

Education and Community Services

Children's Services  
5 Gordon Street  
Dumfries  
DG1 1EG

Your Ref:

Our Ref: [REDACTED]

07 August 2003

[REDACTED]  
Moore House School  
21 Edinburgh Road  
Bathgate  
[REDACTED]

RECEIVED  
11 AUG 2003

Any enquiries please contact [REDACTED]

Direct Dial [REDACTED]  
Fax [REDACTED]  
E-mail [REDACTED]

Dear [REDACTED]

**Paul Hepburn, b.12.01.88**

I refer to the forthcoming Looked After Review meeting in respect of Paul, due to take place on Tuesday 19th August 2003, and have to advise you that the Review has been cancelled on this date.

Please accept my apologies for not being in contact sooner. I will be back in the office on Monday 11<sup>th</sup> August and will phone you then.

Yours sincerely

[REDACTED]  
[REDACTED]

Education and Community Services

Your Ref:

Our Ref: [REDACTED]

5 August 2003

Mr Paul Hepburn  
Moore House School  
21 Edinburgh Road  
Bathgate  
EH48 9JH

Social Services Department

5 Gordon Street

Dumfries

DG1 1EG

Any enquiries please contact [REDACTED]

[REDACTED]  
Fax

E-mail

Dear Paul

I am writing to remind you that your Looked After Review will take place on **Tuesday 19<sup>th</sup> August 2003 at 11.30am at Moore House School.**

At this meeting your current Care Plan will be discussed - we will also look at plans for your future.

It would be helpful if you could complete the enclosed form or, if you prefer, just note down issues you'd like to raise. Please return the form in the enclosed envelope 7 days prior to the review.

The meeting will be Chaired by [REDACTED] from the Assessment and Planning Team - you may already have met her. If you have any questions or concerns [REDACTED] will be happy to talk to you before the meeting.

Yours sincerely

[REDACTED]

✂-----

(Name) ...Paul Hepburn..... is able / unable to attend the Looked After Review

which is due to be held on ...19<sup>th</sup> August..... at ...11.30am – Moore House.....

*Please return to: LAC Co-ordinator, Social Services Department, 5 Gordon Street,  
Dumfries, DG1 1EG*

Education and Community Services

Your Ref:

Our Ref: [REDACTED]

5 August 2003

[REDACTED]  
Moore House School  
21 Edinburgh Road  
Bathgate  
[REDACTED]

RECEIVED  
- 8 AUG 2003

Social Services Department

5 Gordon Street

Dumfries

DG1 1EG

Any enquiries please contact [REDACTED]

[REDACTED]  
Fax

E-mail

Dear [REDACTED]

**Paul Hepburn, b.12.01.88**

I am writing to invite you to a Looked After Review in respect of **Paul**, which will take place **Tuesday 19<sup>th</sup> August 2003 at 11.30am at Moore House School.**

The purpose of the meeting is to consider the current Care Plan, to discuss Paul's progress, and to make any recommendations in support of the overall plan.

I would be grateful if, 7days in advance you could forward the enclosed Report for consideration at the meeting.

Yours sincerely

[REDACTED]

Your Ref:

RECEIVED

Our Ref: [REDACTED]

- 3 JUL 2003

1 July 2003

[REDACTED]

Moore House School  
Edinburgh Road  
Bathgate  
West Lothian  
EH48 1EX

Education and Community Services

Psychological Service

St Teresa's Primary School

Lochside Road

Dumfries DG2 0DY

Any enquiries please contact

[REDACTED]

[REDACTED]

[REDACTED]

**RE: PAUL HEPBURN (12.01.88)**

May I offer my apologies for the Looked After Children's Review scheduled for Paul on Tuesday 19 August 2003. I would be pleased to receive a copy of the minute, and a note of the following Review date.

With many thanks.

Yours sincerely

[REDACTED]

cc. [REDACTED] Assessment and Planning Officer, Children's Services,  
5 Gordon Street, Dumfries DG1 1EG

Education and Community Services

Your Ref:

Our Ref: [REDACTED]

21<sup>st</sup> August 2003

Paul Hepburn  
Coach House  
Moor House School  
Edinburgh Road  
Bathgate

Social Services Department

5 Gordon Street

Dumfries

DG1 1EG

Any enquiries please contact

Fax –

E-mail

Dear Paul

I keep missing you when I phone. When I thought about coming up to Moor House I reckoned this week would be best as you were doing work experience last week. So when I phoned yesterday to arrange to come and see you later this week, I was confused to find you are doing your work experience this week! [REDACTED] explained it all. When I tried again last night at 5.45pm, I was told everyone was eating and to try again later. Unfortunately, that was not possible. So I am writing to you in case I keep on missing you when I phone.

I hope work experience is interesting and I look forward to catching up with all your news.

You will no doubt be wondering why your LAC Review was postponed. A few weeks ago, the Leaving Care Manager contacted me and when he heard you are planning to stay in Livingstone for a time, wanted to involve Livingstone Leaving Care. It makes sense to have a Leaving Care representative at your next review and there was not going to be enough time for this. So we cancelled the review and I am waiting to hear from [REDACTED] about a new date, probably in early October.

I am going on leave for 3 weeks from 21<sup>st</sup> August, so it will be some time before we meet again and you can bring me up to date.

All the best,

Yours sincerely

[REDACTED]

PS If ye need to speak to someone - call  
[REDACTED] or [REDACTED]

Education and Community Services

Your Ref:

Our Ref: [REDACTED]

24 September 2003

Mr Paul Hepburn  
Moore House School  
21 Edinburgh Road  
Bathgate  
EH48 1EX

Social Services Department

5 Gordon Street

Dumfries

DG1 1EG

Any enquiries please contact

[REDACTED]

Fax

E-mail

Dear Paul

I am writing to remind you that your Looked After Review will take place on **Wednesday 8<sup>th</sup> October 2003 at 11am at Moore House School.**

At this meeting your current Care Plan will be discussed - we will also look at plans for your future.

It would be helpful if you could complete the enclosed form or, if you prefer, just note down issues you'd like to raise. Please return the form in the enclosed envelope 7 days prior to the review.

The meeting will be Chaired by [REDACTED] from the Assessment and Planning Team - you may already have met her. If you have any questions or concerns [REDACTED] will be happy to talk to you before the meeting.

Yours sincerely

[REDACTED]