



Moore House School

Directors: [REDACTED]

Edinburgh Road
Bathgate
EH48 1EX
Tel: Bathgate 52312

2 October 1990

Dear [REDACTED]

Sharon Cairns (23.12.75)

I am writing formally to apologise for the apparent confusion that has surrounded Sharon's application for a placement at Moore House School.

I am pleased to make a formal offer of a residential placement on behalf of Sharon, and anticipate her being admitted on Sunday 21 October in preparation for the new school term.

There is an expectation that Sharon visit the school on Saturday, 6 October for an afternoon from 2.00 to 6.00 pm. A second visit will take place on Friday, 12 October when it is expected that Sharon stays at Moore House School Friday, 12, Saturday 13, and returns to Oxfords on Sunday 14 in the afternoon.

If there is any confusion over the introductory plan, or if we can be of further assistance, it would be appreciated if you would communicate directly with myself. Hopefully this arrangement will help prevent any further confusion in the immediate future.

I do hope the future professional contract will prove satisfactory to us all and that the early confusion will not hamper our efforts to give a service to Sharon and her family.

Thank you for your assistance in these matters.

Yours sincerely

CC [REDACTED]

Reporters Dept.

MOORE HOUSE SCHOOL

Date 23-10-90

ADMISSION FORM (A)

Name of Child SHARON CAULDS D.O.B. 23-12-75 SEX FAddress 15/7 CLOVENSTONE GARDENSWESTER HAILES EDINBURGH

Emergency Contact:

Name OXFORDS C.H. Address 031-447-7971

Tel. No. _____

Doctors Name: _____ Address _____

COGNATION SURGERY Tel. No. _____Previous School: CURRIE HIGH.Contact Person: [REDACTED]

Parents:

Mother's Name [REDACTED] D.O.B. AGE 33 Marital Status MAddress 15/7 CLOVENSTONE GARDENSWESTER HAILESCustody YES/~~NO~~Father's Name [REDACTED] D.O.B. 17-6-39 Marital Status MAddress A/ACustody YES/~~NO~~

Siblings:

Names:

Addresses:

Referring Agency:

Name _____

Address _____

Tel. No. _____

Act and Section under which admitted: 441B

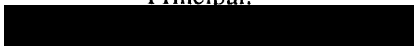


Moore House School

Directors:



Principal:



Edinburgh Road
Bathgate
EH48 1EX
Tel: Bathgate 52312

CONTRACT BETWEEN MOORE HOUSE SCHOOL

AND SHARON CAIRNS.

We, the undersigned, agree to abide by the terms as described in this contract.

Moore House School will provide Sharon with a stable environment where Sharon is offered guidance in life/social skills, practical experience in self maintenance and management.

Sharon will:

- A. attend Moore House School and will be expected to have a good attendance while there. He/she will also be expected to engage in programmes within the school relevant to independent living
- B. be expected to identify areas of employment and find information and resources available for these areas
- C. engage purposefully in the agreed life skills programme which will include cooking, budgeting and self-maintenance.
- D. engage willingly in the household routine and care of the unit.
- E. adhere to all the 5 major principals governing all residents

PRINCIPLES

- 1. No smoking in non designated areas
- 2. No Fire raising
- 3. No unauthorised handling of fire equipment
- 4. No wilful damage of property
- 5. No assault on staff or residents

These principles are necessary to ensure the safety and well being of staff and residents and are therefore not negotiable.

Principles/

PRINCIPLES OF CONTRACT

EXPECTATIONS OF RESIDENT

Experience of living and catering,
caring for ~~me~~ myself.
Getting along with people
better.

EXPECTATIONS OF SOCIAL WORK DEPARTMENT

EXPECTATIONS OF MOORE HOUSE SCHOOL

Sharon to show a good commitment to Moore House.
Sharon to be proficient in household management
Sharon to take a willing part in the programmes in the unit
and the school.

CONTRACTED TIME: FROM _____ TO _____ PERIOD _____

SIGNED Sharon Cairns CONTRACTEE

KEY WORKER

SOCIAL WORKER

MANAGER

I SHARON CAIMS Feel that I am responsible enough to have possession of my own cigarettes ~~and matches~~.

I agree to smoke only in the conservatory at appropriate times and understand that it is also my responsibility to ensure that no one smokes in banned areas. I agree not to share my cigarette or give cigarettes to anyone who is not allowed to smoke.

I accept the above conditions and I am aware that any breach of these rules could result in Moore House School becoming a non-smoking school and I promise to act responsibly at all times.

Signed. Sharon Caims.....

POCKET MONEY DEDUCTIONS

NAME

SHARON CAIRNS

WEEKLY POCKET MONEY

£4.00

[illegible]