care provider			
Row 39	Other			
Row 40	SCHOOL INCOME SUB-TOTAL	n/a	n/a	n/a
Row 41				
Row 42	TOTAL COSTS MINUS INCOME FOR SCHOOL	63268	2300	60968
Row 43				
Row 44	UNIT COST PER PUPIL PER YEAR	n/a	n/a	n/a

Please note that the costs detailed above are the only ones subject to change as a result of the proposal

Table 2	Column 5	Column 6	Column 7
Capital costs		School proposed for closure	Receiving school
Capital Life Cycle cost - note 7		n/a	n/a
Third party contributions to capital costs			

Table 3	Annual Property costs incurred (moth-balling) until disposal
property insurance	
non domestic rates	
water & sewerage charges	
energy costs	
cleaning (contract or inhouse)	
security costs	
building repair & maintenance	
grounds maintenance	
facilities management costs	
other	
TOTAL ANNUAL COST UNTIL DISPOSAL	

Table 4	Non-recurring revenue costs
TOTAL NON-RECURRING REVENUE COSTS	n/a

Table 5	Impact on GAE - note 5
GAE IMPACT	n/a

Notes

1. The total costs incurred for teaching staff (row 5) and support staff (row 6) are required to be included. Column 2 should include the current costs for a full financial year for the school proposed for closure, and column 3 should include the *additional* cost to the receiving school as a result of staff transferring.

For teaching staff, this should include regular teachers, itinerant teachers, learning support teaching staff and special education (ASN) staff.

Itinerant teaching staff includes central support services such as English as additional language support, hearing, visually impaired services, educational psychology services.

For support staff, this should include classroom assistants, administration staff and janitorial staff.

For all staff the costs entered should include salary, NI and pension costs.

If the school proposed for closure has less than 3 staff members, then the cumulative staff costs only should be given in row 5 (for both teaching and support staff), so as to avoid possible disclosure of individual salaries.

Training costs should be identified separately in rows 7 and 8.

2. Supply costs to cover teaching and support staff. This may be held in a central budget, be devolved or shared across the budgets.

3. 'Home to school' pupil transport costs should include those school transport costs incurred in accordance with Council policy. 'Other pupil transport costs' will cover costs incurred for the transport of pupils for activities such as swimming etc

4. Row 30 of column 3 should include the additional transport costs related to the increased home to school transport arrangements that are put in place in accordance with Council policy. This figure is therefore likely to be considerably higher than current costs.

5. This table is to capture the impact on the revenue support grant as a result of changes to GAE. Impact on GAE should consider the issues covered in the GAE section of the guidance document that accompany this template.

6. Facilities management costs will include costs related to caretaking, janitorial and security.

7. The capital costs for the receiving school should be taken across the life cycle of the school in line with the life expectancy of that school. The capital costs for the school proposed for closure should be taken across the same life cycle period.



North Ayrshire Council
Comhairle Siorrachd Àir a Tuath

Response Form

Proposal to close Kilwinning Early Years Centre and establish the provision as Pennyburn Primary School Early Years' Class

Communities and Education Directorate

Kilwinning Early Years Centre Parent/Carer Staff Pupil Other

Pennyburn Primary School Parent/Carer Staff Pupil Other

Other (please state)

Question

Do you agree with the proposal to close Kilwinning Early Years Centre and establish the provision as Pennyburn Primary School Early Years' Class?

Yes

No

Please provide up to 3 reasons below for your response:

1.

2.

3.

Please provide your contact details so that we can respond directly to you, if necessary.

Name:

Address:

.....

Email:

Telephone:

Date Completed:

Responses should be received no later than close of business on 16 December 2022.

Any responses received after this date cannot be considered.

Please contact 01294 324442 or email educ_consultation@north-ayrshire.gov.uk if you require further information or assistance in the completion of this form.

North Ayrshire Council, in line with our Data Protection responsibilities will only use the personal data provided for the sole purpose of evaluating your responses. The response submitted by you may form part of the response paper that will be submitted to the Council for consideration in the near future and will therefore be made available for public inspection.

Further information on how North Ayrshire Council manages your data can be found within our privacy policy at the following website: www.north-ayrshire.gov.uk/privacy-policy.aspx

Should you wish any of your personal details (e.g. name, address, phone number, etc.), which you have included in your response, to be included in our published responses it is necessary for us to obtain your consent. Please indicate this by ticking the box below.

Yes, I consent

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ਇਹ ਦਸਤਾਵੇਜ਼ ਹੋਰ ਭਾਸ਼ਾਵਾਂ ਵਿਚ, ਵੱਡੇ ਅੱਖਰਾਂ ਵਿਚ ਅਤੇ ਆਡੀਓ ਟੇਪ 'ਤੇ ਰਿਕਾਰਡ ਹੋਇਆ ਵੀ ਮੰਗ ਕੇ ਲਿਆ ਜਾ ਸਕਦਾ ਹੈ।
درخواست پر یہ دستاویز دیگر زبانوں میں، بڑے حروف کی چھپائی اور سننے والے لے ذرائع پر بھی میسر ہے۔

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