

X214/301

NATIONAL
QUALIFICATIONS
2011

THURSDAY, 19 MAY
9.00 AM – 10.20 AM

ADMINISTRATION
HIGHER
Paper 1

SECTION 1

This section should take you approximately 30 minutes.

Read the passage then answer the questions that follow.

ALL questions should be attempted.

SECTION 2

This section should take you approximately 50 minutes.

Answer any **two** questions.



SECTION 1

ALL questions should be attempted.

According to a report, work is taking over people's lives. An increasing number of people are getting the balance between their jobs and home lives "all wrong". In a survey of 1000 adults, by recruitment firm Office Angels, one in five admitted work is having an impact on their personal time.

Mary-Jo Devlin runs her own company and is a mum. Before setting up on her own, Mary-Jo was a managing director for a Scottish PR firm but spent very little time at home being a mum. "I had to be in the office at 8.30 am until 5.30 pm whereas now my time at work is more flexible." Mary-Jo's diary is still packed with appointments, but she also schedules in her son's sports days, school concerts, and even manages to collect him from school a couple of times a week. "I feel I have learned to manage my time a lot better—before, there was no balance at all."

Mother and company director Maggie Mallon is also happy with her work-life balance. She and her husband run a PR firm from their home. She says: "I reckon I'm lucky. I really like my work as I meet lots of interesting people and undertake projects for a range of clients. But when I'm not working, life is great too as I can spend time with my husband and son. It's the best of both worlds."

Maggie also says, "I have friends who work very long hours. I can't imagine how hard it must be for them to juggle work and family. I do sometimes miss the camaraderie of office life but I definitely don't miss the long hours and the way that work used to take over my life."

Adapted from an article in the *Daily Record*, 6 August 2009

QUESTIONS

Marks

Answer ALL the questions, 1–4.

1. Outline **4** benefits of homeworking. **4**
2. Other than homeworking, describe **3** flexible working practices. **6**
3. Discuss the factors regarding IT that need to be considered for employees who want to start working from home. **8**
4. Compare the use of a paper-based diary with an electronic diary. **2**

(20)

SECTION 2

Answer any TWO questions.

- | | | | |
|----|-----|--|-------------|
| 1. | (a) | A company has made the decision to set up an e-commerce facility on their website. Outline operational decisions which will now have to be made. | 4 |
| | (b) | Discuss the advantages and disadvantages of e-commerce to an organisation's customers. | 6 |
| | (c) | Describe 3 long-term implications for a senior manager who fails to delegate tasks to his team. | 6 |
| | (d) | Justify the need for a manager to monitor and evaluate tasks. | 4 |
| | | | (20) |
| 2. | (a) | Outline the importance of securing references prior to offers of employment. | 2 |
| | (b) | Describe 3 external methods of informing potential applicants of a job vacancy. | 6 |
| | (c) | Discuss how productivity is affected by office layout. | 6 |
| | (d) | Suggest and justify 3 features of presentation software which a speaker would find useful. | 6 |
| | | | (20) |
| 3. | (a) | Outline 4 features of an intranet within a school. | 4 |
| | (b) | Describe 3 methods a company may use to gather information about customer satisfaction. | 6 |
| | (c) | Discuss the impact of technology on the organising and running of meetings. | 8 |
| | (d) | Justify the need for an effective chairperson at a meeting. | 2 |
| | | | (20) |
| 4. | (a) | Outline 4 reasons given by customers for not complaining. | 4 |
| | (b) | Discuss the importance of good customer service to an organisation. | 6 |
| | (c) | Describe 3 methods of appraisal. | 6 |
| | (d) | Justify the need for an appraisal system as part of the staff development process. | 4 |
| | | | (20) |

[Turn over for Question 5 on Page four

	<i>Marks</i>
5. (a) Primary information is gathered first-hand by an organisation. Outline strengths and weaknesses of this type of information.	4
(b) Describe 2 ways in which quantitative information can be presented.	4
(c) Discuss reasons why some teams are more effective than others.	8
(d) Outline the use of 2 documents relating to a formal meeting and justify their importance.	4
	(20)

[END OF QUESTION PAPER]

ACKNOWLEDGEMENT

Paper 1 Section 1—Article is adapted from *Daily Record*, 6 August 2009. Reproduced by kind permission of Scottish Daily Record.

X214/302

NATIONAL THURSDAY, 19 MAY
QUALIFICATIONS 10.40 AM – 12.00 NOON
2011

ADMINISTRATION
HIGHER
Paper 2

You have 1 hour 20 minutes to complete this paper. No alterations can be made to tasks after this time. However, if you do not have the opportunity to print out all/any of the material during this time you will be given time at the end to do so.

- 1 60 marks are allocated to this paper.
- 2 Your name should be displayed on all work submitted. **Key in** your name on each printout.
- 3 At the end of the examination, place your printouts inside the envelope provided. Hand the envelope to the Invigilator.



INFORMATION FOR CANDIDATES

You work as an Administrative Assistant in Caledonia High School. Your main area of responsibility is assisting the Guidance Staff and the S6 Depute Head, Joanne Weir.

Pupils are organised into Houses and each Guidance Teacher is in charge of a House. The school has 580 pupils of which 60 are in sixth year.

The school places great emphasis on raising money for charity and on pupils being involved in the local community.

Your tasks are detailed in the following memo and should be completed today. The e-files required for the tasks can be found in the folder CALEDONIA.

Familiarise yourself with these files before starting the tasks.

Please ensure that your name appears on every printout.

MEMORANDUM

TO Administrative Assistant
FROM Joanne Weir
DATE 19 May 2011
SUBJECT Today's Tasks

1. (a) Sixth year pupils have been asked to submit information about themselves to be included in a database which can be used to assist staff when they write references for employment or further and higher education.

Leona, the Head Girl, has just submitted some additional details to you which should be added to her record. She is helping out at the Caplethill Care Home and she is now part of the school hockey team. Update her record and print out a form showing:

Her name, Guidance Teacher, class and House, community placement, sports and school duties.

Delete the field headings for first name and second name, increase the size of Leona's name and place at the top of the form.

Insert the school crest in the top right corner.

- (b) Anne Gilmour has asked you to find those pupils in her House who might be able to participate in a charity fundraiser for the Children's Hospice Association Scotland. The event will take place on the 1st September of this year.

Entrants need to be over 18 at the time of the event and should be involved in running or swimming.

Print pupils names, date of birth and sports.

- (c) A group of sixth year pupils are going to Malawi to help build and equip a school. Each pupil has to raise £1,000 towards the cost of the trip. Calculate the amount each pupil still has to raise.

Show this information in a report, grouped by class. In the report calculate the total raised so far and the total amount outstanding **for each class**. Include the overall totals and make the labels more meaningful.

Print the report with an appropriate heading and insert the school crest.

[Turn over for Questions 2 and 3 on Page four]

2. (a) Each House has a chosen charity and during the school year there have been a number of fundraising events. The Guidance Teachers had set up a spreadsheet to record money raised but now require to know which House has raised the most money. Guidance Teachers also want to know how much more they have raised this year compared to last, shown as a percentage.

Complete the Summary Sheet and action the comment. Print in formulae view omitting Guidance Teachers' names. Print the same information in value view.

- (b) The Lord Provost will be attending the S6 Graduation and wishes to recognise the community service that the S6 pupils have undertaken this year. Depending on the number of hours volunteered, pupils will receive either a Bronze, Silver or Gold Award. Add a new column to the Community Placement sheet and set up formulae to show the relevant award.

Underneath this information calculate the number of awards at each level.

Print this sheet in formulae view.

3. The Guidance Team met yesterday at 10.00 am in the Conference Room to discuss matters regarding the S6 year group. Joanne Weir chaired the meeting, Anne Gilmour acted as Secretary and Mr Carroll sent his apologies. The following Guidance Teachers were also present: Julie Buchanan, Tony Carr and Peter Sneddon.

Create a set of Minutes from the notes. Follow the instructions below and action the additional comment.

- The Minutes of last meeting were taken as read. There were no matters arising and the next meeting will take place on 17 June at 10.00 am. There was no other business.
- Replace the phrase "the Head Teacher" with his name – Mr Carroll.
- Key in the following after the item EXTRA-CURRICULAR AND SPORTING:

DUKE OF EDINBURGH

Julie has carried out research into setting up a Duke of Edinburgh group in the school next year. Some of the current S6 pupils had actually invested enough hours in their community placements to merit the first level of the programme.

Julie had found a list of volunteer activities which would be considered as suitable (appendix).

- Insert the appendix as a separate page at the end of the Minutes.
- Insert the date and page number in the footer.

[END OF QUESTION PAPER]

X214/303

NATIONAL
QUALIFICATIONS
2011

THURSDAY, 19 MAY
10.40 AM – 12.00 NOON

ADMINISTRATION
HIGHER

Paper 2

Instructions to Teachers/
Lecturers



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Instructions to Teachers/Lecturers

PRIOR TO THE EXAMINATION

The following files are to be created and saved using the file names indicated. This will enable the candidate to access the required information necessary to complete the tasks. All files may be adapted to suit your centre's housestyle provided no additional information is given to candidates. Margins should be in accordance with your centre's housestyle.

Note: Filenames need not be shown on master printouts.

Teachers/Lecturers should ensure that candidates **CANNOT** access files prior to the examination.

These files should be stored in a folder named **CALEDONIA**.

SIXTH YEAR — this is a relational database file with 3 tables: GLOBAL LINKS, GUIDANCE TEACHERS and S6 PUPILS.

GLOBAL LINKS – 17 records

GUIDANCE TEACHERS – 4 records

S6 PUPILS – 60 records

Primary Keys and relationships should be set as indicated.

*Filemaker may require an additional ID field.

CREST — this is a word processing file with a graphic.

NOTES — this is a word processing file and should be presented as shown using the font Comic Sans MS (or similar) 12 point. Each page should be created in portrait. Insert comment at point indicated.

APPENDIX — this is a word processing file and should be presented as shown using the font Comic Sans MS (or similar) 11 point. Information should be keyed into a table with 3 columns. Insert comment at point indicated.

FUNDRAISING AND COMMUNITY — This is a spreadsheet file with 3 separate sheets. Name these sheets: RECEIPTS, SUMMARY and COMMUNITY PLACEMENT.

Format cells as shown. Key in data as given. Insert a comment into the SUMMARY sheet as indicated.

Note: You are required to send printouts of the prepared files (including downloaded files) to the Scottish Qualifications Authority. These should be submitted, by the Invigilator, along with the candidates' printouts in **each** return envelope.

MICROSOFT ACCESS – RELATIONSHIPS

Filename: **SIXTH YEAR**

The screenshot shows the Microsoft Access Relationships window for a database named 'SIXTH YEAR'. Three tables are displayed:

- GLOBAL LINKS:** Fields include ID (Primary Key), MONEY RAISED, MALAWI 2011, WORLD CHALLENGE, and PASSPORT EXPIRY DATE.
- S6 PUPILS:** Fields include ID (Primary Key), FIRST NAME, SECOND NAME, GENDER, DATE OF BIRTH, CLASS, SPORTS, COMMUNITY PLACEMENT, and SCHOOL DUTIES.
- GUIDANCE TEACHERS:** Fields include GUIDANCE TEACHER (Primary Key), HOUSE, EXT NO, CLASS, and HOUSE CHARITY.

Relationships are shown as lines connecting the tables:

- A 1:1 relationship between GLOBAL LINKS and S6 PUPILS, connecting the ID fields.
- A 1:∞ relationship between S6 PUPILS and GUIDANCE TEACHERS, connecting the ID field in S6 PUPILS to the GUIDANCE TEACHER field in GUIDANCE TEACHERS.

Two dialog boxes are open:

- Edit Relationships:** Shows the relationship between S6 PUPILS and GLOBAL LINKS. The 'Table/Query' is S6 PUPILS and the 'Related Table/Query' is GLOBAL LINKS. The 'ID' field is selected in both. Options include 'Enforce Referential Integrity', 'Cascade Update Related Fields', and 'Cascade Delete Related Records'. The 'Relationship Type' is set to 'One-To-One'.
- Join Properties:** Shows options for the relationship between S6 PUPILS and GUIDANCE TEACHERS. Option 2 is selected: 'Include ALL records from 'S6 PUPILS' and only those records from 'GLOBAL LINKS' where the joined fields are equal.' Options 1 and 3 are unselected.

PRIMARY KEYS:

- Global Links: ID
- S6 pupils: ID
- Guidance Teachers: CLASS

FILEMAKER – RELATIONSHIPS

Filename: **SIXTH YEAR**

The relationships graph provides access to data in one table from another. If a relationship is defined between two tables (even through another table), fields from one table can be accessed from the other.

PRIMARY KEYS:
GLOBAL LINKS: ID
S6 PUPILS: ID
GUIDANCE TEACHERS: CLASS

Tables / Relationships | Arrange | Tools | Pages

Print... | Cancel | OK

Database Table: **GLOBAL LINKS**

S6 PUPILS		GUIDANCE TEACHERS		GLOBAL LINKS	
ID	MONEY RAISED	MALAWI 2011	WORLD CHALLENGE	PASSPORT EXPIRY DATE	
+ 19981000	£250.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	01/02/2012	
+ 19981111	£400.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	02/03/2012	
+ 19981112	£473.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	04/05/2013	
+ 19981114	£640.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	06/07/2013	
+ 19981369	£360.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	12/12/2012	
+ 19981458	£560.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	03/08/2012	
+ 19981475	£200.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	19/05/2013	
+ 19981477	£658.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	04/07/2013	
+ 19982547	£396.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	09/09/2014	
+ 19982589	£398.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	06/04/2013	
+ 19983131	£375.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	04/05/2014	
+ 19983268	£817.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	03/07/2013	
+ 19983377	£520.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	08/03/2014	
+ 19983696	£482.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	17/12/2011	
+ 19985522	£435.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	03/09/2014	
+ 19985698	£412.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	12/12/2013	
+ 19986989	£375.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	26/11/2014	

Database Table: **GUIDANCE TEACHERS**

S6 PUPILS		GUIDANCE TEACHERS		GLOBAL LINKS	
GUIDANCE TEACHER	HOUSE	EXT NO	CLASS	HOUSE CHARITY	
+	Anne Gilmour	Dundrennan 5087	6.1	Children's Hospice Association Scotland	
+	Julie Buchanan	Fearn 5085	6.2	Royal Society for Prevention of Cruelty to Children	
+	Peter Sneddon	Crossraguel 5088	6.3	Scottish Royal National Institute for the Blind	
+	Tony Carr	Dryburgh 5086	6.4	BBC Children in Need	

Database Table: S6 PUPILS

S6 PUPILS		GUIDANCE TEACHERS		GLOBAL LINKS		ID	FIRST NAME	SECOND NAME	GENDER	DATE OF BIRTH	CLASS	SPORTS	COMMUNITY PLACEMENT	SCHOOL DUTIES
						19985698	Fiona	Brew	F	01/05/1993	6.2			Prefect, Drop-in Centre
						19981475	Leona	McMillan	F	04/05/1993	6.3			Head Girl, Corridor Supervision
						19982547	Heather	Ashcroft	F	01/11/1993	6.2			
						19982589	Natasha	Whitehall	F	14/08/1993	6.3			S1 Reader
						19986032	Collette	Caddis	F	06/09/1993	6.1			
						19987222	Greig	Goudie	M	14/11/1993	6.2			S1 Reader
						19982123	Rebecca Jane	Robertson	F	09/09/1993	6.4		Caplethill Care Home	Social Committee, S1 Reader
						19983131	George	Tibbald	M	24/09/1993	6.2		Ettrick Hospital	Social Committee, Student Tutoring
						19986862	Elodie	Anderson	F	06/09/1993	6.2	Athletics		Drop-in Centre
						19985858	Lewis	Tannahil	M	29/10/1993	6.3	Athletics		Social Committee, Student Tutoring
						19981114	Gregor	Postlethwaite	M	01/04/1993	6.2	Athletics	Newton Primary School	Corridor Supervision, Student Tutoring
						19985522	Richard	Kidd	M	14/12/1993	6.4	Athletics	Newton Primary School	Social Committee, Buddy
						19981112	Ruth	McDermott	F	12/12/1993	6.4	Badminton		
						19983326	Stuart	Palmer	M	03/09/1993	6.4	Badminton		Prefect
						19982323	Rachel	Brisbane	F	08/09/1993	6.4	Cheer Leading		Dinner Hall
						19986969	Alys	De Souza	F	01/03/1993	6.1	Cheer Leading, Swimming		Social Committee, Student Tutoring
						19981234	Wacas	Khan	M	11/12/1993	6.4	Cricket		
						19986655	Ryan	Masterton	M	06/08/1993	6.4	Cross Country		Corridor Supervision
						19984578	John	Hewitson	M	09/06/1993	6.2	Cross Country		
						19981476	Jamie	Wallace	M	26/01/1994	6.2	Cross Country	Caplethill Care Home	Prefect, Drop-in Centre
						19983691	Aisha	Khan	F	04/07/1993	6.1	Cross Country	Ettrick Hospital	
						19981458	Kieran	O'Malley	M	01/05/1993	6.3	Cross Country	Grange Nursery	Head Boy
						19983268	Bronwen	Moleshead	F	05/06/1993	6.1	Cross Country	Grange Nursery	Student Tutoring, Prefect
						19982311	Stefan	Zikic	M	19/07/1993	6.4	Football		
						19986565	Katie	Bradley	F	05/03/1993	6.3	Football		Library
						19989988	Calum	McCrae	M	30/04/1993	6.1	Football		Student Tutoring, Prefect
						19981000	Fred	Abercon	M	22/12/1993	6.2	Football	Baldain Primary School	Drop-in Centre, S1 Reader
						19987563	Marcella	McLatchie	F	25/08/1993	6.3	Football	Caplethill Care Home	Prefect
						19987171	Guy	Thomson	M	05/06/1993	6.2	Football, Swimming		
						19986987	Claire	Gilmour	F	06/09/1993	6.1	Golf		Corridor Supervision
						19985577	Ross	Gill	M	17/04/1993	6.4	Golf		Dinner Hall, S1 Reader
						19987541	Catriona	McCudden	F	21/08/1993	6.1	Hockey		Dinner Hall, Prefect
						19987412	John	Gibson	M	25/10/1993	6.2	Hockey		Corridor Supervision, Student Tutoring
						19987548	John	Fulton	M	27/10/1993	6.2	Hockey		Prefect

Database Table: S6 PUPILS (continued)

S6 PUPILS	GUIDANCE TEACHERS	GLOBAL LINKS	ID	FIRST NAME	SECOND NAME	GENDER	DATE OF BIRTH	CLASS	SPORTS	COMMUNITY PLACEMENT	SCHOOL DUTIES
			19981369	Laurence	Lang	M	06/01/1994	6.3	Hockey		Depute Head Boy
			19981414	Daniel	Harris	M	12/08/1993	6.1	Hockey	Ettrick Hospital	Library
			19981214	Andrew	Hood	M	12/04/1993	6.1	Hockey, Running		Student Tutoring
			19981212	Roisin	Hill	F	10/12/1993	6.4	Hockey, Running		
			19983696	Karen	Mathews	F	03/04/1993	6.3	Irish Dancing		Library, Prefect
			19986677	Victoria	Wilson	F	27/06/1993	6.4	Karate	Baldair Primary School	
			19987766	Emma	Hamilton	F	28/03/1993	6.2	Karate	Glenfield Nursery	Library
			19983366	Siobhan	McKay	F	04/07/1993	6.4	Netball		Buddy, Prefect
			19981236	Sarah	Fletcher	F	07/09/1993	6.4	Netball		Prefect
			19987788	Ashleigh	Coates	F	03/05/1993	6.1	Netball		
			19986363	Laura	Leach	F	30/08/1993	6.3	Netball	Caplethill Care Home	Social Committee, Buddy
			19982587	Dawn	Shaw	F	07/08/1993	6.4	Netball, Running	Glenfield Nursery	Drop-in Centre
			19983377	Lyndsey	Clark	F	23/12/1993	6.3	Rock Climbing	Baldair Primary School	Dinner Hall, S1 Reader
			19981477	Robbie	McFauld	M	02/02/1994	6.1	Rugby	Caplethill Care Home	
			19983887	Jon	Olsen	M	04/08/1993	6.3	Rugby	Ettrick Hospital	
			19981047	Colin	McEarney	M	06/06/1993	6.1	Rugby	Grange Nursery	
			19981969	Alexander	McGaw	M	12/10/1993	6.1	Running		
			19987755	Omar	Waryum	M	09/06/1993	6.1	Running	Baldair Primary School	Prefect, Corridor Supervision
			19986999	Lauren	Whyte	F	14/07/1993	6.3	Skiing		Prefect
			19986989	Andrea	Brogan	F	07/08/1993	6.1	Swimming		Social Committee
			19981111	Rory	Scott	M	19/11/1993	6.4	Swimming		
			19987414	Gillian	McNairn	F	02/03/1993	6.2	Swimming, Hockey		
			19984749	Hannah	Baillie	F	01/08/1993	6.2	Swimming, Running	Glenfield Nursery	Library
			19983369	Martin	Downie	M	06/10/1993	6.3	Taekwondo		Dinner Hall, Student Tutoring
			19981258	William	Turner	M	03/02/1994	6.4	Taekwondo		Dinner Hall, S1 Reader
			19983322	Kenneth John	Allison	M	01/01/1994	6.3	Tennis		Dinner Hall, Student Tutoring



GRADUATION CEREMONY

There will be 58 pupils and 102 parents attending. Thirty-four staff have also indicated that they will attend. The Lord Provost's office have been in touch to say that she has cancelled the meeting which was conflicting with the ceremony and she will now be able to attend.

Light buffet and drinks to be provided - cost will be approximately £8 per person but a final decision regarding whether or not alcohol should be served has still to be taken by the Head Teacher.

All pupils will be presented with a scroll bearing the school crest and a personal message from the Head Teacher detailing their contribution to Caledonia High School. Tony Carr's idea of using a database to record pupils' achievements and then printing individual certificates for each pupil has proven to be too difficult. Tony will speak to Dawn McLean, PT of Business Education to see if she knows anything about Access.

PROM

Numbers now finalised - 50 pupils and 14 staff will attend. There are only 2 male members of staff attending the Prom which could be problematic. (There is a European Cup game on that evening). Anne Gilmour and the Head Boy and Girl are meeting with the Hotel Manager, Phil Miller, to finalise details on 30 May. The pupils had presumed that the tables and the room would be decorated as part of the price however the £35 being charged by the hotel only covers the meal and the disco and not balloons and banners. Anne will speak to the Head Teacher to see if the school can fund the difference.

CHARITY EVENTS

Tony Carr reported that the S6 of 2011 have excelled themselves and the amount raised this year far exceeds previous years.

Comment [E1]: Insert chart here showing the amounts raised for each charity for this year and last

There have been more events this year ranging from leg waxing to a sponsored climb of Ben Lomond.

EXTRA-CURRICULAR AND SPORTING

Anne Gilmour reported on the school's strong sporting achievements and the high number of notable success stories this year. Wacas Khan represented Scotland at cricket against Pakistan. Claire Gilmour has been accepted for a Golf Scholarship at the University of Michigan and Gillian McNairn and Catriona McCormick have been picked to join the Scottish Hockey Squad in preparing for the Commonwealth Games. The Head Teacher to be approached regarding some system of recognising sporting achievements.

COMMUNITY INVOLVEMENT

The number of pupils who have had a community placement this year is also greater than in previous years. Placements range from local nurseries to care homes. Many of the young people have found their placements to be difficult but rewarding. All pupils have received glowing reports and many of the centres mention that the pupils have made a valuable contribution. Joanne Weir reported that the Lord Provost would present pupils with a certificate at the Graduation Ceremony to mark their work.

MALAWI

Travel arrangements are complete and a meeting of all pupils, staff and parents will take place on 7 June at 7.30 pm. John Martin, a local businessman whose children attended the school, has donated £1,000 to be used specifically to purchase building materials and equipment for the school the pupils will help to build. The Head Teacher has already written to thank Mr Martin. Anne to ensure that the pupils also write a letter of thanks.

APPENDIX

Comment [771]: Please ensure that this page remains in landscape

DUKE OF EDINBURGH PROGRAMME IDEAS: VOLUNTEERING SECTION		
HELPING PEOPLE Helping children Helping older people Helping people in need Helping people with special needs Youth work	HELPING A CHARITY OR COMMUNITY ORGANISATION BCU Lifeguards Fundraising Faith Communities Mountain Rescue Religious Education SOS Kit Aid Surf Lifesaving	COACHING, TEACHING AND LEADERSHIP Air Training Corps Army Cadet Force Award Leadership Boys' Brigade Campaigners CCF Church Lads and Girls Dance Leadership Girlguiding UK Girls' Brigade Girls' Venture Corps Outdoor Leadership Scout Association Sea Cadets Sports Leadership St John Ambulance Leadership
	COMMUNITY ACTION AND RAISING AWARENESS Changemakers Drug and Peer Education Home accident prevention Personal safety Road safety	WORKING WITH THE ENVIRONMENT OR ANIMALS Animal Welfare Environment

	A	B	C	D	E	F
1	2010-2011 CHARITY EVENTS					
2	HOUSE	CHARITY	GUIDANCE TEACHER	2010-2011 AMOUNT	2009-2010 AMOUNT	PERCENTAGE INCREASE
3			Anne Gilmour		£1,809.23	
4			Julie Buchanan		£3,145.23	
5			Peter Sneddon		£987.32	
6			Tony Carr		£1,265.36	
7						
8						
9						
10						
11						
12						
13						

USER:
Use the database to
find the information
required.

RECEIPTS FROM CHARITY EVENTS			
Date	Name	Event	Amount
01/09/2010	Peter Sneddon	Coffee Morning	£68.11
18/09/2010	Tony Carr	Cake and Candy Stall	£36.10
23/09/2010	Anne Gilmour	Nintendo Wi Raffle	£136.23
25/09/2010	Anne Gilmour	Nintendo Wi Raffle	£120.12
29/09/2010	Anne Gilmour	Nintendo Wi Raffle	£89.66
30/09/2010	Julie Buchanan	Bag Pack - ASDA	£258.12
02/10/2010	Peter Sneddon	Coffee Morning	£66.23
28/10/2010	Tony Carr	S1 and S2 Halloween Disco	£240.00
30/10/2010	Anne Gilmour	S3 and S4 Halloween Disco	£210.00
30/10/2010	Julie Buchanan	Bag Pack - ASDA	£269.12
01/11/2010	Julie Buchanan	Senior Halloween Disco	£360.00
03/11/2010	Peter Sneddon	Coffee Morning	£53.66
05/11/2010	Anne Gilmour	Number of Jelly Beans?	£45.50
05/11/2010	Julie Buchanan	Senior Halloween Disco	£12.00
06/11/2010	Anne Gilmour	Number of Jelly Beans?	£12.50
07/11/2010	Anne Gilmour	Number of Jelly Beans?	£22.50
10/11/2010	Anne Gilmour	Number of Jelly Beans?	£18.00
11/11/2010	Tony Carr	Cake and Candy Stall	£42.23
12/11/2010	Julie Buchanan	S1 Skipathon	£58.96
15/11/2010	Julie Buchanan	S1 Skipathon	£36.77
27/11/2010	Anne Gilmour	Number of Jelly Beans?	£8.00
28/11/2010	Julie Buchanan	Bag Pack - ASDA	£320.89
04/12/2010	Peter Sneddon	Coffee Morning	£48.69
10/12/2010	Tony Carr	S6 Slave for a Day Auction	£110.00
10/12/2010	Tony Carr	Sponge the Teacher	£22.00
12/12/2010	Julie Buchanan	Carol Concert	£460.00
12/12/2010	Peter Sneddon	Are you smarter than a 10 year old?	£120.00
12/12/2010	Tony Carr	Sponge the Teacher	£24.00
13/12/2010	Peter Sneddon	Are you smarter than a 10 year old?	£80.00
16/12/2010	Peter Sneddon	Who Wants to be a Millionaire?	£68.00
17/12/2010	Peter Sneddon	Who Wants to be a Millionaire?	£114.00
18/12/2010	Anne Gilmour	S6 Leg wax	£78.00
20/12/2010	Julie Buchanan	Bag Pack - ASDA	£501.36
21/12/2010	Julie Buchanan	Bag Pack - ASDA	£479.02
22/12/2010	Tony Carr	Bag Pack - M and S	£120.00
23/12/2010	Tony Carr	Bag Pack - M and S	£369.00
29/12/2010	Tony Carr	Bag Pack - M and S	£320.00
31/12/2010	Julie Buchanan	Bag Pack - ASDA	£420.33
15/01/2011	Peter Sneddon	S2 Spinathon	£45.56
20/01/2011	Peter Sneddon	S2 Spinathon	£78.22
02/02/2011	Peter Sneddon	Coffee Morning	£65.23
11/02/2011	Peter Sneddon	Car Wash - Staff	£66.00

Spreadsheet: **FUNDRAISING AND COMMUNITY – RECEIPTS (continued)**

14/02/2011	Anne Gilmour	Fair Trade Stall	£45.21
14/02/2011	Julie Buchanan	Seniors' Valentine's Disco	£268.00
15/02/2011	Anne Gilmour	Fair Trade Stall	£36.23
16/02/2011	Anne Gilmour	Fair Trade Stall	£49.55
18/02/2011	Tony Carr	Valentine's Roses	£110.00
02/03/2011	Anne Gilmour	Caledonia's Got Talent	£320.00
02/03/2011	Peter Sneddon	Coffee Morning	£78.32
03/03/2011	Anne Gilmour	Caledonia's Got Talent	£300.00
03/03/2011	Peter Sneddon	Daffodil Tea	£120.00
04/03/2011	Anne Gilmour	Caledonia's Got Talent	£280.00
05/03/2011	Anne Gilmour	Caledonia's Got Talent	£20.00
13/03/2011	Peter Sneddon	Staff vs Pupil Football Game	£42.00
04/04/2011	Peter Sneddon	Car Wash - Shopping Centre	£82.40
19/04/2011	Anne Gilmour	Sponsored Walk	£120.36
19/04/2011	Tony Carr	Rich Man - Poor Man Lunch	£44.00
20/04/2011	Tony Carr	Rich Man - Poor Man Lunch	£24.00
21/04/2011	Anne Gilmour	Sponsored Walk	£97.23
21/04/2011	Tony Carr	Rich Man - Poor Man Lunch	£34.00
22/04/2011	Julie Buchanan	Bag Pack - ASDA	£241.33
23/04/2011	Anne Gilmour	Sponsored Walk	£12.56
01/05/2011	Peter Sneddon	Ben Lomond Sponsored Climb	£268.00
02/05/2011	Peter Sneddon	Ben Lomond Sponsored Climb	£120.00
02/05/2011	Peter Sneddon	Car Wash - Staff	£36.00

COMMUNITY PLACEMENT			
HOURS	AWARD		
30	Bronze		
60	Silver		
90	Gold		
FIRST NAME	SECOND NAME	COMMUNITY PLACEMENT	HOURS
Aisha	Khan	Ettrick Hospital	88
Bronwen	Moleshead	Grange Nursery	91
Colin	McEarney	Grange Nursery	36
Daniel	Harris	Ettrick Hospital	68
Dawn	Shaw	Glenfield Nursery	59
Emma	Hamilton	Glenfield Nursery	65
Fred	Abercon	Baldair Primary School	60
George	Tibbald	Ettrick Hospital	38
Gregor	Postlethwaite	Newton Primary School	67
Hannah	Baillie	Glenfield Nursery	45
Jamie	Wallace	Caplethill Care Home	94
Jon	Olsen	Ettrick Hospital	34
Kieran	O'Malley	Grange Nursery	82
Laura	Leach	Caplethill Care Home	88
Lyndsey	Clark	Baldair Primary School	58
Marcella	McLatchie	Caplethill Care Home	70
Omar	Waryum	Baldair Primary School	82
Rebecca Jane	Robertson	Caplethill Care Home	102
Richard	Kidd	Newton Primary School	51
Robbie	McFauld	Caplethill Care Home	68
Victoria	Wilson	Baldair Primary School	64
TOTALS	BRONZE		
	SILVER		
	GOLD		

[END OF INSTRUCTIONS TO TEACHERS/LECTURERS]

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