



THE UNIVERSITY *of* EDINBURGH
Easter Bush Campus

Human Resources

Support for Parents





What are your options?

As a member of staff here at Easter Bush, we hope to support you in every way possible as our employee and as a parent. We know that the lead up to parenthood is very exciting and that there can be a lot to organise, plan and think about.

Once you have a family there is a lot of support available.

We have developed this short guide to steer you through the many family-friendly policies and to alert you to the support available on campus.

What you can expect from this guide:

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If you have any questions about anything covered in here, more information can be found in the appendix at the back of this factsheet, or on the University of Edinburgh Website:

www.ed.ac.uk/equality-diversity/help-advice/family-friendly/staff/family-policies

Please also feel free to get in contact with HR on EBCampusHR@ed.ac.uk who will try and answer any queries or concerns you may have.

Please check the website for updates to this document:
www.ed.ac.uk/easter-bush-campus/support-for-parents-booklet



1.

What do I do if I am pregnant?

1.1

Tell your Manager

First of all, please ensure that you tell your manager that you are pregnant no later than 15 weeks before your child's expected due date. This is important so that your manager can plan and make adjustments to work/projects ahead of your maternity leave (e.g. they may wish to recruit for a maternity cover position). It also ensures that you can have the time off needed for antenatal classes.

A work planning template is available to support you and your manager in determining how best to accommodate continuing work needs during your maternity absence and to facilitate and support your effective return to work. Discuss and agree with your manager how you want to be kept in touch with departmental news and/or changes while you are on leave.

The University has an extremely useful toolkit that covers a number of these options:

www.ed.ac.uk/human-resources/policies-guidance/leave-absence/maternity-toolkit/before-leave

1.2

Speak to Health and Safety for Risk Assessment

You must contact the EB Health and Safety Team about your pregnancy. You can contact Health and Safety by emailing Walter.Lowe@ed.ac.uk

We need to review your day to day working activities to ensure that what you are doing will not cause any sort of harm to you or your baby (particularly if you work in the labs or in manual labour intensive role). There is a 'New and Expectant Mothers Risk Assessment Form' that we encourage you to fill out, which can be found on the Health and Safety Department website at:

www.ed.ac.uk/schools-departments/health-safety/guidance/workplaces-general/pregnancy

Please note that you can approach the Health and Safety team confidentially at any stage to discuss concerns (even before you tell your manager and colleagues that you are pregnant).

1.3

Let HR Know

It's important that you inform HR as soon as you have spoken with your manager (no later than 15 weeks before your due date). You are expected to send in your MATB1 as soon as your GP hands it to you (usually approx. 20 weeks before expected week of childbirth).

HR will arrange a meeting with you to discuss your options, such as when your maternity leave can officially commence, pay options, what your obligations are to the University and vice versa, and several other key bits of information.

1.4

Think About Your Pay Options

During your chat with HR, they will make you aware of the various different pay schemes the University has in place, as well as statutory maternity pay. Options can be found in the appendix on page 19 at the back of this booklet.

Each pay option is carefully designed with the aim that you will find one that best suits your needs. You must notify your manager/HR of your chosen pay option no later than 8 weeks before your baby is due.

1.5

Think about how you want to spend your time off

You must take the first two weeks following the birth of your baby off (mandatory). However, the start date of your maternity leave is flexible. The earliest you can start is 11 weeks before your child is due and the latest can be the due date. Be careful if your maternity leave straddles two leave years as your carry over entitlement remains the same. You will need to discuss this with your line manager

You can take up to 52 weeks off work following the birth of your child. Only 39 weeks will be paid via a mixture of University Maternity Pay and Statutory Maternity Pay, the last 13 weeks would be unpaid.

You accrue contractual annual leave and public holidays recognised by the University during maternity leave. Agree with your manager how you will take your accrued leave. You may wish to take this as block at the end of your maternity leave or to use them to help you settle back into work gradually.

1.6

Shared Parental Leave

You may be entitled to Shared Parental Leave. If you would like to curtail your maternity leave and take shared parental leave with your partner, please contact HR giving at least 8 weeks written notice of the date on which you intend to bring your maternity leave and pay to an end. 8 weeks can be waived if managers can accommodate reduced notice period prior to leave.

1.7

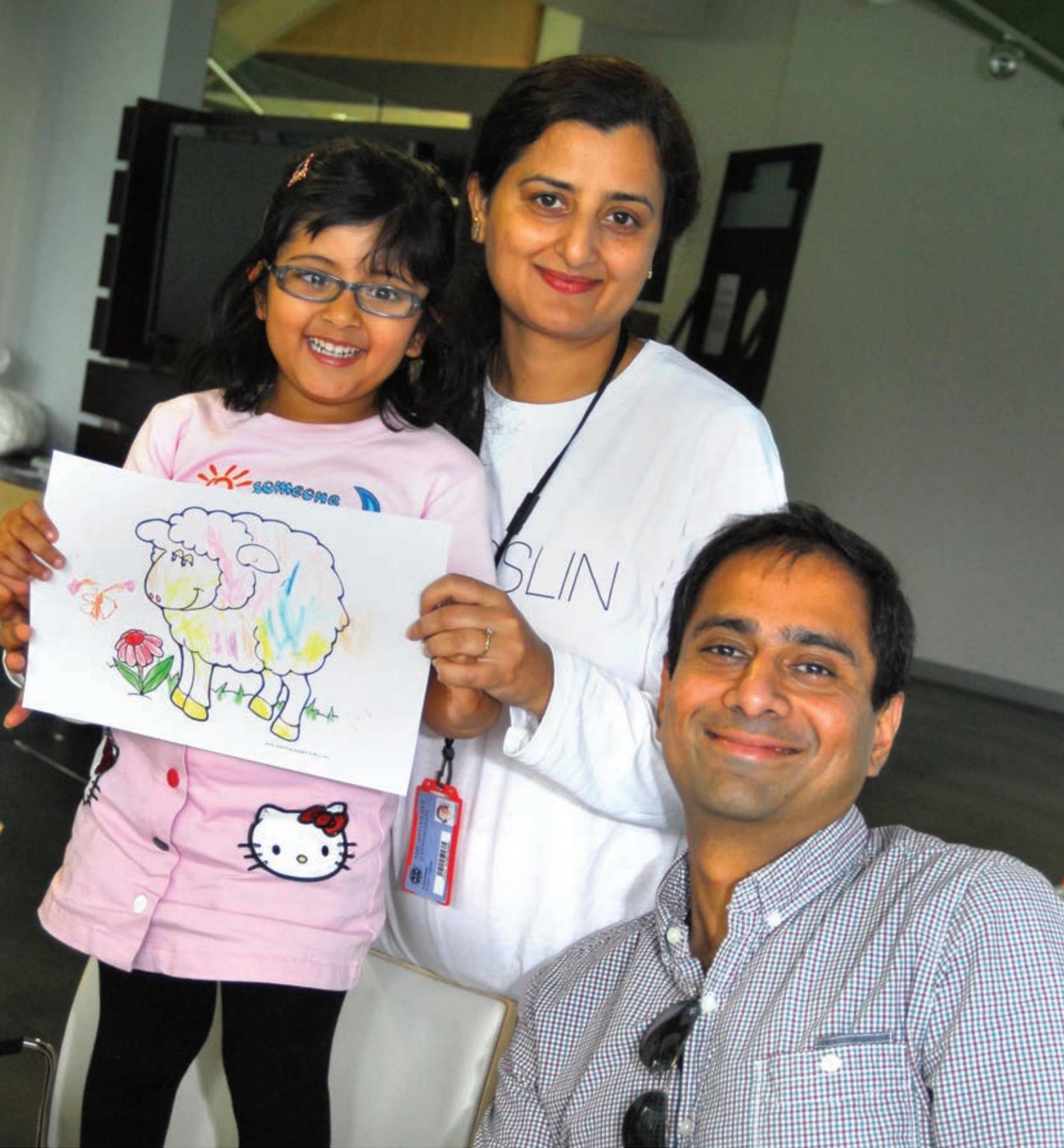
PhD Students and Clinical Scholars/Residents

Both PhD students and Clinical Scholars/Residents are entitled to maternity leave. Entitlement to maternity pay is dependent on your circumstances and in particular your funding source, if your PhD is funded or administered by the University you are entitled to maternity pay. Self-funded students or those paid directly by (e.g.) foreign government are not entitled to maternity pay. Please note that Tier 4 students cannot be absent from their studies for more than 60 days under the conditions of their visa.

All PhD students and residents can use the breast milk expression room and can request a closer car parking space (whilst heavily pregnant). Please see section 5 for further details. However, please note that UOE employment policies will not apply to students/residents directly.

Every situation will be specific, therefore please do speak to your manager/supervisor about any assistance you need during or after a period of maternity leave. If you are a PhD student please contact Liz.Archibald@roslin.ed.ac.uk, if you are a resident please contact Emma.Pineau@ed.ac.uk





2.

What support do I have when I return to work?

2.1

KIT Days

If you choose to you may work up to ten Keeping in Touch (KIT) days during your maternity leave e.g. to attend meetings, training etc.

This must be agreed with your manager. KIT days are unpaid but you will be given time off in lieu.

While the use of KIT days is optional, these can be beneficial for you in easing your transition back into work, and for the University in receiving continued input from staff with valued skills.

2.2

Breast Milk Expression Room

Easter Bush is equipped with a breast milk expression room in the Roslin Institute. This includes the provision of a fridge and is open at all times for mothers to come and go as they wish. This can be found in room 1.116, labelled "Parents Room". There are also first aid rooms in the NVS and HfSA that are available for breastfeeding.

2.3

Flexible Working

We understand that coming back to work whilst juggling your family life may be a little stressful, so there is the opportunity to take up flexible working to help with this transition. Everyone has the statutory right to request flexible working; however any agreement will be subject to requirements of your job. As part of flexible working, you may wish to reduce your hours or your work times. A variety of options are described in the UOE flexible working policy. Requests are usually dealt with within a 3 month period, starting from the date of the application, so make sure you get this to your manager early. You will then have a meeting with your manager and HR to discuss your options.



3.

What support do fathers have?

3.1

Partner Leave

As a new Dad, you are entitled to 2 weeks paternity leave to spend time with your partner and child. This may be taken as a solid 2 week block, or two blocks of one week.

3.2

Parental Pay

During the two weeks leave, you are entitled to one week of full pay and a salary adjustment for the second. The second week will be paid at the current rate for Statutory Paternity Pay set by the UK Government. To talk through these options, please contact HR.

3.3

Shared Parental Leave and Pay (SPL)

SPL is a new way for parents to share statutory leave and pay on the birth of their child. This right allows mothers to bring their 52 weeks of maternity leave to an end at any point after the initial mandatory 2 weeks. You can then choose to split up the remaining time equally, giving you as a partner a chance to spend more time with your new baby. You can take the leave at different times or the same time as your partner.

You must contact your manager no later than 15 weeks before your baby is due, as it enables arrangements to be made to cover your absence from work. In terms of how much time you can take, it is dependent on your partner's remaining leave allowance. There is no maximum nor minimum leave requirements to be taken, however you must take your leave within 24 weeks of your baby's birth.

In terms of pay, as well as the statutory pay scheme, the University has its own scheme which aims to provide you with the best deal for what suits your personal needs. A list of these options can be found in the appendix.

3.4

Antenatal/Adoption Leave

You are free to accompany your partner to up to 2 antenatal appointments (including surrogacy). This time is now available as paid leave.

3.5

Baby Changing Facilities

There are baby changing facilities available in the ground floor (disabled toilet) in the Roslin Institute for all staff use.

3.6

Flexible Working

We understand that working whilst juggling your family life may be a little stressful, so there is the opportunity to take up flexible working to help with this transition. Everyone has the statutory right to request flexible working; however any agreement will be subject to requirements of your job. As part of flexible working, you may wish to reduce your hours or your work times. A variety of options are described in the UOE flexible working policy. Requests are usually dealt with within a 3 month period, starting from the date of the application, so make sure you get this to your manager early. You will then have a meeting with your manager and HR to discuss your options.



4



What do I do if I am adopting/part of a surrogacy agreement?

4.1

Tell Your Manager

We encourage you to give early notification about your adoption/surrogacy agreement as soon as possible, to allow for us to plan ahead for your absence. If adopting, this would usually be within 7 days of being matched. HR will then respond within a month to acknowledge this request. The start of your leave is flexible, as long as you let us know of any changes 4 weeks in advance. If you are part of a surrogacy agreement, we would expect you to let us know no less than 15 weeks before the baby is due.

4.2

Choose your pay option

As well as statutory adoption pay, which is payable for 39 weeks, the University has its own scheme. This has been designed to give you a number of options with the aim of you finding one that suits your needs. The University's adoption pay offers a range of choices, supplemented by statutory pay where applicable. A list of these options can be found in the appendix.

4.3

Think about how you want to spend your time off

You are entitled to 52 weeks of adoption/surrogacy leave. If adopting, you can choose when to start your adoption leave based on either the date the child is initially placed with you, or a pre-arranged date no earlier than 2 weeks before your child is to be placed with you. If you are part of a surrogacy agreement, you may take your leave from the date that the child is expected.



5.

What extra benefits could I be entitled to?

5.1

Time off for care of dependants

Employees have the statutory right to a reasonable amount of unpaid time off work to deal with any emergencies involving dependants. These dependants would include a spouse/partner, child, parent, or anyone living in the employee's household as a member of the family.

The University provides time off with full pay to the equivalent of up to 10 days' paid leave per calendar year, to deal with any emergency situation.

For example, if your childcare arrangements break down last minute, if your child is suddenly taken ill, you may be eligible for paid time off to make alternative arrangements. You should contact your manager as soon as possible in such situations and they will take advice where/as necessary from HR.

Time off for dependants is for emergency, unplanned events. It cannot be used for planned appointments. Annual leave/ unpaid leave should be used in this instance.

5.2

Childcare Conference Fund

Easter Bush now offers extra support to academics who attend approved work-related conferences by funding extra childcare costs incurred as a result of attendance. The aim is to support you in your clinical work, research programme and career development.

This support may include covering additional home-based childcare expenses, travel expenses of a relative/ care provider to your home, travel expenses of a care provider to the conference and childcare costs at the conference itself. The maximum grant is £400 per person. As this is a new initiative, grants are limited and awarded on a first come first served basis. A call for applications goes out in January and May of each year.

5.3

Core Hours Policy

This is a new initiative at Easter Bush where meetings that involve key decision making will now be arranged to be held between 10:00 and 16:00. This has been organised so that everyone can contribute and attend, especially those with caring commitments prior to and after work.

5.4

Childcare Vouchers

Government closed the scheme to new entrants since October 2018. Existing members that joined before October 2018 may still benefit. Please refer to the University HR Child Care web page for more information.

5.5

Tax-Free Childcare

The government launched a Tax-Free Childcare Scheme in 2017 and this will replace the University's 'childcare voucher scheme' over a period of time. Anyone will be able to register for this and eligible families can receive 20% support towards their childcare costs (up to an annual limit of £2,000 per child). There may still be changes to the scheme, however more information can be found on the Government Website.

5.6

Parental Leave

If you struggle to find time to spend time with your kids out with work, you are entitled to take up to 4 weeks of unpaid parental leave for each of your children per year. The leave must be taken in blocks of one week. You are entitled to use this benefit up until your child's 18th birthday and the total time that you can take over the 18 years is 18 weeks.

We would ask you to please give us a week's notice if you are planning on taking leave for less than a week. There is an up-to-date resource on the University Human Resources Staff Benefits - Child Care web page.

5.7

Parental Leave Mentors

Coming back to work after taking a prolonged period of time off work to care for a child may seem a little daunting. We therefore offer a mentoring scheme, which aims to support you through the transition back to a normal working routine. Your mentor will be someone senior in a shared or similar field who can give you advice on how to best plan your workload in a clear and manageable way.

This is mainly to help you track your career progress and aspirations – but also for you to gain advice from someone who has perhaps followed a career path like you or that you are interested in. They support you by drawing on their professional and personal experience, listening to you, and providing information and encouragement where appropriate. If you would like further information, please get in touch with HR who can answer any questions you may have.

5.8

Car Parking Spaces for Pregnant Women

If you are heavily pregnant, you can contact Facilities Brian.McTeir@roslin.ed.ac.uk for permission to use empty and available disabled spaces which are closer to the Roslin Institute or Vet School, particularly during icy conditions. Please contact Facilities for further information.

5.9

Children in Buildings Policy

Children are only permitted to enter University buildings for short visits and must be closely supervised at all times. Children are not allowed into buildings outside normal working hours (usually 9-5pm) as defined by the Head of School, except for specific work-related activities which must be suitably risk assessed. Please note that children are not allowed into laboratories and workshops, other than in connection with Open Days, and work experience courses, etc... For further information, please contact the Health and Safety team.

5.10

Baby Changing Facilities

There are baby changing facilities available in the ground floor (disabled toilet) in the Roslin Institute for all staff use.

5.11

RI Seminars (Viewing Facilities)

From time to time a parent may wish to attend a seminar/conference when on some form of parental leave. If they do and need to bring their child in with them they can request (in advance) that the seminar is recorded and displayed to the LCD TV outside of the Roslin auditorium. Please get in touch with EBRC seminar programme coordinators if you wish to arrange this (currently Vicky MacRae and Jeff Schoenebeck).

Appendix

This appendix provides you with additional information in support of the information provided above. If you would like further information about anything discussed in this guide, please look at the University's 'Family Friendly Policies' website, which can be found at: www.ed.ac.uk/equality-diversity/help-advice/family-friendly/staff/family-policies

1. Maternity Leave

- 1.1 Eligibility & Entitlement
- 1.3 Statutory Maternity Pay (SMP)
- 1.4 University of Edinburgh Maternity Pay (UEMP)

2. Flexible working

- 2.1 Eligibility & Entitlement
- 2.2 Making an Application
- 2.3 Considering an Application

3. Shared Parental Leave (SPL)

- 3.1 Eligibility & Entitlement
- 3.2 Statutory Shared Parental Pay (ShPP)
- 3.3 University of Edinburgh's Shared Parental Pay (UEShPP)
- 3.4 For Fathers

4. Parental Leave

- 4.1 Eligibility & Entitlement
- 4.2 Statutory Paternity Pay

5. Adoption/Surrogacy Leave

- 5.1 Eligibility & Entitlement
- 5.2 Statutory Adoption Pay (SAP)
- 5.3 University of Edinburgh Adoption Pay (UEAP)
- 5.4 Surrogacy

1. Maternity Leave (ML)

1.1 Eligibility & Entitlement

You will be entitled to University Maternity Pay, irrespective of your length of service, providing that you:

- Are employed by the University at the expected week of childbirth
- Return to work for a minimum period of three months after the end of Maternity Leave
- Give 4 weeks' notice if you wish to change your date of return to work
- Take a minimum of 2 weeks ML after the birth of your child
- Start leave no later than the due date

1.2 Statutory Maternity Pay (SMP)

Employees who have worked 26 weeks service at the Notification Week (15th week before due date) and who have earnings over the Lower Earnings Limit for NI Contributions (£486 per month) are entitled to SMP.

SMP is payable for 39 weeks:

- Weeks' 1 – 6: 90% of the employee's average weekly earnings (before tax)
- Weeks' 7 – 39: The lower of either 90% of the employee's average weekly earnings, or the standard rate of SMP set by the Government (currently £139.58 per week)

NB: If you don't qualify for SMP, you may be entitled to claim Maternity Allowance, paid by the Department for Work and Pensions.

1.3 University of Edinburgh Maternity Pay (UEMP)

All employees are entitled to up to 24 weeks of UEMP, irrespective of their length of service, providing that they:

- Are employees of the University at the expected week of childbirth
- Return to work for a minimum period of three months after the end of their Maternity Leave
- Give 4 weeks' notice if they wish to change their date of return to work

Option 1:

<u>Weeks' 1 – 16:</u>	Full pay (inclusive of SMP, where applicable)
<u>Weeks' 17 – 39:</u>	SMP only (where applicable)
<u>Weeks' 40 – 52:</u>	Unpaid

Option 2:

<u>Weeks' 1 – 8:</u>	Full Pay (inclusive of SMP, where applicable)
<u>Weeks' 9 – 24:</u>	Half pay, plus SMP where applicable (capped at normal full pay)
<u>Weeks' 25 – 39:</u>	SMP Only
<u>Weeks' 40 – 52:</u>	Unpaid

Option 3: Take SMP only, if you are undecided about returning to work. You will however have the right to UEMP if you later decide to return

Full information can be found in the University of Edinburgh maternity Policy, found at: www.ed.ac.uk/files/atoms/files/maternity_policy_-_golden_copy_aug_2017_0.pdf

2. Flexible Working

2.1 Eligibility & Entitlement

Everyone has the statutory right to request flexible working. However, approval of employee requests will depend on business requirements within their department.

The right to request FW applies to all employees who have had 26 weeks' continuous service at the University (providing you have not made another application in the past 12 months).

Eligible staff may request FW for a number of reasons, such as:

- Requesting a change of hours
- Requesting a change in times to work
- Requesting a change of location of work

2.2 Making an Application

- You submit a written application to your manager (found at www.docs.csg.ed.ac.uk/HumanResources/forms/Flexible_Working_Request.doc)
- You state the date of the application, change(s) requested to your terms/conditions, proposed start date
- You clarify what effect the changes in your working pattern may have on the University and what could be any potential issues/benefits
- You state any dates of any previous applications
- Confirm if the request is being made as a reasonable adjustment to address a disability

2.3 Considering an Application

Requests are usually dealt with within a three month period, starting from the date of the application. This time period can be extended if need be. A meeting with the line manager will come thereafter. If you are unhappy with the outcome of the request, you can write to the next level in the management chain and appeal for the decision to be reviewed.

Full information regarding flexible working can be found in the University of Edinburgh's Flexible Working Policy, which can be found at: www.docs.csg.ed.ac.uk/HumanResources/Policies/Flexible_Working_Policy.pdf

3. Shared Parental Leave (SPL)

3.1 Eligibility and Entitlement

The main conditions are as follows:

- Mothers must take first 2 weeks of leave immediately after child's birth/adoption
- Mothers/adopters and their partners can take leave at different times, or the same time
- Employees are entitled to one period of leave per pregnancy or adoption

You are eligible for SPL if:

- You inform your manager/HR team at an early stage
- Inform within 7 days of being notified by an Adoption Agency that you have been matched with a child
- You qualify by the 'Qualifying Week' (15th week before baby is due)

- You shorten your maternity/adoption leave and pay and opt-into the SPL scheme
- Your partner, who may or may not take SPL, meets the 'Statutory Employment and Earnings Test (see Pg.3 of the University of Edinburgh's SPL Policy)

3.2 Statutory Shared Parental pay (ShPP):

ShPP is paid at the weekly flat rate set by the Government (£139.58), or 90% of the employee's average weekly earnings, whichever is the lower.

You may share up to 37 week's ShPP while on statutory SPL. The number of actual weeks available will depend on the amount you reduce your maternity/adoption pay/allowance period.

To qualify, employees must:

- Be on statutory SPL
- Must have 26 weeks continuous service at the matching/qualifying week
- Must pass the 'Continuity of Employment Test' and have earned an average salary of the lower earnings limit of £111 for the 8 weeks' prior to the 15th week before the expected due date

3.3 University of Edinburgh's Shared Parental Pay (UEShPP)

You are also entitled to the University of Edinburgh's Shared Parental Pay (UEShPP) scheme. You are entitled to up to 22 weeks' UEShPP and have a choice of options.

- | | | |
|------------------|---|---|
| Option 1: | <u>Weeks 1 – 14:</u> | Full pay (inclusive of statutory ShPP, if eligible) |
| Option 2: | <u>Weeks 1 – 22:</u> | Up to 6 weeks full pay (inclusive of statutory ShPP, if eligible) followed by up to 16 weeks' half pay (made up to statutory ShPP, if required) |
| Option 3: | Up to 37 weeks statutory ShPP, if eligible, with the right to UEShPP as in Option 1 above if the employee decides to return to work following their final period of SPL | |

3.4 For Fathers

They will be eligible for UEShPP providing that they:

- Take UEShPP within 24 weeks of their child's birth/placement
- Return to work for a minimum period of three months after the end of their final period of SPL
- Are university employees during the qualifying week

More information about SPL can be found in the University of Edinburgh's 'Shared Parental Leave Policy', which can be found at: www.docs.csg.ed.ac.uk/HumanResources/Policies/Shared_Parental_Leave_Policy_.pdf

4. Paternity Leave (PL)

4.1 Eligibility & Entitlement

There is no length of service requirement to be eligible for Paternity Leave. There are however certain conditions:

- You must have worked for the University continuously for at least 26 weeks by the 15th week before your child's due date
- Follow the notification period requirements and notify the University 15 weeks before the due date
- Earn at least £112 a week (before tax)
- You must have responsibility for the child's upbringing/be the biological father of the child, or the mother's partner

4.2 Statutory Paternity Pay (SPP)

You are entitled to two weeks' of Paternity Leave. The first week will be paid at full pay, which will be inclusive of any Statutory Paternity Pay (SPP).

The second week will be paid at the lower of:

- 90% of the employees average weekly earnings
- Or, the current rate for SPP as set out by the Government (£139.58 per week)

You must also submit a Paternity Leave form and a certificate that gives evidence that you are entitled to PL to HR. This can be found on Page 2 of the University of Edinburgh's 'Paternal Leave Policy', along with additional information.

This can be found at: www.docs.csg.ed.ac.uk/HumanResources/Policies/Paternity_Leave_and_Pay_Policy.pdf

5. Adoption/Surrogacy Leave (AL)

5.1 Eligibility & Entitlement

All employees, irrespective of their length of service or hours worked, have the right to 12 months' Statutory Adoption Leave (SAL).

Statutory Adoption Leave comprises of two separate leave periods:

- 26 weeks' Ordinary Adoption Leave (OAL)
- 26 weeks' Additional Adoption Leave (AAL)

5.2 Statutory Adoption Pay (SAP)

Employees who have at least 26 weeks' continuous employment by the 'Matching Week' (the week of matching given by an adoption agency) and who have average earnings over the Lower Earnings Limit for NI Contributions (£486 per month), will also be entitled to Statutory Adoption Pay (SAP).

SAP is payable for 39 weeks, and is paid at the lower of:

- 90% of the employee's average weekly earnings
- OR, the standard rate of SAP set by the government.

NB: When a couple are adopting jointly, only one individual is eligible for SAP or SAL.

5.3 University of Edinburgh Adoption Pay (UEAP)

As well as SAP, employees are eligible for the University's own scheme, providing that:

- They are employees of the University during the Matching Week
- They have been continuously employed by the University for at least 26 weeks into the week they are notified of having been matched with a child
- They notify the University when they wish to commence AL within 7 days of matching
- They return to work for a minimum period of three months after the end AL

Employees are entitled up to 24 weeks' UEAP (which is supplemented by SAP where applicable) and have a choice of options outlined below:

Option 1:	<u>Weeks 1 – 16:</u>	Full Pay (Inclusive of SAP)
	<u>Weeks 17 – 39:</u>	SAP Only
	<u>Weeks 40 – 52:</u>	Unpaid
Option 2:	<u>Weeks 1 – 8:</u>	Full Pay, plus SAP where applicable
	<u>Weeks 9 – 24:</u>	Half Pay, plus SAP where applicable (capped at normal full pay)
	<u>Weeks 25 – 39:</u>	SAP Only
	<u>Weeks 40 – 52:</u>	Unpaid
Option 3:	If you are undecided about returning to work after AL, you will be granted SAP only	

5.4 Surrogacy

To be eligible for surrogacy leave/pay, you must:

- Have entered into a surrogacy agreement where a child will be placed with you as an intended parent
- Be the primary carer of the child
- Intend to apply for a Parental Order after the birth of the child
- Notify the University of the pregnancy in line with the requirements for Maternity/Adoption Leave and Pay

More information regarding Adoption/Surrogacy arrangements can be found in the University of Edinburgh's Adoption/Surrogacy leave Policy, at: www.docs.csg.ed.ac.uk/HumanResources/Policies/Adoption_Surrogacy_Leave_and_Pay_Policy.pdf

If you have any questions about anything covered in here, more information can be found on the University of Edinburgh Website:

www.ed.ac.uk/equality-diversity/help-advice/family-friendly/staff/family-policies

Please check the website for updates to this document:

www.ed.ac.uk/easter-bush-campus/support-for-parents-booklet