

WELCOME TO SCOTLAND

Guide 2009

About this guide

This guide has been produced by The Scottish Government.

If you are considering moving to Scotland to live, work or study we want to give you important facts and information before you come, and to help you when you arrive. We cannot include all the details here but will point you in the right direction so you can get expert advice in Polish and in English. We recommend you follow up the weblinks at the back of this booklet to get detailed information and should always take further advice based on your own situation.

Quick Reference to Web Site Links

You will find a list of links at the back of this guide for your information. If the site initially appears in English, simply type "Polska" into the search box within website; this will take you to pages written in the Polish language.

This guide is also available online which will make it easier for you to link to websites. See: www.szkocja.net
Our English language website is at: www.scotlandistheplace.com

Disclaimer: The Scottish Government accepts no responsibility for contact between an individual and web sites contained in this guide other than those belonging to the Scottish Government.

Welcome

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First Minister of Scotland

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WELCOME TO SCOTLAND

POLISH WELCOME GUIDE: FOREWORD BY FIRST MINISTER

Welcome to Scotland, we have a long tradition of welcoming Poles, and many others, to come and live in our country which we wish to continue.

Since the accession of Poland into the EU in 2004 we have welcomed over 50,000 Poles who have been attracted by some of the most beautiful and spectacular scenery anywhere in the world, a vibrant culture, excellent schools and higher education, good transport links and good public services. The Scottish entrepreneurial spirit and a strong work ethic are creating opportunities to enable talented people to help build a successful Scotland. And our low unemployment rate means job opportunities are available at different levels across a wide range of sectors including energy, financial services, food and drink, tourism, health and transport. In short, for those with the drive to succeed, it is great to live in Scotland.

We are aiming to attract more people to Scotland. We are inviting bright, talented and hard-working individuals to come and live and work in Scotland and help us achieve our vision of a wealthier and fairer Scotland for everyone.

This guide is intended to help you. It contains all you need to know about living and working in Scotland – from gaining employment, to looking for housing and finding schools for your children – as well as information about the leisure and cultural opportunities which Scotland has to offer.

I hope you will find this useful, and that you will decide to come and join us here in Scotland. You can be assured of a warm Scottish welcome.

Alex Salmond
First Minister
www.scotland.gov.uk

Welcome From the Consul General for Poland

I would like to add my own welcome to fellow Poles coming to Scotland. We have a long history of close ties between our countries. The Consulate General of Poland in Scotland was established in Glasgow in 1946 as one of the first Polish consular establishments. It was founded primarily to create links with Polish emigrants, who were mostly former members of the Polish Armed Forces, who had decided to settle in Scotland.

Since Poland joined the EU in 2004, many more Poles have come here to work or study. Many of you will be thinking about the possibilities of staying here for a longer time and working or studying in this amazing country. I hope that this guide will help you to prepare better before you come so you can make the most of opportunities it offers.

The Polish Consulate is now located in Edinburgh, the capital of Scotland and we continue to look after the interests of Poles who visit or wish to stay longer in Scotland. We work with the local Polish community, as well as working for the further development of the historically close friendship between our two nations. I look forward to seeing the Polish community continue to prosper and grow in Scotland. I wish you all a fascinating and constructive time in Scotland.

Aleksander Dietkow

Consul General of the Republic of Poland in Edinburgh

www.polishconsulate.org 

ABOUT SCOTLAND

Scotland is part of the United Kingdom which enjoys a considerable level of autonomy. Following a process of devolution, Scotland won the right to create its own parliament and executive authorities in 1999. Decisions for the majority of matters such as education, transport or health are taken in Scotland. In addition, Scotland has a legal and court system that is different from the rest of the United Kingdom. Many religions are practised in Scotland. English is the main language spoken. Some Scots speak Gaelic, which belongs to the Celtic language group. Because of cultural differences, some institutions operate completely differently in Scotland than in other parts of the United Kingdom.

The local authorities are responsible for delivering many services that the State provides. You will find the website of your local authority at COSLA, an organisation that affiliates local authorities, at www.cosla.gov.uk or at www.direct.gov.uk/en/DI1/Directories/DevolvedAdministrations/DG_4003604.

About Scotland

Capital City: Edinburgh

Largest City: Glasgow

Official Language(s): English, Gaelic, Scots

Government: Constitutional monarchy

Queen (of the UK): Queen Elizabeth II

Prime Minister (of the UK): Gordon Brown MP

First Minister of Scotland: Alex Salmond MSP

Area: 78,772 km² (30,414 sq mi)

Population: 5,144,200

Population Density: 64/km² (167.5/sq mi)

GVA per head: £19,152 (2007 est.)

Currency: Pound sterling £ . Euros are not commonly accepted in Scotland.

The Relocation Advisory Service

A special service has been created within the Scottish Government for people who want to come and live in Scotland. You can find more information at:

- www.szkocja.eu (Polish)
- www.scotlandistheplace.co.uk (English)

We also have access to a telephone language line if you prefer to speak in Polish.
Tel: 0845 602 0297 (from UK); + 44 (0) 141 248 2808 (from overseas); RNIB/BT
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WORK

Employment regulations and employees' rights Poland joined the European Union in 2004. As an EU national, you have a right to work in the United Kingdom. The only requirement is registration. All Polish nationals are subject to the Worker Registration Scheme (WRS), which allows you to work in Great Britain.

Worker Registration Scheme

You must register within one month of starting work by submitting a completed WRS form.

To register you will also need:

- A letter confirming your employment issued by your employer
- 2 passport photos
- Your passport/ID card
- Payment of £90

Please remember that the registration process can take from two to four weeks, so it is vital that you make photocopies of your identity documents before sending the originals. If you change your work, please remember about the requirement to change your registration details at the Worker Registration Office. If you do not apply for registration within one month, your employment will become illegal and you will therefore lose the rights and protection to which the employed are legally entitled.

If you have more than one job you must register for each job.

If you are obliged to register for Workers Registration Scheme, you must contact HM Revenue and Customs immediately to register for tax purposes. There is a £100 fine for late registration.

If you have any questions, call the helpline on 08705 210224, or find more information at www.ind.homeoffice.gov.uk or www.workingintheuk.gov.uk.

You can get useful advice and leaflets on WRS from Positive Action in Housing (PAIH) www.paih.org. You can download an information leaflet on WRS: www.paih.org/NMAPFILES/WRSFoldedLeaflet-Polish.pdf.

When contacting any Scottish institution or organisation by telephone, always ask if you can speak Polish ('Do you speak Polish?'). Most institutions employ interpreters and the waiting time for an interpreter is usually about 1 minute!

You will be able to apply for a European Economic Area residence permit only after you have registered. If you are granted a residence permit for the United Kingdom, you will be able to apply for assistance and public funds available to British nationals. People can only apply for an EEA Residence permit after having been WRS registered for 12 months or if they are exempt from registration.

People are entitled to some assistance and public funds before they are granted a registration certificate, once they are working and registered they can claim in-work benefits.

National Insurance Number

Immediately after starting work, you should obtain a National Insurance number. This number is allocated individually and is required by every employer.

In order to obtain your NI number, you should contact your nearest Job Centre. To arrange for an interview at the Job Centre to get your NI number, call 0845 6000 643.

The official will ask you to give your basic personal data: first names, surname, date of birth, and address in Great Britain. You will also be asked about the planned duration of your stay in the UK. Additional information is available at: www.emito.net/?q=pl/praca/formalnolci/35330.html.

Documents required to obtain a NI number should include:

- Passport or identity card;
- Bill or bank statement confirming our address;
- Letter from your employer containing personal details;
- Payslip confirming our employment; it can also be a contract with your employer;
- For students: a document confirming the student's status.

If self-employed, you should present one of the following documents:

- Invoices
- Letter from an accountant
- Schedule D Tax form

If you are paying contributions in Poland, you will have to fill out the E101 form so as not to pay them in Scotland. You can find this form on www.zus.pl.

Working time rights

These regulate rest breaks, holidays, holiday pay, night work and the number of hours you can work per week. For example, you have the right to work no more than an average of 48 hours a week unless you have given your consent in writing to work longer.

In certain sectors, in order to achieve the weekly hours agreed earlier, employees have to work in the evenings and/or at weekends without additional payment. Furthermore, some employers may expect employees to work additional hours at a

standard rate without paying overtime rates. Usually these and other conditions are contained in an employment contract. All employees should familiarise themselves with their contracts in order to know what conditions they agree to when they start work for a particular employer. Some employers pay the standard rate for overtime, some pay one and a half times the standard rate and others pay double the standard rate. If you expect to work overtime, you should ask what rate your new employer will be paying for overtime work – “is it the standard rate, time and a half or double time”.

By law, employees have the right to rest for at least 11 hours in every 24 hours and for at least 24 hours in every week. The time that we have for ourselves depends on the number of hours worked. If we work 6 hours a day, we are entitled to a 20-minute break. Young persons in employment are entitled to a longer break, 30 minutes after 4 and a half hours of work.

Holidays

You are entitled to no fewer than 24 days paid leave annually (in April 2009, the number of days of leave will increase to 28 days). For those working part-time this is reduced proportionately. Workers employed in the agricultural sector are entitled to 22 days of holiday annually (plus national holidays). Employees who do not use all their holiday entitlement before their employment contract expires are entitled to payment for every unused day.

National Minimum Wage

National minimum wage rate	Hourly rate in £
Main rate for workers aged 22 and over	£5.73
Development rate for persons aged 18 – 21	£4.77
Development rate for persons aged 16 – 17	£3.53

The development rate can also apply to workers aged 22 and over who participate in formally recognised training during the first 6 months of work for a new employer.

Hourly rates for workers employed in the agricultural sector differ slightly from the rates given above, but they are not any lower. In the building industry, payment is often made for carrying out a specific job. Additional information is available from the official website of the Scottish Building Federation: www.scottish-building.co.uk.

If you are not sure whether you are receiving the correct amount, please call 0845 600 0678, or 0845 000 0134 if you work in the agricultural sector. All calls are confidential and you do not have to give your details; you can also ask to speak in Polish.

If you want to make a complaint with regard to the National Minimum Wage you can ring the helpline on 0845 600 0678.

You will always be able to find up to date information on the minimum wage on the following website: www.direct.gov.uk/en/Employment/Employees/Pay/DG_10027201. See also: www.direct.gov.uk/en/Employment/Employees/Startinganewjob/index.htm.

Health and Safety regulations

It is the employer's responsibility to guarantee a healthy and safe working environment. You can find more information on this subject on www.hse.gov.uk.

Protection from discrimination

Employment agencies and employers have no right to treat you less favourably than other employees on the grounds of sex, race, disability, pregnancy, sexual orientation, religion, belief or age. If you feel that you are being discriminated against, contact one of the agencies listed below.

Useful telephone numbers and websites

More information on workers' rights and responsibilities are available at www.direct.gov.uk/employees.

The Equality & Human Rights Commission- deals with all forms of discrimination. More information is available at www.equalityhumanrights.com.

Employment Agency Standard Helpline - on 0845 955 5105 and at www.direct.gov.uk/en/DI1/Directories/DG_173465 provides advice concerning employment law. You can also contact them if you want to make a complaint against an agency.

Gangmaster Licensing Authority – if you have any questions concerning the role or rights of gangmasters in agriculture or the food industry call 0845 602 5020, or visit www.gla.gov.uk.

Health and Safety Executive – ring 0845 345 0055 if you have problems relating to Health and Safety at work: www.hse.gov.uk/migrantworkers/polish/index.htm.

ACAS – this is a government institution promoting good relations at work. It provides free advice on 0845 747 4747 and at www.acas.org.uk.

Employment contract

The employment contract should be made in writing. The contract should contain:

- Name and description of the position
- Surname of the immediate superior
- Place of work
- Number of hours to be worked each week
- Working hours
- Salary

- Payment frequency and method
- Holiday entitlement
- Termination conditions.

Self-employment

In Scotland you do not have to obtain permission to open your own business. It is essential to pay National Insurance and Income Tax on your earnings.

For this purpose, you should register with HM Revenue and Customs (HMRC). www.hmrc.gov.uk You can register by ringing the Newly Self-Employed Helpline on 0845 915 4515. Sole traders and partners in partnerships are treated as self-employed for tax purposes.

The business must be registered at the latest within three months from starting to work for oneself. Persons choosing the self-employed route do not have to register with the WRS programme.

Each year, self-employed persons have to submit a Tax Return to the Inland Revenue based on invoices issued and then pay tax due. The tax year starts on 6 April and ends on 5 April of the following year, and the deadline for submitting tax returns is 31 January.

Self-employed persons earning more than £64,000 per annum have to register for VAT.

Organisations and institutions that provide information and advice to businesses:

Scottish Enterprise is an agency that assists businesses; more information can be found at www.scottish-enterprise.com.

Contact Chanel Bikorimana on 0141 572 8361 or chanel.bikorimana@bgateway.com for specialist business advice for new migrants and BME communities.

Small Business Service is a government agency that helps people changing to self-employment: www.businesslink.co.uk.

Business Gateway – Offers practical advice and support for new and growing businesses in Scotland: www.bgateway.com.

You can find a sample business plan at www.homeworking.com/library/business.

Trade unions

Workers have the right to join a Trade Union without notifying their employer. Currently, many Trade Unions offer special services to workers from abroad. STUC-Scottish Trades Union Congress co-ordinate, develop and articulate the views and policies of the trade union movement in Scotland www.stuc.org.uk You can find more information on the website of the Trade Union Congress: www.tuc.org.uk.

The TUC is an organisation that affiliates trades unions in the United Kingdom.

TAXES AND BENEFITS

Income tax

Income tax will be deducted from your wages throughout the year. This is known as the Pay As You Earn system – PAYE. During the tax year (from 6 April to 5 April) you can earn a certain amount which is tax free. This is called the Personal Allowance. Tax rates depend on the situation of a taxpayer. You can check the current tax rates on the HM Revenue and Customs website at www.hmrc.gov.uk.

Your employer is responsible for your tax deductions, but it is your responsibility if you are self-employed.

Benefits

After settling in The United Kingdom for 12 months, you will have the same social entitlements as other inhabitants/residents of the United Kingdom, which includes the right to receive benefits. Once registered on WRS or self employed, migrants can claim in-work benefits including child benefit, child tax credit (during first 12 months). Once you have completed 12 months registration you will be able to access the full range of benefits.

For more information on benefits available contact Job centre plus : www.jobcentreplus.gov.uk.

The Citizens Advice Bureau can help you to complete application forms: www.citizensadvice.org.uk.

Benefit for persons on a low income (Working Tax Credit)

This is for employees or persons running their own business with low incomes. You can find out what income qualifies you to receive this benefit on www.hmrc.gov.uk.

Sick pay

In Great Britain there are two types of sick pay:

- **Statutory Sick Pay** of £75.40 per week, paid from national insurance contributions from the fourth day of sickness. More information on www.dwp.gov.uk
- **Discretionary benefit** paid by an employer, which depends on individual agreements or company policy.

Work and pregnancy

From day one at work, women are entitled to 26 weeks of **Ordinary Maternity Leave**. You are also entitled to a further 26 weeks of **Additional Maternity Leave**

(unpaid). You can also take leave to see your doctor and your employer must pay you for absence from work.

Pregnant women, depending on the number of years worked and the type of employment, can also be entitled to one of the following benefits: **Statutory Maternity Pay**, **Maternity Allowance** or **Incapacity Benefits**. More information is available from:

- www.dwp.gov.uk
- www.direct.gov.uk
- www.jobcentreplus.gov.uk
- www.hmrc.gov.uk

If you are bringing up a child under 6 years, you have the right to request flexible working hours and, if the child is disabled, this lasts until the child is 18 years old.

How to find work

The majority of employers require a knowledge of English, so it is worth considering a language course first.

Find information at www.esolscotland.com.

Looking for a job

Please remember that you do not have to pay anyone to help you find work and no one has the right to demand payment from you for registration with a recruitment agency. In Scotland, you will find people to give you advice and assistance even if you speak only basic English.

Look on our website for more advice:

www.szkocja.eu/sitppolish/46.html?pMenuID=21&pElementID=26.

Job websites

Eures – The European Job Mobility Portal

On the Eures internet portal at www.europa.eu.int/eures you will find a list of current job offers and detailed guides to living and working in European Union countries.

You can also find job vacancies on the following websites:

- www.talentscotland.com
- www.s1jobs.com
- www.jobcentreplus.gov.uk
- www.scottishenterprise.com
- www.emito.net
- www.gumtree.com

Please also look at www.szkocja.ue (Polish) and www.scotlandistheplace.com (English)

Jobcentre Plus

You can find out about job vacancies even before you arrive in Scotland. Jobcentres Plus are government run recruitment agencies where you will find information about job opportunities in different regions of Scotland. Your local Job Centre is the best place to start looking for work once you are in Scotland: www.jobcentreplus.gov.uk.

Recruitment agencies

You can find recruitment agencies both in Poland and in Scotland. They work in one of two ways:

- By employing workers and paying them on the basis of a contract with an employer
- By directing workers to an employer, who then employs them directly.

You must find out which method is being used, what the terms and conditions of the contract are and what deductions will be made from your wages. Please remember that the employer can only make deductions if:

- These are required by law (e.g. taxes, national insurance contributions)
- A contract allows this
- An employee gives his written consent before the deductions are made.

Useful links – recruitment agencies:

You can find details on the internet or at: www.yell.com

- www.agencycentral.co.uk
- www.recruit-online.co.uk
- www.jobsite.co.uk

Applications

- CV (details of your previous experience and qualifications)
- Cover letter
- References

A well-prepared CV is the key to finding work. Employers in the United Kingdom pay particular attention to a scope of responsibilities that a given person had on previous positions.

Before sending your CV, ask someone who is fluent in English (a native speaker would be best) to check your CV for mistakes.

When looking for work, any documents confirming your qualifications and skills translated into English will be useful.

If you need help creating your application, visit: Career Advice – www.careersadvice.direct.gov.uk/ethnichelpline/polishhelpline/ (Polish)

Qualifications from Poland

You will have to check whether your professional qualifications from Poland are recognised in Scotland. The national agency UK NARIC will help with this. The starting point for persons planning to continue their studies or to find a job in Great Britain should be to take advantage of the services of the NARIC Recognition and Evaluation Service. www.sqa.org.uk. There is a charge for this service.

To help you or your employer understand your qualifications and to compare them with Scottish qualifications, the Scottish Qualifications Authority (SQA) makes available tables and a review of the Polish education system. More information is available at: www.sqa.org.uk/sqa/17280.html.

Careers advice

You will find advice on developing your professional career at: www.careers-scotland.org.uk. Careers Scotland has local offices where you can make an appointment to talk to someone about your career prospects.

MONEY

Bank account

You will need to provide the following documents to open a bank account:

- Proof of identity (passport, identity card or driving licence)
- Proof of your address in Great Britain (tenancy agreement or letter from your employer)
- Proof of employment is also often required (payslips, letter from employer)

If you have had a bank account in Poland for some time, references from the Polish bank can also be helpful.

Types of bank cards

After arriving in Scotland, it will be necessary to open a bank account to make and receive payments. The chip and PIN system is widely used in Scotland.

When opening the so-called **Basic Account**, the bank will only issue a **Cash Card** – this can be used to withdraw money from cash machines, but not to pay for purchases in shops or over the internet.

Debit Cards, which can be used to make payments in shops, can be obtained when opening a **Current Account**.

One can usually apply for a **Credit Card** 6 months after opening an account.

Some banks employ Poles, so you should always ask if you could be served in Polish.

Other bank services

Not all banks have the same rules and you can find different rates of interest on savings and many other financial products, such as mortgages and insurance. Many banks now have special services for customers from Poland, so it is worth checking what is available and choosing something that suits your needs.

There are post offices throughout Scotland, where, in addition to postal and banking services, you can also pay bills, buy insurance, exchange currency, pay for the TV Licence and Road Tax, buy phone cards or top up your mobile phone:

www.postoffice.co.uk.

Credit Unions

Credit Unions can be viewed as organisations running non-profit businesses or enterprises set up to create profit for their own members (who receive dividends on taxed savings as ordinary income or benefit from low-interest loans).

Credit Unions provide many of the same services as banks, often using a different terminology, including share accounts, savings accounts, cheque accounts, credit cards, share term certificates, certificates of deposit and internet banking.

Scottish league of credit unions: www.scottishcu.org.

Money transfers

There are many companies offering money transfers to Poland. It is worth remembering that well-known companies charge higher rates for carrying out these operations. In every case, the money arrives at the addressee in the local currency and the amount is converted according to the rates set on the day in question by the company involved in the operation. Additional information is available at:

- www.samiswoi.co.uk
- www.moneygram.com
- www.westernunion.com
- www.1stcontact.com

ACCOMMODATION

The cost of living in Scotland, rental costs, food, transport, utilities and general living costs will vary depending on the region of Scotland where you are living. Generally, costs of accommodation are higher in cities, but transport costs can be lower. Accommodation costs can be a significant part of living costs, so it is important to make some inquiries in advance about types of accommodation available and about your rights as a tenant.

Short-term accommodation

Youth hostels, B&Bs, hotels

On arriving, you might at first want to find some temporary accommodation and then move to a more suitable location when you have found a job. You can choose from youth hostels (the cheapest option), the so-called 'Bed and Breakfast' (B&B), which means a room in a private house with breakfast included in the price, and hotels.

Additional information is available at: www.visitscotland.com, www.bedandbreakfastscotland.co.uk and www.hostelscotland.com.

Rental

Rented properties are available either furnished or unfurnished and rent is usually paid monthly. Renting a room in a shared flat or boarding-house may cost from £50 to £80 per week on average. Renting a flat may cost from £300 to £600 per month, depending on the size of the flat, its location and the number of rooms. The location in Scotland influences the rental cost.

How to look

You can rent accommodation either by yourself or through a letting agency. Information about rental property can be found in letting agencies, newspapers and advertisements in shops. If you decide to use an agency there will be an agency fee.

A tenancy agreement will determine the role of the agent:

- For agencies working on the basis of **let only**, the agency's role ends with the signing of a tenancy agreement
- However, for agencies working on the basis of **management**, the agency is responsible for looking after the rented property and the rental.

Rental offers can be found at www.rightmove.co.uk, www.gumtree.com, www.emito.net, www.citylets.co.uk and www.lettingweb.com.

Deposits

Tenants have to pay a deposit, which is usually equivalent to two months' rent, but you must remember to obtain a proof of payment of the deposit and to find out what the deposit covers and whether it will be refunded in full at the end of tenancy.

Tenancy agreement

You should remember that you will be signing a **Tenancy Agreement**. You should read the agreement and take it away to study it carefully. You should also ask yourself a series of hypothetical questions. It is essential to know your rights and to make sure that the property and its contents are insured against theft and damage.

Even if your arrangement with a landlord is informal, it is important to make an agreement in writing and to keep a rent book.

A Tenancy Agreement should contain basic information such as:

- First names and surnames of tenants and landlords
- Rental period
- Rent and other payments to be paid by the tenant
- Amount of deposit paid
- Address of the property.

Shared accommodation

You can rent a room in a shared flat or your employer may provide such accommodation (Tied accommodation). This type of accommodation should be licensed by the local authorities. This is a guarantee of safety, good management and high quality.

Houses in Multiple Occupation (HMOs) are properties where at least three unrelated persons live, sharing a kitchen, bathroom and toilet.

You can find information at Shelter Housing: www.shelter.org.uk.

Renting Privately information:

www.shelter.org.uk/data/assets/pdf_file0006/55698/Renting_privately_leaflet_in_Polish.pdf.

Social housing

In Scotland, every local authority has its own housing or has access to housing rented out by housing associations. These are known as 'council/social housing'. Generally, in order to get social housing, you have to go on to a waiting list. However, if you are intending to move to Scotland, you can contact the local council and find out if you are entitled to social housing and what accommodation is available. You will find contact details for your city council at www.cosla.gov.uk. To apply for social housing, you should be registered with the WRS. Applications should be submitted to the local housing office. The city council staff will help you fill in a form. You can also ask for an interpreter to be present.

Details of Housing Associations can be found at www.sfha.co.uk. You can be allocated a Housing Association property regardless of immigration status or nationality so you can apply straight away when you arrive in Scotland.

Social housing is very limited, so the waiting time can for last some years.

Housing Benefit

Housing Benefit is a benefit that can pay part or all of a rent.

Council Tax Benefit is an exemption from council tax. To ask for this benefit it is necessary to fill in a form that is available from the city council. The Citizens Advice Bureau will help you this form without charge.

The application should be submitted to the city council together with:

- Proof of identity,
- NI number
- Bank statement
- Documents confirming level of wages
- Tenancy agreement

People are only eligible for housing benefit and council tax benefit during their first year if they are WRS registered or self-employed.

Citizens Advice Bureaux offer help with all sorts of problems, e.g. Housing benefit claims: www.cas.org.uk.

Purchasing property

If you decide to stay permanently in Scotland, you may wish to purchase your own property. In Scotland, the system of buying and selling properties is different from that in other parts of Great Britain. The purchase of a house is financed with a mortgage from a bank or building society, which offer many types of mortgage with different conditions. To check whether a mortgage is suitable for your needs, it is worth consulting an independent financial adviser.

Costs

You will have to pay the following in addition to the cost of the property:

- Survey fee – You may be able to purchase from the seller home report which includes-property questionnaire, single survey, energy report. Or you can commission your own survey.
- Valuation fees,
- Stamp Duty Land Tax,
- Land Registry Fee,
- Local Authority Search,
- Legal costs,
- VAT.

Types of properties

To find the right property, you should contact a local estate agency. You should also appoint a Solicitor to act on your behalf once you decide to make an offer to buy a particular property.

Your Mortgage

Waiting time to get a mortgage from the time an application is submitted is usually around 3 weeks. The bank will check your credit rating and, for this purpose, you

have to document your income. You will need the following documents for this purpose:

- P60, end of year tax and insurance statement
- Payslips for the last three months
- Employer's details
- National Insurance Number.

You will need money for the deposit, which should be around 10% of the property value. It would also be useful to be assisted by a financial adviser.

You will find detailed information on the subject of purchasing properties in Scotland at www.scotlandistheplace.com.

Bills and services

Utilities

Utility bills, meaning gas, electricity, water and telephone. Bills can be issued in the name of the owner, but tenants pay them as part of their rent. If a landlord requires payment for part of the bills, you should ask to see the bills, as there are restrictions on the payments to be made by a tenant. Whatever the situation, you should take meter readings together with the landlord at the beginning and at the end of the tenancy. This will eliminate any misunderstandings concerning payment amounts.

If bills are not included in the rent, you should contact the service providers and make sure that bills are issued in your name and that the meter readings are taken at the time that the tenancy commences. Bills for services are a useful proof of identity and proof of address, which can be used when applying for other services, such as, for example, opening a bank account. Assistance in reading bills and letters correctly is available at the 'Swietlica' in the Polish Cultural Centre in Edinburgh. The staff will help you fill out forms and write letters.

Landline telephone

If you decide to have a landline telephone, you should check which operator is available in your place of residence and then contact their customer service office: Two of the main suppliers are: (British Telecom) BT 0800 800 150, Virgin media 0845 045 0019.

You can find contact details for other telephone service providers at: www.homephonechoices.co.uk.

Internet

If you want to have internet access at home you can do this in one of three ways: through a telecommunication company, through companies providing internet connection services via cable, or through wireless internet. You can find more information at www.broadband-finder.co.uk/compare-broadband/compare-broadband.html.

Council Tax

Council Tax is usually paid by the owner or tenant of a property. It is paid to the local authorities and covers the cost of communal services, such as expenditure on the police, on waste collection and services provided by the town. The amount of the tax depends on the property. Full-time students are exempt from paying the tax, and there are also other tax exemptions. The local authorities provide information on the amount of tax payable. Council Tax is usually paid monthly. This can be done over the internet, in shops with PayPoints, or as standing orders from your bank account.

TV Licence

If you use a television or other equipment to receive or record television programmes then, by law, you must buy a TV Licence. The licence costs £139.50 for a colour TV and £47.00 for a black and white TV: www.licensing.co.uk.

Home insurance

When bringing your possessions to Scotland you should insure them against possible theft or damage. After arriving you should purchase home insurance, which also covers belongings. When opening a bank account, you can get information on insurance packages, which are also available cheaply in many supermarkets. If you live in social housing, the owner will give you information on insurance packages available.

You can compare costs of insurance on the internet:

- www.gocompare.com
- www.moneysupermarket.com

FAMILY

What are the entitlements for immediate family members?

Your family and children are also very welcome in Scotland. Every child living in Scotland is entitled to free schooling aged 5-16 years. They are encouraged to stay on until aged 18 years * and children aged from 3 to 5 are entitled to free part-time nursery schooling.

Dependant on family income children may qualify for free school meals, clothing allowance.* Children staying on at school up to 18 years of age are entitled to free schooling and dependant on family income may qualify for free school meals, clothing allowance or attendance allowance (individual schools will give information).

Children

Registration of a birth

New-born children should be registered with the **Registrar of Births, Marriages and Deaths** within six weeks of birth. You can find the address and more information about registration at: www.gro.gov.uk.

Nationality

Birthright citizenship does not apply in Great Britain, i.e. children born in the United Kingdom do not automatically gain British nationality. A child born to Polish parents is a Polish national, irrespective of its place of birth.

Childcare - benefits

Child Tax Credit

All parents with incomes of under £58,000 p.a. (£66,000 if a child is under 1 year of age) are entitled to this credit. You can apply for this benefit if you are looking after at least one child of under 16 years of age (or 16 to 18 if a child is in full-time education). These benefits are paid to the person who is supporting the family. More information is available on telephone number 0845 300 3900 or at www.hmrc.gov.uk.

Child Benefit

This applies to persons who are bringing up children. It does not depend on the amount of income or the savings that you have. You can apply for Child Benefit:

- Immediately after a child is born and registered,
- If a child lives with carers who are applying for benefit,
- If we adopt a child and live together with him/her,
- If we pay child maintenance costs (the costs must be the same as or greater than the benefit to which the child is entitled).

How much child benefit will you get ?

- There are two separate amounts, with a higher amount for your eldest or oldest child. You get £18.80 a week for your eldest child (going up to £20.00 a week from 5 January 2009) and £12.55 a week (going up to £13.20 a week from 5 January 2009) for each of your other children.

To apply for Child Benefit you have to fill in a special form, which you can order by calling 0845 302 1444: www.hmrc.gov.uk.

General Help and advice for parents

If you are a single parent, you can get help on the **One Parent Families** website: www.oneparentfamilies.org.uk.

If you are the parent of twins, triplets or more you can find support at Twins and multiple births association: www.tamba.org.uk/scotland.

Home Start also give practical support to families with young children: www.home-start.org.uk.

Parentzone: www.parentzone.com

Nursery schools

All children aged 3 and 4 are entitled to free part-time nursery schooling. You can find the nearest nursery school by ringing freephone number 0800 096 0296.

In addition to free public nursery schools, there are also many private nursery schools. More information can be found at www.childcarelink.gov.uk.

Schools

Compulsory education

Children from 5 to 16 years old are subject to compulsory education. It is the parents' responsibility to ensure children are educated, so it is very important to register a child with the appropriate authority where you live.

The Scottish education system

Type of school	Age
Primary school	5-12 years old
Secondary school	12-16 years old compulsory, and up to age 18 if your child decides to stay on and take further exams.

If your child is 16 years old and your income is low, you may be entitled to an **Education Maintenance Allowance** - a benefit that allows the child to continue in education. More information on this subject is available at www.emascotland.com.

Finding the best school

Local councils are responsible for the majority of schools in Scotland, but there are also private and fee-paying schools. Some parents want their children to be educated in faith schools, most of which are Roman Catholic schools. Faith schools are run in the same way as other institutions supervised by the education authorities, except that the teachers in these schools have to be approved by the relevant church authorities.

When accepting pupils, the order of applications is a deciding factor, so it is worth registering your child early. Most schools organise an open day, where you can see the school and speak to the teachers.

If your child has special needs including help with English language then you should speak to the head teacher of the school to find out what support is available.

- Parentzone: www.itscotland.org.uk/parentzone
- Scottish catholic education service: www.sces.uk.com
- Polish schools: www.polskaszkola.pl

Bullying

Scottish schools have a zero tolerance policy to bullying which is normally outlined in the school handbook.

If you think that your child may be being bullied you should approach the head teacher of the school.

A useful website is:

www.respectme.org.uk/publications/publications_introduction/translations.html.

Uniforms

In Scotland, it is customary for pupils to wear uniforms. As each school has its own special colours, it is best to contact the school or the Education Department for detailed information. Most schools also have a uniform for physical education classes.

Families with a low income might be entitled to a clothing allowance. The local school will give you details.

Children do not have to take notebooks, textbooks or pencil-cases to school. All teaching aids are available on site.

Polish schools - additional information concerning Polish schools in Scotland can be found at www.polskaszkola.pl and www.polskamacierz.org.

EDUCATION

Learning English

There are many schools that organise day and evening classes in English for Speakers of Other Languages (ESOL), which will enable you to obtain qualifications that are recognised by the Scottish Qualification Authority (SQA). Some employers offer English lessons to their employees. The local authorities will give you information about schools that offer lessons in your area. There is also a database of English language courses on the following websites:

- www.education/scotland

- www.britishcouncil.org
- www.esolscotland.com
- www.learninglinkscotland.org.uk
- www.diverseroutes.co.uk/second-language.htm

Free Language courses

It is worth finding out about free English language courses. These are very often provided by city councils. More information at: www.cosla.gov.uk.

Other courses

Learndirect Scotland has a national database of all training and educational courses throughout Scotland. The website gives descriptions of occupations and information about the qualifications required to work in a given occupation. More information can be found at: www.learndirectscotland.com.

Also Skills Development: www.skillsdevelopmentscotland.

You may be eligible for an ILA Scotland allowance of up to £200 depending on your income. This can be used to pay for courses.

Information available at: www.ilascotland.org.uk/NR/rdonlyres/D2415522-458C-43D5-B507-53F80303873A/0/ILAEuropeanLeaflet.pdf

Studying in Scotland

Language qualifications required

It should be remembered that speaking English is one of the basic criteria for higher education studies in Scotland.

You can assess your own language abilities and obtain a Europass CV and a Europass Language Passport. These documents are used throughout Europe in a single format: www.europass.org.uk.

Admissions procedure

The Polish matriculation examination is recognised by most universities. In addition you can expect interviews and occasionally examinations. Some universities organise a so-called foundation year for students who lack important qualifications.

The Universities and Colleges Admissions Service (UCAS) processes all applications for higher education. The UCAS website contains comprehensive information about study programmes available with links to the websites of all higher education institutions. You can use an electronic application form and find information and links to websites concerning financial support. Find out more at: www.ucas.ac.uk.

If you decide to apply to one of these institutions, you should contact them directly.

Financing

Polish nationals who are studying full-time are entitled to free education, just as students in Scotland are. Most college courses are part-time and are not tuition-free unless a student's income is too low. If you have been working in Scotland for a long time and decide to continue your studies, you may be entitled to financial support for living expenses. If you have come to Scotland to study, financial assistance is not usually available. You can find detailed information about studying in Scotland at www.hotcourses.com/polska. To check whether you are entitled to financial assistance, visit: www.student-support-saas.gov.uk.

It is important to know the costs of working and studying in Scotland. Most higher education institutions have information for international students on their websites, which gives approximate costs of accommodation, meals, transport and other living expenses. While studying, you can also work part-time for a guaranteed minimum wage.

THE LAW

What is forbidden in Scotland?

- It is an offence to possess and carry weapons and sharp instruments in public places
- Disturb the public order
- Leave a child under 14 unattended, use violence against a child, fail to provide for the child's basic needs, expose a child to danger
- A person purchasing alcohol for an underage person is liable to punishment. Consumption of alcohol in most public places is also prohibited. All locations where the consumption of alcohol is prohibited are marked as such
- Smoking is forbidden in all public areas.

Rules of the road

Driving on the left side is compulsory. Vehicles should overtake on the right. At roundabouts, vehicles on the right have right of way.

Permitted level of alcohol

Permitted level of alcohol	Measurement method
80 milligrams of alcohol	Per 100 millilitres of blood
35 micrograms	Per 100 ml of exhaled air
107 mg	Per 100 ml of urine

There is no safe level of alcohol, which is why it is best to go by the principle 'Don't Drink and Drive'. There are severe penalties for drink-driving: up to a fine of £5,000 or imprisonment with automatic disqualification from driving.

Drugs and driving under the influence of intoxicating substances or medicines is also an offence. Persons taking medication should check whether they can drive cars.

Speed limits

Types of road	Speed limit
Motorways and fast roads	70 mph (112km/h)
Single carriageway	60 mph (96km/h)
Built-up areas	30 mph (48km/h)

Seat belts

The law requires drivers and all passengers to fasten seat belts. It is the driver's responsibility to make sure that all passengers under 14 have their seat belts fastened.

Children in cars

Children up to three years old travelling in the front seat must use a baby car seat. If the seat is fastened at the front and not at the back, then children under three must travel in the front. Children under 11 and below 135 cm in height travelling in the front seat must use a child seat. In this case, it is not permitted to use seat belts

Mobile telephones

It is forbidden to use mobile telephones without a loudspeaker system while driving. To use a telephone, you should stop the car in a safe place and switch off the engine.

Road Safety – general information

- Road Safety: www.road-safetyscotland.org.uk
- Driving Vehicle Licence Agency: www.dvla.gov.uk

Powers of the police

If you have been arrested by the police you must give:

- Your first name and surname
- Address,
- Date and place of birth
- Nationality.

You have the right to legal advice. You can also inform someone close to you that you have been arrested.

If the police have arrested you, you have the right to a private meeting with a solicitor. You do not have to answer any question (apart from the ones listed above). You do not have the right to make telephone calls. You do not have the right to see a solicitor until the interview.

The police have the right to search a person who has been arrested and to interview them before pressing charges.

In order to provide Poles with easier access to justice, the Public Defence Solicitors' Office (PDSO) has employed a Polish lawyer who is an expert in Scottish law. If you have a problem please contact the PDSO (Milena Jeczelewska) on 07917 052 911. You can obtain free legal aid.

Age of legal capacity under Scottish law

Scottish law treats all persons over 18 as adults. Most of the rights to which adults are entitled are gained on the day of the **18th birthday**. From the age of 18, you can buy alcohol and cigarettes and vote in some elections. However, there are certain exceptions – driving a car is legal from **the age of 17** and driving a motorcycle from **the age of 16**. When you turn **16 years old** you may, by law, have sexual relations and get married.

What to do if you are the victim of, or witness to, a crime

If you are a witness to or a victim of a crime, contact the police by telephone or in person at the nearest police station. In emergencies, you should ring 999 and ask to be connected to the police. If necessary, ask for an interpreter.

Racially motivated offences can also be notified to other institutions - in this case we talk about the so-called third party reporting. These institutions include refugee councils, racial equality councils, organisations providing social assistance to refugees, social welfare departments, emergency services and one stop shops organised by local authorities.

If you are a witness to or a victim of a crime and you are afraid to go to the police, you can inform the non-governmental organisation Crimestoppers anonymously on 0800 555 111 or at www.crimestoppers-uk.org.

After collecting evidence, the police send a report to the Procurator Fiscal (PF), who decides whether to send the case to court. The police cannot decide about initiating court action and the victim of a crime cannot ask for a case to be dropped.

Remember! Never give your passport to anybody. If someone has your passport and does not want to return it, go to the police.

The Criminal Injuries Compensation Authority (CICA) was created by the British government to provide assistance to the victims of crime. All victims of violent crime in Great Britain are entitled to claim compensation if they were injured either physically or mentally. Immediate family can also apply for compensation if the victim of violence has died.

The condition for obtaining compensation is that you cooperate with the police during their investigations. Detailed information is available on website: www.cica.gov.uk.

More advice available from www.adviceguide.org.

If you are a victim of domestic violence

Scotland operates a zero tolerance policy on domestic violence.

If you are a victim of domestic violence, you can ask for help from various sources including at your local health centre:

- **National Domestic Violence** by calling their helpline on 0808 2000 247
- **Victim Support** by calling their helpline on 0845 303 0900
- **National Child Protection Helpline** by calling their helpline on 0800 800 500

and on the following websites:

- www.womensaid.org.uk
- www.refuge.org.uk
- www.adviceguide.org.uk
- www.rapecrisisScotland.org.uk

Getting Married in Scotland

For frequently asked questions go to the website: www.gro-scotland.gov.uk/regscot/getting-married-in-scotland/index.html

Organisations providing legal advice:

- **Scottish Legal Aid Board** - www.slab.org.uk
- **Ethnic Minorities Law Centre** - www.emlc.org.uk
- **Law Society of Scotland** - www.lawscot.org.uk
- **Polak w Szkocji** – a company of lawyers who help Poles - www.polakwskocji.com
- **Public Defence Solicitors' Office** - www.pdso.org.uk
- **Immigration Advisory Service** - www.iasuk.org

SOCIAL ASSISTANCE

If you are homeless

There are many shelters for the homeless. If you are homeless, you should contact the city council office responsible for housing advice.

List of councils: www.cosla.gov.uk/index.asp?leftId=10001D0EF-10766746

Migrants are only eligible for homelessness assistance if they are working and WRS registered during their first year or self-employed. It is very difficult for people who are not registered to get any kind of homelessness support, you may need to contact local housing charities or church groups.

You can also contact **Shelter** (National Freephone 0808 800 4444), Scotland: <http://scotland.shelter.org.uk>.

Positive Action in Housing (PAIH) provides information and advice on housing and homelessness: www.paih.org.

They cannot provide financial support or accommodation to homeless people who are in eligible for homelessness assistance, but they can inform people of their rights and options.

If you live in Edinburgh, you can receive help at the **Cowgate Centre**, on **0131 557 6055**.

Assistance with returning home in emergencies

If you were forced to come to Great Britain, or you came here thinking that you had a job which failed to materialise on your arrival, **you** can get help and advice from the local police or citizens advice bureau.

Disability

If you are disabled you are entitled to equal treatment at work and in school, and equal access to all services. To find out more about your rights, visit www.direct.gov.uk/en/DisabledPeople/index.htm.

HEALTH

If you have difficulty in hearing or speaking on the telephone ask, someone to contact NHS helpline 0800 224488. They can give advice on access for customers to health information with various aids.

Who is entitled to Healthcare

You are entitled to healthcare from the British National Health Service (NHS), but you must cover part of treatment costs. If you pay health insurance contributions in Poland, you will need a European Health Insurance Card (EHIC) before arriving. You can get it at your local NFZ branch.

Persons who are in Scotland, but who are not working here, are entitled to any essential treatment (in emergencies) if they have a European Social Insurance Card.

If you have a resident status in Great Britain and pay National Insurance contributions, it is not necessary to fill in a form and you can claim help with healthcare costs, in the same way as a British subject may. In such cases, persons living with the person entitled to healthcare are also entitled to healthcare – your wife or husband and children under 16, or children under 19 if they are still studying.

Persons who are entitled to healthcare are entitled to the following services free of charge. You can get information about health and health services from NHS 24. They have a website: www.nhs24.com.

You can find information in Polish about the healthcare system and other institutions providing social services at: www.polishinformationplus.co.uk/index.aspx.

Detailed information on the healthcare system is available at:
www.scot.nhs.uk/organisations/index.html.

General Practitioner

After arriving in Scotland, you should register with a family doctor (GP). If you wish, you can ask to see a doctor of the same sex when you make an appointment. To receive a referral to a specialist you must first visit your GP. In nearly all cases, he or she will initiate a course of treatment. The GP does not deal with routine dental and optical treatment. However, he or she can tell you where to find a specialist near to where you live.

How to register with a GP

You can find your nearest surgery by entering your postcode on the NHS website. www.nhs24.com You can only register with the surgery that is responsible for the area in which you live. During registration, you will need to present the following documents:

- EHIC card
- Proof of your address (tenancy agreement, bills, bank statement),
- Some surgeries may ask for a photographic ID, e.g. a passport.

Healthcare during pregnancy

In the United Kingdom, the care of pregnant women is almost completely carried out by qualified midwives. Their role is to provide care during the pregnancy, birth and also after the child's birth.

Vaccinations

Children in the United Kingdom are usually vaccinated against measles, mumps, rubella, polio, diphtheria, tetanus and meningitis. More information is available at: www.immunisation.nhs.uk/Immunisation_Schedule.

Hospitals

If you need to go to hospital, your GP will take care of this. However, if there is an accident, or someone is in a serious condition; severe breathlessness, chest pain etc call 999 and ask for an ambulance. You can also go to the hospital's Accident and Emergency Department without seeing your GP, but you should do this only if it is essential. Not all hospitals have Accident and Emergency Departments. NHS 24 will advise you: www.nhs24.com.

Medical advice is available 24 hours a day on the NHS 24 helpline. The freephone number in Scotland is 08454 24 24 24, and you can find out here if you need to see your doctor or go to hospital. If you have difficulties explaining the problem in English, Polish interpreters are available.

Pharmacies

For advice about less serious problems, you can go to the nearest pharmacy. They have qualified staff who can give you advice. If your Doctor (GP) prescribes medication you will need to take the prescription to a pharmacy to receive the medication. The prescription charge in the pharmacy is £5. More information can be found at emito.net:

- www.emito.net/?q=pl/zdrowie/opieka_zdrowotna/51583.html
- www.infoscotland.com/prescriptions/frequently-asked-questions.html#q1

Help with health costs

Ask at your local health centre for information leaflets giving full advice. The reception staff will be able to give you contacts, and advice on where to get help in Polish if required.

Prescription prepayment certificates (PPC) costs from April 2009

- 4 months £17.00
- 12 months £48.00

Free of charge services

Persons who are entitled to healthcare have the right to the following services free of charge:

- Consulting the first contact doctor (General Practitioner – GP) and most other GP services
- Hospital treatment (including emergencies and non-emergency treatment)

It may be necessary to pay for:

- Medicines prescribed by the GP
- Some GP services, e.g. vaccinations before travel abroad
- Dental treatment (checkups are free)
- Optical treatment and part of the cost of spectacles and contact lenses (eye tests are free of charge).

-

To apply for a Medical Exemption Certificate, ask the receptionist at your GP surgery. An application form EC92A will be completed at the surgery, and will be endorsed by your GP. The surgery will send off the application to your NHS Board and you will receive your certificate by post.

If you are eligible to receive free prescriptions you may also be eligible for help with necessary travel costs.

NHS Dental treatment

Basic examination FREE

Extensive clinical examination FREE

Your dentist will advise of costs for other treatments. You must make sure that you register with a local dentist for NHS treatment before you make an appointment.

Sight Tests

NHS eye examination FREE

NHS eye examination at home (for housebound patients) FREE

There are also NHS vouchers available towards the cost of spectacles and contact lenses. Ask at your local opticians.

If you claim help with health costs using false information you will be charged a penalty charge. For advice call 0845 601 2912.

If you suspect that someone else is falsely claiming help with health costs you should contact NHSScotland Counter Fraud Services: 0800 151628.

This is not a definitive guide to the help available. For more detailed information go to the following website to access the booklet HCS 1, 'Are you entitled to help with health costs?': www.scotland.gov.uk/healthcosts

Mental health and addictions

You can find information about mental health and the locations where you can get help at: www.mentalhealth.org.uk.

In Edinburgh there is a Polish organisation that provides help and mental support – **Centrum FENIKS**: www.feniks.org.uk.

The following organisations and institutions offer help to addicts:

Need 2 know: www.need2know.co.uk/health/addictions

AA (Alcoholics Anonymous) (National Helpline: 0845 769 7555) - Scotland: www.aa-uk.org.uk/lists/htfs.htm

Drinkline (National – Freephone: 0800 917 8282): www.patient.co.uk/showdoc/26738981/

Talk to Frank - Helpline – Freephone: 0800 77 66 00
www.talktofrank.com/home_html.aspx

Scottish Network for Families Affected by Drugs – Helpline: 08080 101011
www.snfad.org.uk

The Samaritans provide confidential non judgemental emotional support:
www.samaritans.org.uk

Sexual health

Contraception

In Great Britain, many contraceptive methods are available free of charge. You can receive information and assistance with contraception and family planning from the **Family Planning Association**. You can find additional information at www.fpa.org.uk or by calling their helpline on 0845 310 1334.

Sexually transmitted diseases

You can receive help and information by calling the **National Sexual Health Helpline** on 0800 567 123, or from www.condomessentialwear.co.uk.

PARTICIPATION IN PUBLIC LIFE

Resident status

How and when you can apply

After completing your 12-month qualifying period, you can apply for an EEA resident status. Application forms and more information can be obtained by calling 0870 241 0645 or at www.ind.homeoffice.gov.uk.

- www.ukba.homeoffice.gov.uk/sitecontent/applicationforms/eea/eea1.pdf

Elections

Which elections can you vote in?

As a national of the European Union living in Great Britain, you are entitled to take part in local government elections in the area where you live. In Scotland, you are entitled to vote for local councils and for Members of the Scottish Parliament. You can also take part in European Parliament elections.

Registering for the electoral roll

Electors are not registered automatically on the electoral roll. To register, you must fill in a form which is sent by the city council. More information is available at: www.direct.gov.uk/en/RightsAndResponsibilities.

Voluntary work

In principal, the benefits of voluntary work are the gaining of knowledge and experience for future jobs and the improving of language skills. This is a useful way to obtain references, which will help you in developing your professional career.

There are many organisations which offer work to volunteers in Scotland. A disclosure check is often required for this kind of work (Disclosure Scotland certificate: www.disclosurescotland.co.uk).

You can find more information about organisations that employ volunteers on the following websites:

- www.projectscotland.co.uk
- www.csv.org.uk
- www.princes-trust.org.uk
- www.do-it.org.uk
- www.volunteering.org.uk
- www.timebank.org.uk

FREE TIME – ENTERTAINMENT AND CULTURE

Scotland offers a wide range of outdoor activities. This includes golf, fishing, cycling, hill walking, skiing and extreme sports from snow-boarding and quad biking to whitewater canoeing.

- Sport & leisure links - www.scotlandistheplace.com/stitp/185.3.47.html
- Culture links - www.scotlandistheplace.com/stitp/183.3.46.html

More information can be found at www.edinburgh-festivals.com, www.seeglasgow.com, www.celtica.pl and www.cosla.gov.uk.

Libraries

Public libraries usually lend not only books, but also multimedia. In addition, you can also use the internet for free in libraries. In some libraries, you will also find Polish language literature.

You must register to take advantage of library resources. To do this you will need:

- A photographic ID
- Two documents proving your address.

Travel around Scotland – more information is available at:

- VisitScotland - www.visitscotland.com
- Traveline - www.travelinescotland.com
- Scotrail - www.scotrail.com

TRANSPORT

Scotland has a good network of motorways and dual-carriageways linking many main cities and towns.

Cars

To drive a car in Scotland you will need:

- A valid driving licence
- Vehicle insurance
- Car registration document
- Proof of payment of road tax
- An MOT certificate (for cars over three years old)

Scottish insurance

It is essential to be fully insured. By law, every person driving a vehicle on the road must have third party insurance. The insurance covers the costs of a claim following an accident. The cost of insurance will depend on the driver's age and the type of vehicle. Insurance companies advertise in telephone directories and on the internet. It is worth asking for quotes and comparing offers.

Registration in Scotland

Vehicle owners are obliged to register them with the **Driver and Vehicle Licensing Agency**. Vehicles imported from abroad, for which road tax has been paid, and which were registered in their country of origin, can be driven in Great Britain for 6 months in any 12-month period. After that, you should contact the local branch of the DVLA or telephone 0870 240 0010. Vehicles purchased in Great Britain must be registered with the DVLA. Car showrooms usually help with the registration of cars that have been purchased.

For cars purchased from private individuals, you should ask to see the vehicle registration document and the MOT certificate (if the car is over three years old). You should also ask to see the proof of vehicle ownership: www.dvla.gov.uk.

Proof of payment of road tax

Owners of vehicles must pay tax. Road tax can be purchased for 6 or 12 months, and proof of payment is a tax disc that should be placed inside the car. Driving without a tax disc or an invalid disc is illegal. The tax amount depends on the size of an engine and the age of a car. More information is available on the DVLA website or in post offices. In the case of cars purchased in car showrooms, the road tax is often already paid; otherwise, you should fill in a V55/4 form in order to register the vehicle with the local DVLA office.

Owners of vehicles registered in their names receive forms to fill in two weeks before the deadline for paying the tax expires. The completed form should be shown at a post office together with a valid insurance policy and MOT certificate. The road tax

disc is issued at the post office, and should be placed on the left hand side of the windscreen.

MOT certificate

If the vehicle you are using is over 3 years old, you must have an MOT certificate. MOT certificates, which are valid for 12 months, are issued by licensed vehicle testing stations. A charge is made for issuing the certificate. Non-compliance with this regulation is an offence.

How to obtain a driving licence

If you have a valid driving licence issued in Poland, you can also use it in Scotland. When it expires, and if you become a resident for tax and employment purposes (i.e. within 12 months from arriving in Great Britain), you must apply for a British driving licence. However, you can also ask for a valid Polish licence to be exchanged for a British licence. There is no requirement to pass an examination when exchanging a driving licence.

If you do not have a valid driving licence, you need to apply for a provisional licence and then pass the theory and practical examinations in order to obtain a full driving licence. A provisional driving licence gives you the right to drive vehicles in Great Britain with the following restrictions:

- The driver must be accompanied by a person over 21 years old who has had a full driving licence for at least three years
- L (learner) plates have to be displayed at the front and the rear of the car to identify inexperienced drivers
- You cannot drive on a motorway with a provisional licence
- You cannot pull a trailer
- Driving the car by oneself is only permitted after passing the driving examination.

More information about driving licences is available at:

www.direct.gov.uk/Motoring/DriverLicensing/fs/en

You can apply for a driving licence in Great Britain when you turn 17 years old. Driving a car without a valid driving licence is an offence.

What to do in the case of an accident

If you are involved in an accident, you must stop. If there is damage to a vehicle or physical injury to anyone involved in the accident, you should give the following information to any other driver involved:

- First name and surname
- The first name and surname of the owner of the vehicle (if the car does not belong to the driver)
- Registration number
- Details of your insurance company

The police should be called and you may be asked to produce your driving licence and insurance documents at the police station

You can pay and register for 24 hour road assistance in case your vehicle breaks down.

24 hour roadside assistance is provided by

- **Automobile Association (AA)**, www.theaa.com *0800 88 77 66
- **Royal Automobile Club (RAC)**, www.rac.co.uk *0800 82 82 82
- **National Breakdown**, www.nationalbreakdown.com *0800 400 600

On motorways, you can call from emergency telephones; on other roads, you should call the freephone numbers * see above

Learning to drive - examination

Anyone who is over 21 years old and has had a driving licence for at least 3 years can teach driving. You can also take courses provided by qualified and approved driving instructors.

The driving examination consists of theory (multiple-choice test and video clips testing your ability to assess dangers on the road). The practical part lasts for about 40 minutes. You can book an examination on the internet at www.dsa.gov.uk or by telephone on 0870 010 1372.

Air travel

Airlines offering direct flights between Poland and Scotland include www.ryanair.com and www.wizzair.com. The website emito.net gives up-to-date information on flights: www.emito.net/?q=pl/przed_wyjazdem/35613.html.

Main Airports in Scotland

- **Edinburgh Airport** - www.edinburghairport.com (7 miles from the city centre). There are coaches every 10-20 minutes – www.flybybus.com – and taxis are available. Car hire available - www.scotland-inverness.co.uk/selfdrive.htm
- **Glasgow Airport** - www.glasgowairport.com (8 miles from the city centre). There are coaches every 20 minutes direct to the city centre and coach service to the railway station 2 miles away. Frequent coach service go to Edinburgh. Taxis are available. Car hire is available as well – www.scotland-inverness.co.uk/selfdrive.htm.
- **Prestwick Airport** - www.gpia.co.uk, 30 miles south of Glasgow on the Ayrshire coast. There are coaches every hour to Glasgow. Trains run every 30 minutes to Glasgow with 50% discount on rail tickets. Taxis are available. Car hire available - www.scotland-inverness.co.uk/selfdrive.htm.
- **Aberdeen Airport** - www.aberdeenairport.com (at Dyce 7 miles from city centre). There are regular coach service at peak times. Dyce railway station is a short distance away by taxi (5 pounds). Taxis available. Car hire available.
- **Inverness Airport** - www.hial.co.uk/inverness-airport.html (at Dalcross, 8 miles from Inverness, 7 miles from Nairn). There are frequent bus service to/from

Inverness city centre. Taxis are available. Car hire available - www.scotland-inverness.co.uk/selfdrive.htm. The nearest train stations are at Inverness and Nairn.

- Dundee Airport - www.hial.co.uk/dundee-airport.html. There are flights by ScotAirways - www.scotairways.com - to/from London City. Also available are private planes.
- For more info on Highlands and Islands Airports: www.hial.co.uk.

3. Trains

Rail services in Scotland

- www.scotrail.co.uk
- www.nationalexpress.com
- www.nationalrail.co.uk
- www.virgintrains.com

4. Public transport

Public bus services operate in most areas of Scotland. Buses run frequently and are a reliable means of transport. Tickets can usually be purchased from the driver. If you travel regularly to work, you can save on travel costs by buying a day, weekly or monthly ticket.

Travel Line: www.traveline.org.uk

5. Bicycle, motorcycle, moped.

Those wishing to drive a motorcycle or moped, and whose driving licences do not include these subcategories, should complete the Compulsory Basic Training. More information on this subject is available from the Driving Standards Agency (DSA) on 0115 901 2595.

Motorcyclists and passengers must wear crash helmets.

Road Safety information: www.road-safety.org.uk

MISCELLANEOUS

Emergencies – emergency numbers

In emergencies, you can call the police, fire brigade, ambulance service or coastguards by dialling 999. In other instances, you can contact the nearest police station, where the **Local Community Liaison Officer** will provide assistance. All police stations in Scotland have 24-hour access to interpreters and translators.

Polish diplomatic representation in Scotland

Consulate General of the Republic of Poland in Edinburgh

2 Kinnear Road

Edinburgh EH3 5PE

Tel. 0044 131 552 0301

www.polishconsulate.org

Polish media in Scotland

Internet websites :

- www.emito.net
- www.Edinburgh.com.pl/przewodnik/
- www.szkocja.org.pl
- www.glasgow24.com

Radio

- www.radioszkocja.pl
- www.szkockie.info
- www.szkocja.fm

Links to other guides for Poles

- Aberdeen:
<http://www.aberdeenshirecommunitysafety.org.uk/download/welcome/polish.pdf>
- Highlands & Islands:
http://highlandlife.net/welcome_pack/polski_pakiet_powitalny
- Perth & Kinross: www.pkc.gov.uk
- Glasgow: www.glasgow.gov.uk
- Edinburgh: www.edinburgh.gov.uk
- Borders: www.scotborders.gov.uk
- Dundee: www.dundeecity.gov.uk

www.idea.gov.uk/idk/core/page.do?pagelId=8865883#contents-13

Weights and measures

- 1 cal (inch) – 2.54 cm
- 1 stopa (foot) – 30.4 cm
- 1 jard (yard) – 91.4 cm
- 1 uncja (ounce) – 28.350 gram
- 1 funt (pound) – 0.4535 kg

Cultural differences

When living in Scotland, it is worth remembering that, in certain situations, there are different customs than in Poland.

Greeting a Scot

Scots can be quite reserved when meeting another person. It is rare for them to shake hands when meeting and they almost never shake hands when saying goodbye. When greeting someone, they only kiss persons who are very close to them.

Language

Although English is the main language spoken in Scotland, different areas have their own terminology and accents.

Scots often use diminutives in conversations, so do not be offended if they call you 'sweetheart', 'darling' or 'my dear'.

Queues

Remember to wait your turn patiently and do not jump the queue. In Scotland, this is considered impolite.

Polite phrases

Scots are very polite and frequently use polite phrases. If you do not use words such as 'thank you', 'sorry', or 'please', you will be considered to be impolite.

Polish Associations in Scotland

FENIKS. Counselling, Personal Development, and Support Services	This organisation provides mental assistance and support for personal and professional development, addictions, medication problems, problems with adapting, difficulties with social contacts, depression and personality disorders. In addition, we run self-development groups, support, training and workshops.	St. Stephen's Centre St Stephen Street Edinburgh EH3 5AB E-mail: info@feniks.org.uk Website: www.feniks.org.uk
Dom Polski im. Władysława Sikorskiego in Glasgow	A Polish Club with an auditorium, cinema, library, restaurant and bar, cultural activities and a museum.	5 Parkgrove Terrace, Glasgow G3 7SD, Scotland/Great Britain, tel. 0 141 339 40 53
Dom SPK and Stowarzyszenie Polskich Kombatantów (Polish Veterans' Association)	Headquarters of Stowarzyszenie Polskich Kombatantów, with many conferences, cultural events and also activities for children on Saturdays.	11 Drummond Place, Edinburgh EH3 6PJ Tel: 0044 131 5561011

Edinburgh.com.pl	Website for the Polish community in Scotland. The aim of this service is to integrate people looking for 'something more' from Scotland. The aim of the website is to integrate and organise active people who are willing to do things in their community.	6 Whitson Crescent, flat 1 Edinburgh Lothian United Kingdom EH7 5LR E-mail: office@edinburgh.com.pl
Edynburski Biuletyn Informacyjny (Szkocja) (Edinburgh Information Bulletin (Scotland))	Bulletin published for the Polish community, with information about cultural and social events taking place in Scotland.	Website: biuletyn.szkocja.net
GAPPAD Theatre	Polish theatre working towards a theatrical cultural exchange between Poland and Scotland, which addresses both nationalities equally.	3/1, 74 Budhill Avenue, Glasgow G32 0PH E-mail: info@gappadtheatre.co.uk Website: www.gappadtheatre.co.uk
Inverness Polish Association	Help for Poles with integrating into the local environment not only by providing information about basic matters relating to living in Scotland but also through cultural integration.	Albyn House (3/24), 37A Union Street, Inverness IV1 1QA Tel: 0044 1463 223223 E-mail: zpi@polness.org.uk Website: www.polness.org.uk
It's My Place	Project aiming to promote the work of Polish artists currently living in Edinburgh. Organisation of exhibitions, shows and workshops for local artists and for the local community.	1 Mountcastle Drive South, Edinburgh EH15 1QD Tel: 0044 131 6699574 Website: http://www.itsmyplace-scotpol.net/joomla/
Polish Art Scotland	Association involved in promoting Polish artists in Scotland. They organise screenings of short films, shows, sung poetry and alternative music concerts and DJ sets.	1/15 Port Hamilton, Edinburgh EH3 8JL
Polish Association Aberdeen	Promotion of Polish culture, traditions and language. Various types of events and shows organised to promote Poland.	Polish Association Aberdeen, c/o 2, Stronsay Drive, Aberdeen AB15 6EA
Polish Cultural Festival Association	Association involved in organising the Polish Cultural Festival, which will take place in Edinburgh in 2009. Main activities: concerts, lectures, films, exhibitions and a medieval tournament.	30A St Albans Road, Edinburgh EH9 2LU E-mail: info@polishculturalfestival.org.uk Website: www.polishculturalfestival.org.uk
Polska Świetlica	Provides help for Poles who have recently settled in Scotland and are experiencing difficulties with their new surroundings as a result of poor language skills and/or cultural differences.	Polish Volunteers, Fort Community Wing, North Fort Street, Edinburgh EH6 4HF E-mail: polishvolunteers@yahoo.com

Stowarzyszenie Nauczycieli, Rodziców i Sympatyków Kultury Polskiej w Szkocji (Association of Teachers, Parents and Friends of Polish Culture in Scotland)	Association aiming to promote both Polish culture and the Polish language.	Flat 3/2, 221 Langlands Road, Glasgow G51 3TY E-mail: jolanta.senkowska@dziecidlaprzyszlosci.org
Stowarzyszenie Polaków w Fife „MOST” (The ‘MOST’ Association of Poles in Fife)	This Association’s objectives include organising cultural activities and providing help for Polish nationals.	1 Victoria Road, Kirkcaldy KY1 1DT
Scottish-Polish Cultural Society	This Society organises concerts, competitions and shows, and helps new immigrants to organise events.	11 Lady Road, Edinburgh EH16 5PA Tel: 0044 131 6670341 Website: www.scotpoles.co.uk
United Polish Falkirk (UPF)	The objective of this organisation is to promote Polish culture, understanding and friendship, and also to help countrymen in difficulties.	UPF c/o SPK Polish Club 37, Arnot Street, Falkirk glospoloniifalkirk@yahoo.co.uk
www.Emito.net	Emito.net is a Polish information and integration internet platform covering all of Great Britain. The website offers many service areas, where, in addition to the latest news, you will find information and advice about education, culture, housing, motoring, jobs, recreation, tourism and family and health issues.	Efero LLP, 3 Quayside Street, Edinburgh EH6 6EJ Tel: 0044 131 5550011 info@emito.net
Zjednoczenie Polonii Szkockiej w Highlands (Polish Scottish Union in the Highlands)	An association aiming to protect the rights of its countrymen and to promote Polish culture.	Tel: 0044 7954086023 E-mail: polish_scottish_union@wp.pl Website: http://poloniaszkocka.co.uk

Employment Rights for Polish Workers

Various organisations have produced information leaflets and/or website information in Polish for workers coming to work and live in the United Kingdom. Scotland is part of the United Kingdom.

If you are considering coming to Scotland to work, you should take time to find out what your employment rights are .

This booklet lists web site addresses and contact details.

You can get the same info direct on polish language website at www.szkocja.eu.

This will enable you to link directly to the various publications.

1	Home Office You must register for work	www.workingintheuk.gov.uk www.ind.homeoffice.gov.uk	
2	TUC Web Site	http://www.delni.gov.uk/index/publications/pubs-employment-rights/erpublications/faqs-polish.htm http://www.tuc.org.uk/international/tuc-8126-f0.cfm http://www.pracawbrytanii.eu	Frequently asked questions for workseekers in Polish (Adobe Acrobat Document, 127983 bytes) - http://www.delni.gov.uk/faqs_polish.pdf
3	Labour Research Department	http://www.lrd.org.uk/issue.php?pagid=52&issueid=1191	Polish Language Employment rights guide
4	SIPTU	http://www.siptu.ie/Resources/EmploymentRights/FileDownload,3746,en.pdf	
5	Federation of Poles in Great Britain	http://www.zpwb.org.uk/eg/index.php	
	Eastern European Advice Centre	http://www.eeac.org.uk	
6	Department Enterprise Trade & Employment		
7	The Federation of European Employers		
8	Migrants Rights Network	http://www.migrantsrights.org.uk	
9	British Embassy in Warsaw	http://www.britishembassy.gov.uk/servlet/Front?pagename=OpenMarket/Xcelerate/ShowPage&c=Page&cid=1086624743611 The British Embassy in Warsaw, with news and subsections titled: Living & working in UK, Visas, Consular & Passports, Trade & Investment.	
	Federation of Poles in Great Britain	http://www.zpwb.org.uk	http://www.zpwb.org.uk/en
11	Citizens Advice Bureau	http://www.adviceguide.org.uk/scotland/languages_scotland/polish/employment_polish.htm	Employment in Scotland – Polish Language guide

1 2	Business Enterprise & Regulatory Reform	http://www.berr.gov.uk/files/file37558.pdf	Working in the uk Guide in Polish language
1 3	Transport & General Workers Union.	http://www.tgwu.org.uk/Templates/News.asp?NodeID=93151&int1stParentNodeID=42556&int2ndParentNodeID=42556&Action=Display Article with email contacts (English text)	
1 4	Dept Trade & Industry		
1 5	Department for employment & Learning	http://www.delni.gov.uk/5315_polish.pdf	
	Stonewall Employment Guides	http://www.stonewall.org.uk/documents/Polish.pdf	
	Directory of Polish products, services & organisations.	http://www.informatorpolski.co.uk/	
	Health & Safety Executive	Free leaflets about health and safety at work in Polish : www.hse.gov.uk/languages/polish/ Working in the UK from overseas? - Polish translation: http://www.hse.gov.uk/pubns/polish/indg410.pdf Contact: www.hse.gov.uk/contact/languages/polish/ Health and Safety Law: What you should know - Polish translation: http://www.hse.gov.uk/pubns/polish/law.pdf www.hse.gov.uk/pubns/polish/law.pdf	

QUICK REFERENCE TO WEB LINKS IN THIS GUIDE

This guide is also available online which will make it easier for you to link to websites. Websites are listed in order that they appear in the hard copy guide.

Polish Language Site: www.szkocja.eu

English language Site: www.scotlandistheplace.com

English is the main language in Scotland. It is important that you improve your English language skills to improve your opportunities to live, work and study in Scotland.

Disclaimer: The Scottish Government accepts no liability for contact between an individual and web sites contained in this guide other than those belonging to the Scottish Government.

	Section – 1 WORK
UK Borders agency	www.ind.homeoffice.gov.uk
Working in the UK	www.ukba.homeoffice.gov.uk/eucitizens/

Positive action in housing	www.paih.org
Polish leaflet Workers registration scheme	www.paih.org/NMAPFILES/WRSFoldedLeaflet-Polish.pdf
Emito	www.emito.net
Zus-if you are paying contributions in Poland, get more info	www.zus.pl
Scottish Building	www.scottish-building.co.uk
	www.direct.gov.uk/en/Employment/Starting
Health & Safety	www.hse.gov.uk
Minimum wage info	www.direct.gov.uk/employees
Equality & human rights	www.cre.gov.uk
Employment agency standards	www.direct.gov.uk/en/DI1/Directories/DG_1734655
Gangmasters licensing authority	www.gla.gov.uk
Migrant workers info	www.hse.gov.uk/migrantworkers/polish/index.htm
ACAS	www.acas.org.uk
Tax info	www.hmrc.gov.uk
Business info	www.scottish-enterprise.com ; chanel.bikorimana@bgateway.com
Business info	www.businesslink.co.uk
Business info	www.bgateway.com
Business info	www.homeworking.com/library/business
Scottish Trade Union Congress	www.stuc.org.uk
Trade Union congress	www.tuc.org.uk
Citizens Advice	www.citizensadvice.org.uk
Department work & pensions	www.dwp.gov.uk
Government website for citizens	www.direct.gov.uk
Job centre plus	www.jobcentreplus.gov.uk
English for speakers of other languages	www.esolscotland.com
POLISH	www.szkojca.eu/sitppolish/46.html?pMenuID=21&pElementID=26

EURES	www.europa.eu.int/eures
Talent Scotland	www.talentscotland.com
S1 Jobs	www.s1jobs.com
Scottish Enterprise	www.scottishenterprise.com
Emito (polish site)	www.emito.net
Gumtree (work vacancies)	www.gumtree.com
Telephone Directory	www.yell.com
Recruitment Agency	www.agencycentral.co.uk
Recruitment agency	www.recruit-online.co.uk
Recruitment agency	www.jobsite.co.uk
Careers Advice	www.careersadvice.direct.gov.uk/ethnichelpline/polishhelpline/
	www.sqa.org.uk
Careers Advice	www.careers-scotland.org.uk .
	Section – 2 MONEY
Post Office	www.postoffice.co.uk
Scottish League of credit unions	www.scottishcu.org/
Polish site-money transfer	www.samiswoi.co.uk
Money transfer	www.moneygram.com
Money transfer	www.westernunion.com
Money transfer	www.1stcontact.com
	Section – 3 ACCOMODATION
Visit Scotland	www.visitscotland.com
Bed & Breakfast accommodation	www.bedandbreakfastscotland.co.uk
Hostels	www.hostelscotland.com .
Buy or Rent	www.rightmove.co.uk
Accommodation	www.gumtree.com ,
Polish site with accommodation	www.emito.net
City Lets	www.citylets.co.uk
Accommodation for rent	www.lettingweb.com .
Accommodation & homeless advice	www.shelter.org.uk
Accommodation &	www.shelter.org.uk/data/assets/pdf_file0006/55698/Renting_privately_1

homeless advice(Polish)	eaflet in Polish.pdf
COSLA-convention of Scottish local authorities	www.cosla.gov.uk
SFHA-Scottish association of housing associations	www.sfha.co.uk
Citizens Advice	www.cas.org.uk
Telephone Providers	www.homephonechoices.co.uk
Broadband providers	www.broadband-finder.co.uk/compare-broadband/compare-broadband.html
Compare costs Insurance	www.gocompare.com
Compare costs of food, insurance cars etc.	www.moneysupermarket.com
	Section – 4 FAMILY
General register office	www.gro.gov.uk
Tax	www.hmrc.gov.uk
Advice for one parent families	www.oneparentfamilies.org.uk/
Advice for multiple birth parents	www.tamba.org.uk/scotland .
Support for parents of young children	www.home-start.org.uk
Support for parents	www.parentzone.com
Advice on Nursery schools	www.childcarelink.gov.uk
Education maintenance allowance	www.emascotland.com
Scottish catholic education service	www.sces.uk.com
	www.polskaskola.pl
Advice and support on bullying	www.respectme.org.uk/publications/publications_introduction/translations.html
Polish site- polish schools	www.polskaskola.pl
Polish site- polish schools	www.polskamacierz.org

	www.polskamacierz.org
	Section – 5 EDUCATION
Education info	www.education/scotland
British Council	www.britishcouncil.org
English for speakers of other languages	www.esolscotland.com
Info on learning	www.learninglinkscotland.org.uk
Language courses	www.diverseroutes.co.uk/second-language.htm
Skills development advice	www.skillsdevelopmentscotland
Help with costs of courses	www.ilascotland.org.uk/NR/rdonlyres/D2415522-458C-43D5-B507-53F80303873A/0/ILAEuropeanLeaflet.pdf
Europass	www.europass.org.uk
Advice for further education	www.ucas.ac.uk
Courses	www.hotcourses.com/polska
Student support	www.student-support-saas.gov.uk
	Section – 6 THE LAW
Road safety	www.road-safetyscotland.org.uk
Driving vehicle agency	www.dvla.gov.uk
Crime stoppers	www.crimestoppers-uk.org
Criminal injuries	www.cica.gov.uk
Citizens advice	www.adviceguide.org
Women's aid	www.womensaid.org.uk/
Refugee advice	www.refuge.org.uk
Rape crisis	www.rapecrisisscotland.org.uk
General registry office	www.gro-scotland.gov.uk/regscot/getting-married-in-scotland/index.html
Scottish legal aid board	www.slab.org.uk
Law in Scotland	www.lawscot.org.uk
Polish site- Legal advice	www.polakwszkocji.com
Immigration advisory service	www.iasuk.org

	Section – 7 SOCIAL ASSISTANCE
List of local council contact details	www.cosla.gov.uk/index.asp?leftId=10001D0EF-10766746
Housing & homelessness advice	scotland.shelter.org.uk/
Housing advice	www.paih.org
Advice for disabled people	www.direct.gov.uk/en/DisabledPeople/index.htm .
NHS 24-Health advice	www.nhs24.com
Polish site- info on various issues	www.polishinformationplus.co.uk/index.aspx .
	Section – 8 HEALTH
Find your local health centre/Doctor	http://www.scot.nhs.uk/organisations/index.html
Info on immunisation	http://www.immunisation.nhs.uk/Immunisation_Schedule
Emito –polish guide info on health	www.emito.net/?q=pl/zdrowie/opieka_zdrowotna/51583.html .
Prescriptions for medication info	www.infoscotland.com/prescriptions/frequently-asked-questions.html#q1
Costs of health care	www.scotland.gov.uk/healthcosts
Advice on mental health	www.mentalhealth.org.uk
Polish site-info on mental health care	www.feniks.org.uk
Advice od addictions	www.need2know.co.uk/health/addictions
AA (Alcoholics Anonymous)	www.aa-uk.org.uk/lists/htfs.htm
Alcohol advice	www.patient.co.uk/showdoc/26738981/
Scottish Network for Families Affected by Drugs	www.snfad.org.uk/
The Samaritans-support for people in emotional stress	www.samaritans.org.uk

Sexual health advice	www.condomessentialwear.co.uk .
	Section – 9 PARTICIPATION IN PUBLIC LIFE
Rights & responsibilities of citizens	www.direct.gov.uk/en/RightsAndResponsabilities .
Volunteering opportunities	www.projectsotland.co.uk www.csv.org.uk www.princes-trust.org.uk www.do-it.org.uk www.volunteering.org.uk www.timebank.org.uk
	Section – 10 ENTERTAINMENT&CULTURE
Sport & leisure links	www.scotlandistheplace.com/stitp/185.3.47.html
Culture links	www.scotlandistheplace.com/stitp/183.3.46.html
Edinburgh Festival	www.edinburgh-festivals.com
Glasgow sights	www.seeglasgow.com
Polish site-Celtica info	www.celtica.pl
Tourist info	www.visitscotland.com
	Section – 11 TRANSPORT
How to travel through Scotland	Traveline www.travelinescotland.com

<p>Air travel Advice on flights and airports</p>	<p>www.ryanair.com www.wizzair.com http://www.emito.net/?q=pl/przed_wyjazdem/35613.html</p> <ul style="list-style-type: none"> • Edinburgh Airport • Glasgow Airport • Prestwick Airport. • Aberdeen Airport • Inverness Airport • Dundee Airport • Highland & Islands airport: www.hial.co.uk
<p>Bus info</p>	<p>www.nationalexpress.com</p>
<p>Scotrail</p>	<p>www.scotrail.com</p>
<p>Rail travel</p>	<p>www.nationalrail.co.uk</p>
<p>Rail travel</p>	<p>www.virgintrains.com</p>
<p>Info for motorists</p>	<p>www.direct.gov.uk/Motoring/DriverLicensing/fs/en</p>
<p>Breakdown/recovery service</p>	<p>Automobile Association (AA) : www.theaa.com</p>
<p>Breakdown/recovery service</p>	<p>Royal Automobile Club (RAC): www.rac.co.uk</p>
<p>Breakdown/recovery service</p>	<p>National Breakdown: www.nationalbreakdown.com</p>
<p>Section – 12 MISCELLANEOUS</p>	
	<ul style="list-style-type: none"> - www.polishconsulate.org - www.emito.net - www.Edinburgh.com.pl/przewodnik/www.szkocja.org.pl - www.glasgow24.com <p>Radio</p> <ul style="list-style-type: none"> - www.radioszkocja.pl - www.szkockie.info/ - www.szkocja.fm

	<p>Links to other guides for Poles</p> <p>Aberdeen: www.aberdeenshirecommunitysafety.org.uk/download/welcome/polish.pdf</p> <p>Highlands & Islands: http://highlandlife.net/welcome_pack/polski_pakiet_powitalny</p> <p>Perth & Kinross: www.pkc.gov.uk Glasgow: www.glasgow.gov.uk Edinburgh: www.edinburgh.gov.uk Borders: www.scotborders.gov.uk Dundee: www.dundee.gov.uk www.idea.gov.uk/idk/core/page.do?pagelId=8865883#contents-13</p>
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For more copies of this guide (IN POLISH LANGUAGE/HARD COPY) please contact:
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Fax: + 44 (0)141 242 5854

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