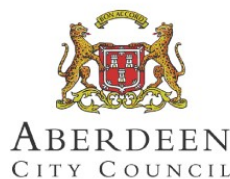




**ABERDEEN CITY MUSIC SCHOOL
HALL OF RESIDENCE**

**WELCOME PACK
FOR
PARENTS/CARERS
AND RESIDENTS
2010-2011**



www.aberdeencitymusicschool.com

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WELCOME TO ACMS BOARDING

ACMS Boarding provides accommodation for up to 43 residents of secondary school age who attend Aberdeen City Music School. The Boarding House is situated within the grounds of Dyce Academy.

Given that ACMS Boarding will be a second home to pupils during term time, we aim to work in partnership with parents/carers, residents and the school in making life in the Boarding House a good all-round experience for everyone. Good communication with home is considered essential and parents and family are welcome to visit at any time.

This Welcome Pack aims to provide information about the accommodation, and we would urge parents/carers to visit and talk to the staff who are aware of the concerns parents and pupils have particularly in the early days. We are also happy to discuss pupils' individual needs with parents/carers.

We look forward to meeting you and your child and working together in the future.

Staffing

Residence Manager	Marc Howes
Depute Residence Managers	Margaret Baird Yvonne Bartlett
House Parents	Carol Anderson Calum Hislop Ethel Steel Tom Sunderland Jayne Walker Dawn Williams
Night Care Officers	Orit Adam Mark Barnett Slawek Trzaska

We also have a small Relief Pool of staff retained to manage staff absence through sickness or training.

Staff recruitment procedures ensure that all staff are subject to Enhanced Disclosure Scotland checks and have relevant experience and training. Further training is provided in a range of relevant areas such as Child Protection, Loss and Change, Lifespace, First Aid, Fire Warden and Basic Food Hygiene.

The Residence Manager is qualified in a relevant area which meets the requirements of the Scottish Social Services council. All other permanent staff have attained or are working towards Scottish Social Services qualifications.

Each resident will be allocated a Keyworker who will oversee their wellbeing while at ACMS Boarding. It should be noted that residents are free to discuss issues/concerns with any member of staff they feel comfortable talking with. Keyworkers will contact parents/carers each term or more often if necessary to discuss any relevant issues.

OUR VISION

We aim to provide a caring, structured environment within which residents are encouraged and supported to reach their full musical, educational and social potential. This is based on mutual respect for each other and the environment.

AIMS OF ACMS BOARDING

- To create a secure, happy and stimulating environment
- To encourage co-operation between staff and residents by building trusting relationships which enable residents to talk freely to staff
- To encourage good relationships between residents and encourage them to respect each other's privacy
- To discourage anti-social behaviour such as bullying through discussion within the Halls involving parents/carers and school guidance staff where appropriate
- To help develop social and leisure skills through living and sharing with others
- To encourage good behaviour and adherence to the Code of Conduct
- To work in partnership with parents/carers and with the staff of Dyce Academy
- To assist and encourage residents with their studies

ROLE OF ACMS BOARDING

Creating a good ethos

- To create an atmosphere where staff and residents are happy and respect each other
- To welcome parents/carers and visitors
- To set high standards of behaviour
- To ensure the day-to-day life of the House runs smoothly and efficiently
- To work with residents to develop a sense of identity and pride in the House environment

Ensuring a safe and caring environment

- To ensure our residents feels safe, secure and cared for
- To help staff and residents build positive and trusting relationships

Assisting in the personal and social development of the residents

- To encourage good behaviour in an active and positive way
- To assist the residents to develop their self-confidence, self-esteem and prepare them for independent living beyond school
- To treat the residents with understanding and respect
- To create an atmosphere of trust where residents feel able to approach staff with their concerns
- To give residents appropriate freedom/responsibilities according to their age and stage of development

House Information

Duties

As in any household, residents will be asked to assist staff with light duties within the House. Residents are responsible for making their own beds and keeping their rooms tidy. Willing co-operation on the part of residents in assisting staff in the running of the Boarding House increases an atmosphere of mutual respect and promotes independence.

Weekends

We have a limited number of places available at the weekends for residents who are unable to return home. If your child intends to stay at the weekend please let us know as early as possible to ensure that there are sufficient places available. Please note there is an additional charge levied for weekend boarders of £25 for Friday evening and £25 for Saturday evening (correct as of June 2009). There will be no additional costs for closed weekends when residents are required to be here. Those who go home at the weekends may choose to go straight to school on Monday mornings, please let us know if your child will not be returning on Sunday evening.

Study

There is a compulsory study period for S1-S4 from 6.00pm.–7.20 pm on weekdays to allow time for homework and practice. During this time staff will be available to offer support and encouragement. S5 and S6 are expected to take responsibility for their own personal study.

Meal times

Breakfast	7am-8.15am
Dinner	5pm
Supper	9pm-9.45pm
Lunch is provided at weekends.	

Lunch is provided in school at a cost of approximately £3.00. Alternatively sandwiches, drinks, etc are available from the Asda supermarket located adjacent to Dyce Academy.

Drinks and fresh fruit are available in the evenings and at weekends.

House Information

Bedtimes

Bedtime is at 9.45pm for first and second year pupils; 10.15pm for third and fourth year pupils and 10.45pm for fifth and sixth years.

Clothing

Residents will require a black blouse/shirt, black trousers/skirt, black shoes and dark socks/tights for performance purposes. Those who attend Aberdeen City Schools Orchestra require a white blouse/shirt black trousers/skirt and an orchestra tie (available from Summerhill) for performances.

Dyce Academy has a formal dress code for all S1-S6:

Black dress trousers/skirt-no tracksuit bottoms/jeans

Black shoes/dark trainers

Plain white/black T-shirt/blouse/shirt/polo shirt

Black sweatshirt/jumper/v-neck pullover/cardigan (no logos)/black 'hoodie

All residents require adequate clothing for day and night wear.

All clothing should be clearly labelled, preferably in fabric ink.

Laundry Facilities

Washing machines and tumble dryers are available for use in the Boarding House. Residents are expected to manage their own personal laundry though guidance and support will be offered where necessary.

Pocket Money

The amount of weekly pocket money is left to the discretion of parents/carers. This may be given to residence staff for safekeeping or given directly to the young person.

It is suggested that parents/carers provide a weekly sum of £15.00. As a minimum we request that you maintain a float of £15.00 per child to cover any incidental costs, group activities or minor emergencies that arise. We require a deposit of £5.00 for a room key card (returnable) and a deposit of £30 (returnable) to cover any damages; this will be returned at the end of the school year. Any outstanding money will be returned with a balance sheet at the end of the school year. Cheques should be made payable to ACMS Residents Account.

House Information

Activities

Residents are encouraged to pursue activities of personal interest. There will also be occasions where staff will arrange specific group activities, such activities will be organised in accordance with Aberdeen City Council Policy.

Residents engaged in activities outside of ACMS Boarding during the evenings and at weekends should ensure that duty staff know where they are and at what time they will return. They must sign out of the building and sign in upon their return. **No resident should leave the building without staff consent.**

Return Times

Unless returning from home, residents are required to return to the Boarding House by the following times;

Sunday to Thursday

1 st and 2 nd years	9.30pm
3 rd and 4 th years	10.00pm
5 th and 6 th years	10.30pm

Friday and Saturday

1 st and 2 nd years	9.30pm
3 rd and 4 th years	10.30pm
5 th and 6 th years	11.00pm

In the case of special events, a later return may be negotiated with duty staff and, with parental consent where necessary. Overnight visits to friends may be arranged at weekends with parental permission. Overnight stays with friends are not permitted during the week or on closed weekends due to the work schedule.

Television, Electrical Items and Personal Possessions

A television, DVD player and Wii are available for use in the common room. In line with legislation and ACMS Boarding Policy, all computer games and DVDs should be age appropriate. Money and valuable items should be handed into the office for safekeeping. Residents may bring CD players, computers, etc but do so at their own risk. All electrical items should meet acceptable safety standards and will be tested accordingly. Parents/carers should ensure that personal belongings, including musical instruments are covered by their home contents insurance policy or by a separate student policy.

House Information

Medical and Personal Care

Parents/carers may register their child with Dyce Surgery. It is important for staff to be informed of any aspect of a child's health which will require special care. All cases of illness should be reported to a member of staff who will take appropriate action. Parents/carers will be informed of any concerns in relation to their child's health and welfare. All information will be treated in the strictest confidence. To prevent accidental misuse, all medication should be handed to staff for safekeeping. Due to a shortage of dentists willing to take on new NHS patients in the Aberdeen area, we would advise that your child remain registered at their own dentist at home.

Family and Friends

Parents/carers and relatives are always welcome to visit. For security and fire safety reasons we request that all visitors make their arrival and departure known to a member of staff and sign in and out of the building. Visits from friends should be pre-arranged with staff and residents are responsible for the behaviour of friends whilst they are visiting.

Transport Arrangements

Money for personal travel is not provided by either ACMS or ACMS Boarding. Parents/carers should ensure that their child has access to money for taxi or bus fares to and from the station/airport and for personal travel through the week.

Residents occasionally request to be allowed to travel in cars belonging to older pupils-see parental consent appendix 6.

Advice and Assistance

Residents should feel free to discuss any personal or other problems with staff members. The staff are trained to deal with personal information in a confidential manner. Residents should be aware that ACMS Boarding staff are duty bound to report any information which has a bearing on the protection and well-being of a child or the commission of an offence.

There may be occasions where it will be necessary to convey confidential information to parents, staff, Social Work staff, Police and other relevant agencies. Wherever possible this will be discussed in advance with the young person.

Day to Day Arrangements

Residents are expected to get themselves up

7.00-8.15am	Breakfast
7.45am	Staff check all residents are awake
8.20am	All residents to leave for school
5.00pm	Tea in school canteen
5.25pm	Evening registration in Boarding
6.00-7.20pm	Study/practice
9.00-9.45pm	Supper
9.45pm	S1/S2 bedtime
10.15pm	S3/S4 bedtime
10.45pm	S5/S6 bedtime

Care and Welfare of Residents

The care and welfare of residents is a fundamental concern for all Boarding House staff. It is essential that staff, residents and parents/carers work together in our aim to create a happy and caring environment. We are regularly inspected by the Care Commission and HMIE and copies of any inspection reports are available at www.carecommission.com and www.hmie.gov.uk. Copies of recent inspections are also available in the office at ACMS Boarding.

Partnership with Parents/Carers

Partnership with parents/carers is considered crucial for the care and wellbeing of all residents. We aim to keep parents/carers well informed and to work co-operatively for the benefit of the residents while ensuring that the resident's right to privacy and confidentiality are respected. We encourage parents/carers to contact the Boarding House with any enquiries and views. Staff will contact parents/carers by telephone if they wish to discuss any matter involving an individual child. Parents/carers and family members are welcome to visit the Boarding House at any time. Any parent/carer wishing to meet with the Residence Manager should telephone or email to arrange a mutually suitable time. In order to keep parents/carers informed about their child's progress in the Boarding House, a short written report will be integrated annually into the school report.

Moving from home to the Boarding House can sometimes have an unsettling effect, and parents/carers are encouraged to keep in regular contact, especially in the early weeks when their child is new to Boarding. A member of staff will contact parents of new residents within a week of their coming into the House to discuss how they are adapting and settling in.

We aim to produce a newsletter twice per year and this provides information about developments at ACMS Boarding and news of ACMS events and activities. Aberdeen City Music School has a Parent's Committee giving parents an opportunity to meet and discuss issues and developments; likewise we also have resident's meetings.

Child Protection

In the event of any concerns in relation to child protection, staff will follow N.E.S.C.P.C. (North East Scotland Child Protection Committee) guidelines. These are available at ACMS Boarding and at Dyce Academy. The following statement from Aberdeen City Council Education Department will apply to ACMS Boarding: 'Given on-going public concern on the subject of child abuse and changes in the law, schools are now required to report if we think that any child or young person has come to harm as a consequence of possible abuse.'

Each school has a named senior member of staff appointed to be responsible for Child Protection matters. In our school that person is Lesley Adam, Headteacher. Should you wish to talk further about Child Protection and the safety of children, please feel free to contact the school.

As a school, we have good contacts with, the local GP, social workers and the police – any or all of which may become involved if abuse is suspected. We will ensure that you are informed and participate in any action, which we initiate regarding your child.

Bullying

ACMS is known as a caring school. The importance attached to individual residents and their value is reflected in the attitude of pupils and staff towards their work and each other. However, no school is free from the risk of bullying. Our Anti-Bullying Policy urges all to send out a strong message that bullying is unacceptable, that prompt action will be taken to prevent bullying and that incidents will be immediately dealt with should they occur. Parents/carers are asked to stress to their children that they must tell someone if they are being bullied.

ANTI-BULLYING POLICY

ACMS Boarding has worked in conjunction with Respectme (Scotland's Anti-Bullying Service), residents and staff to produce this policy.

**'You don't have to...
...play with me
...agree with me
...or even like me
...but you do have to respect me!'**
(Respect Me Scotland's Anti-Bullying Service)

ACMS Boarding is committed to providing a safe, caring and supportive environment within which, every child has a right to live and learn in an atmosphere which is free from victimisation and fear. Bullying of any kind is unacceptable at ACMS Boarding. If bullying does occur, all residents should be able to tell a member of staff and know that incidents will be dealt with promptly, effectively and sensitively. Any resident who is aware that bullying is happening is expected to tell a member of staff. All permanent staff have received training in recognition and response to bullying behaviour.

What is Bullying Behaviour?

- Being called names, being teased, put down or threatened.
- Being hit, tripped, poked, kicked.
- Having belongings stolen or damaged.
- Being ignored, left out, rumours spread.
- Receiving abusive text messages or emails (cyberbullying)

- Behaviour which makes people feel they are being bullied.
- Being targeted because of who you are, for example because of your religion, sexuality, disability, race, gender or appearance.

This is not an exhaustive list; there may be other behaviours that can be classified as bullying.

Impact of Bullying Behaviour

- Fear
- Anxiety
- Low mood
- Suffering school work
- Eating disorders
- Violence towards others
- Suicide
- No aspirations
- Self-harm
- Depression

When bullying goes undetected or is allowed to thrive, the long-term effects can be severe and devastating.

Is Intent Required?

Every bullying incident will be looked at individually. In some cases, residents may not be aware that their behaviour is actually bullying. In these circumstances, the intent to bully may not be present but the impact and effect on the person being bullied will be no less because of this.

What Should You do and What Will Happen?

If you or someone else is being bullied, you need to tell someone. This could be a member of boarding staff, a teacher, parent, friend or any other person you feel able to talk to.

Once an incident of bullying has been identified, the incident will be recorded. We will do all we can to ensure your confidentiality, to keep you safe and will take your views into consideration as to what should happen next.

Procedures

- 1) Report bullying incidents to staff.
- 2) Incidents passed to Residence Manager.

- 3) In cases of serious bullying parents/carers, Head teacher and Director of Music should be informed.
- 4) If necessary and appropriate, police will be consulted.
- 5) The bullying behaviour or threats of bullying must be investigated and the bullying stopped quickly.
- 6) The individual(s) carrying out the bullying behaviour will be helped and supported to change their behaviour.

Outcomes

- 1) The individual(s) involved in bullying behaviour may be asked to genuinely apologise for their behaviour. Other consequences may take place.
- 2) In serious cases exclusion may be considered.
- 3) If possible, residents will be reconciled.
- 4) After the incident/incidents have been investigated and dealt with, each case will be monitored to ensure repeated bullying does not take place.

Help Organisations

Respectme	0800 441111	www.respectme.org.uk
Childline	0800 1111	www.ChildLine.org.uk
Lets Beat Bullying		www.bullying.co.uk

Rights and Responsibilities

All staff at ACMS Boarding have a working knowledge of the United Nations Convention on the Rights of the Child and act to ensure that the rights of all who live and work at ACMS Boarding are respected and upheld. It is also recognised that

where there are rights there are also corresponding responsibilities. **Residents must realise that they have a key role in ensuring a reasonable environment for everyone and behave accordingly.**

'If children have the right to be protected from conflict, cruelty, exploitation and neglect, then they also have a responsibility not to harm or bully each other'

'If children have a right to a clean environment, then they also have a responsibility to do what they can to look after their environment.'

'If children have the right to be educated, then they have the obligation to learn as much as their capabilities allow and, where possible, share their knowledge and experience with others.'

'If children have the right to freedom of thought, conscience, and religion, then they also have the obligation to respect other's thoughts or religious principles.'

'If every child, regardless of their sex, ethnic origin, social status, language, age, nationality or religion has these rights, then they also have a responsibility to respect each other in a humane way'.

(Unicef Children's Rights and Responsibilities).

Code of Conduct

The Residence Manager and staff of ACMS Boarding are responsible for the general welfare and safety of residents and for ensuring that the Boarding House is managed in an effective and friendly manner.

The Code of Conduct below clearly sets out what is expected of residents:

1. Residents are required to co-operate with staff and accept appropriate responsibility, e.g. assist with duties as allocated. They should carry out all reasonable instructions given by a member of staff.
2. Residents are expected to make their bed and open their blinds each morning. Bedrooms should be kept tidy.
3. Residents must adhere to the House timetable for meals, study and bedtime and must conform to the residence routine.
4. Residents going outside the House must 'sign out' and 'sign in' to keep staff informed of their whereabouts.
5. Residents must not interfere with fire fighting equipment.
6. Any damage to property, fixtures and fittings must be reported to a member of staff.
7. In line with Aberdeen City Council Policy, the possession or consumption of alcohol (regardless of age) is strictly prohibited and will result in disciplinary action.
8. Solvent abuse, drug possession or drug taking is strictly prohibited and will result in disciplinary action.
9. In line with Aberdeen City Council policy and current legislation, smoking is strictly prohibited within the residence and school grounds and will result in disciplinary action.
- 10. Remember at all times to respect yourself, respect others and respect the place in which you live.**

In the interests of ensuring good conduct and behaviour, and to make the Boarding House a pleasant and homely place for residents, it is essential that the Code of Conduct be continuously observed.

Observance of Code of Conduct at ACMS Boarding

Whilst residents are expected to observe the Code of Conduct, there may be occasions when breaches occur ie, not conforming to the House routine, these will normally be dealt with by the Residence Manager who may decide to apply sanctions such as confinement to the Boarding House for a period of time, earlier bedtime or

domestic duties. Parents/carers will be kept informed of persistent or serious breaches and of any action that has been taken against their child.

Residents are reminded that for discipline purposes, ACMS Boarding is an extension of Dyce Academy. Therefore, in the event of serious or persistent breaches of discipline the Residence Manager will refer the resident to the Headteacher of Dyce Academy; such referrals may result in exclusion from the Boarding House. These may be temporary or permanent.

FIRE PROCEDURE

If you discover a fire:

Operate the fire alarm by breaking the nearest break glass.

Break glass points are clearly marked throughout the building. During induction, residents will be walked through the building and made aware of the location of the fire exits, break glass points, fire refuge points and the fire assembly point.

On hearing the alarm you should evacuate the building by the nearest exit. Do not use the lift. If for any reason you are unable to manage the stairs then you should proceed to the nearest Refuge Point, these are situated at either end of the corridors

on all upper floors. The Refuge Points have a speaker system which will allow fire personnel to locate you should the need arise.

The fire assembly point is situated in the car park directly next to the building. You should line up according to your school year and remain silent until a roll call is completed.

Residents must not re-enter the building until told to do so by a member of staff.

Regular fire drills and tests will be held.

Fire Drill:

1. Proceed immediately to the nearest exit.
2. Do not collect personal belongings.
3. Assemble and await role call.
4. Re-enter building only when told to do so by a member of staff.

General Comments:

All drills should be carried out calmly and quietly and no attempt made to save personal belongings. Staff and residents must co-operate to ensure the safety of everyone.

The Care Commission

The Care Commission was established to ensure that National Standards are met by care providers across Scotland. ACMS Boarding is guided by the National Care Standards for School Care Accommodation Services and copies of these are available to parents/carers and residents.

ACMS Boarding is registered with the Care Commission and will be inspected by them bi-annually. The Care Commission will seek the views of parents/carers, residents and staff in completing their inspections through questionnaires and meetings. Copies of reports can be obtained from the Residence Manager or at www.carecommission.com.

If you have concerns or complaints regarding the service provided by ACMS Boarding which you do not feel we have adequately addressed these can be directed to the Care Commission at Johnstone House, Rose Street, Aberdeen, AB10 1UD.

How to contact us:

Mail can be sent directly to residents. The mailing address is:

Aberdeen City Music School
Hall of Residence
Riverview Drive
Dyce
Aberdeen
AB21 7NF

Telephone (01224) 214130
Mobile 07956 155314
Payphone (01224) 773841

E-mail: mhowes@dyceacademy.aberdeen.sch.uk
mbaird@dyceacademyaberdeen.sch.uk
ybartlett@dyceacademyaberdeen.sch.uk

Complaints procedures

Day to day problems are dealt with as they happen, however, if you are still unhappy and have any complaints about ACMS Boarding conditions or have concerns relating to the management and role of the ACMS Boarding, the following steps should be taken:

1. Discuss your concern with the Residence Manager by;
 - (a) Telephoning on (01224) 214130
 - (b) In writing, or
 - (c) Completing a complaints form (see appendix 1)
2. If you feel your complaint has not been dealt with to your satisfaction, you can put your complaint in writing to:

Mr Stephen Pinnock
Director of Aberdeen City Music School
Dyce Academy
Riverview Drive
Dyce
AB21 7NF

Or to;

Mrs Lesley Adam (Headteacher)
Dyce Academy
Riverview Drive
Dyce
AB21 7NF

3. If you are still dissatisfied you can make a formal complaint through Aberdeen City Council's complaints procedure by contacting;

Aberdeen City Council
Neighbourhood Services North
Balgownie 1
Conference Way
Aberdeen
AB23 8AQ

4. You can also contact the Care Commission direct.

ACMS Boarding Complaint Form

Our aims in dealing with complaints are as follows:

1. To acknowledge receipt of the complaint.
2. To investigate it as quickly as possible.
3. To give a response within two weeks.

Please complete this form and return to the Residence Manager.

Name:

Date:

Name(s) of persons involved:

Description of complaint (please be as detailed as possible):

Admission Forms

Please complete the admission forms and hand them to a member of staff when your child joins ACMS Boarding.

GENERAL RESIDENT INFORMATION

Forenames.....

Surname.....

Address.....

.....

Date of Birth.....

Mobile Number.....

GP Name.....

Address.....

.....

Telephone Number.....

Do you wish your child to be registered at Dyce Surgery? Yes/No (delete as applicable)

Does your child have any medical conditions? If yes please explain.

.....

.....

Does your child have any allergies? If yes please explain.

.....

.....

Does your child have any special dietary requirements? If yes please explain.

.....

.....

Please include any other useful information you may consider helpful.

.....

.....

CONTACT INFORMATION

Mother's/Carer's Details

Forenames.....

Surname.....

Address.....

.....

Home Telephone Number.....

Mobile Number.....

Email.....

Occupation.....

Work Telephone Number.....

Father's/Carer's Details

Forenames.....

Surname.....

Address.....

.....

Home Telephone Number.....

Mobile Number.....

Email.....

Occupation.....

Work Telephone Number.....

Emergency Contact Details of someone other than a parent who can be contacted in an emergency.

Name.....

Address.....

Telephone Number.....

Relationship to child.....

**PARENTAL DECLARATION
Code of Conduct**

I,being the parent / guardian of
.....have read the Code of Conduct
and Disciplinary Procedure for Residents outlined in this Welcome Pack, I have
discussed these with my child and hereby accept a place in ACMS Boarding.

Signed:.....

Date:.....

PARENTAL CONSENT Medical

Ibeing

the parent/guardian of

consent/do not consent to allow medical intervention/treatment where necessary.
(Delete as applicable)

Signed.....

Date.....

.

PARENTAL CONSENT Non-Prescribed Medication

During your child's stay at ACMS Boarding it is possible they may suffer from headaches, coughs, colds etc. In order to help relieve the symptoms it may be necessary to administer some over the counter medication such as paracetamol, cough mixture etc. Please indicate below if you are happy for such medication to be administered.

Ibeing

the parent/guardian of

consent/do not consent to my child being given non-prescribed medication.

(Delete as applicable)

Signed.....

Date.....

PARENTAL CONSENT Transport

Residents occasionally request to be allowed to travel in cars belonging to older pupils. Please indicate below whether you would be happy to allow your child to accept lifts in this way.

I,being

the parent/guardian of.....

consent/do not consent for my child to travel in vehicles driven by other ACMS
(Delete as applicable)
pupils.

Signed:...

.....

Date:.....

PARENTAL CONSENT Activities and Excursions

During your child's stay at ACMS Boarding it is likely that your son/daughter will be involved in a range of activities, e.g. swimming, skating, cycling etc. In order to allow them to participate it is necessary for parental consent to be obtained.

I,.....being

the parent/guardian of.....

consent/do not consent for my child to be involved in activities organised by staff at
(Delete as applicable)
ACMS Boarding.

Signed:.....

Date.....