

WELCOME TO SHAPE HIVE

NEW ARRIVALS GUIDE
FOR
MARRIED PERSONNEL

Produced by
SHAPE HIVE

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The HIVE is situated in the Porta Cabin within the UKJSU Car Park, next to the UKJSU Mess (Bldg 308).

WELCOME TO SHAPE

The HIVE would like to offer you a warm welcome to SHAPE. This booklet is designed to answer some of the questions that may arise when you first arrive here particularly if it is your first posting to Belgium. The HIVE is situated in a Porta Cabin within the UKJSU Car Park, next to the UKJSU Mess (Bldg 308) and our opening hours are on the following page. Please feel free to pop in and see us, leave us a message on our answer phone or send us an e-mail and we will get back to you.

The HIVE is an information centre for the Service Community, which includes single and married serving personnel, civilian MOD employees and their dependents.

Our aim is to provide a professional information and referral service. We endeavour to answer all your queries and find the information you need, or point you in the right direction for the best possible help and support. We can offer you a welcome pack with maps and information leaflets to get you started in your new posting.

If you are arriving from outside Belgium you should have received a copy of the Station Guide, which gives you information on everything you need to know on arrival, e.g. documentation, pay, registering your vehicle, claiming Job Seekers Allowance etc.

If you are on the Internet the website www.hive-europe.co.uk will also give you lots of useful information. You will find the HIVE e-mail address here too.

HIVE OPENING HOURS

MONDAY	0900 to 1500
TUESDAY	0900 to 1500
WEDNESDAY	0900 to 1500
THURSDAY	0900 to 1500
FRIDAY	0900 to 1500

TELEPHONE: 065 44 39 84

FAX: 065 44 38 57

WEBSITE: www.hive-europe.co.uk

E-MAIL: shape@hive-europe.co.uk

We look forward to seeing you in the HIVE.

WHAT CAN YOUR HIVE DO FOR YOU?

We can provide you with information of the following areas:

New Arrival Information

Consumer & Business

Transport & Holidays

Legal Matters

Local Tourism

Postings & Departures

Travel

Communications

Clubs & Societies

Education

Family & Welfare

Theme Parks

Employment

Great days out

Leisure

Benefits

Health & Safety

Taxes

Customs

BFBS DVD Hire

A – Z OF USEFUL INFORMATION

The following information is aimed at providing a general guide, which we hope will make settling in at SHAPE a little easier. More detailed information on many of these subjects can be found in the SHAPE Service Community Guide, or by contacting the HIVE team.

ACCOMMODATION

If you have family visiting from UK and need details of accommodation, call in the HIVE for a comprehensive list of local Hotels.

BCN

The British Community News is a monthly publication with lots of useful information on forthcoming events in SHAPE.

BFBS

Tune into your local radio station on 107.7 FM.

BIN BAGS

Your new supplies of Bin Bags can be collected from Stores (Bldg 202) every 4 months.

CHILDCARE

A list of registered child minders can be obtained from the Childminding Co-ordinator AWS, based in Germany. Telephone 02161 4724939 for further details. Also see under Education CDC.

CHURCHES

For more information on the Services/Activities contact the UK Chaplain's Office on SHAPE Ext 5693, (Civil 065 44 56 93), email on UKJSU-padre@tiscalinet.be or pop in, room 61 of the SHAPE International Chapel Centre.

CONFIDENTIAL HELPLINE

The Army Welfare Service (AWS) offers a welfare facility for all service personnel and their families. The Welfare Service consists of qualified Social Workers and Welfare Workers who can help you with any problems, giving confidential advice and support.

AWS

First point of contact will be your local welfare officer who can be contacted on ext. 8529; His assistant is on ext. 5346. If you wish, you may contact the representative at JHQ Tel No 0049 2161 472 3603 or FAX: 0049 2161 472 4534

WRVS

The nearest WRVS agency is located in Germany (JHQ). Primarily, they are there to assist the Single Person who may have a problem. Usually, the incumbent of this post is a female. They are there as a reassuring figure, who will listen and give you support in total confidence. She is a civilian and holds no rank.

HOMESTART

Home-Start is a voluntary organisation offering support, friendship and practical help to families at home usually with children under 5. For further details and advice please contact 065 44 3990/ext 3990.

PADRE

The Padre is always willing to offer advice and guidance on any matter and in complete confidence. The Padre can be contacted on Ext 5693/0478 485333.

RELATE

RELATE Staff are qualified to offer advice and counselling to any couple or individual who are encountering relationship difficulties. The nearest councillors are based at JHQ Tel No 0049 2161 472 2826. Mil 6242 2826.

SSAFA

Confidential Support Line: Call back to anywhere: 0044 1980 630854

www.ssafa.org.uk

SAMARITANS

Free telephone number from Belgium is (0044) 01793 523653.

E mail: jo@samaritans.org or anonymously Samaritans@anon.twwells.com

VICTIM SUPPORT

Telephone number: JHQ (6242) 2272 or 0049 2161 472 2272

DENTIST/DOCTORS

The Dental surgery and Medical Centre are situated in the Healthcare Facility Bldg 401.

Appointment Tel Nos: Med centre: 065 44 5824 Dentist: 065 44 5878

EHIC

This document is required by all personnel in Belgium should they wish to travel anywhere within Europe outside of Belgium. It is strongly recommended that when family and friends visit you in Belgium, you advise them to bring an EHIC card and adequate travel insurance, as medical treatment on the continent can be expensive.

EMPLOYMENT

UK DEPENDANT EMPLOYMENT

There are a variety of jobs available to UK dependants. These include clerical, catering, bus escorts and classroom assistants (application through the school). Vacancies are advertised in the UKJSU through the Civil Admin Office (LALE), Routine Orders, the BCN booklet and various notice boards around the unit – also in the HIVE!

Other job opportunities exist at Main Headquarters (Top SHAPE). These have to be applied for at Top SHAPE and it is advisable to register as soon as possible after arrival on the unit as security clearance can take up to six months.

If you would like to work within the international community, ie the Library, Pizza Bowl, Cinema and Community Clubs contact SCSF Personnel

Department (Bldg 207, Rm 109) on ext 4075. These jobs are poorly paid but can be a good way of meeting people.

It is worth mentioning that part time employment may affect your tax-free entitlement. Civil Admin will explain this further to you prior to employment.

UNEMPLOYMENT BENEFIT (JOBSEEKERS ALLOWANCE)

Claiming unemployment benefit in Belgium can be done but you will need the relevant paper work from the UK. The required forms are an E301 and an E303 available from your local Job Centre. Ensure that you explain to them that you wish to export your benefit. **Make sure you do this before departure.**

When you arrive in Belgium you need to register within SEVEN days at the FOREM and the CAPAC (local benefit offices).

FUEL CARDS

Duty Free Fuel Cards are available from Top SHAPE and the Rationed Items Store (RIS). These will only be issued to personnel once their Vehicle has been registered.

FURTHER EDUCATION

The Education Centre is situated in the UKJSU Bldg 309, and offers the normal education services to Serving members. There is also an extensive IT Suite which provides a variety of Computer Training and Computer Based Training and this is available to all Shapians. Details can be obtained by contacting the Education Officer on ext 5234.

GYM

The Gym offers an impressive and extensive range of classes and facilities. They have squash courts, badminton, volleyball, swimming pool and sauna. A full CV Suite is located in the Main Gym with a wide range of the most modern apparatus available. There is also 2 indoor tennis courts and an extensive Free Weights Gym, known locally as the Green Gym. An induction class must be attended prior to using the CV Suite and Weights facility. Full details and times of classes and pool opening times can be obtained by ringing the Gym Office on ext 5325.

HIVE DATABASE

The HIVE's computer database is an A-Z of useful local information, services, clubs, businesses, telephone numbers etc. The database is updated regularly and if you would like something to be included please contact a member of the HIVE team.

HOUSING

For information on housing refer to the SHAPE Service Community Official Guide. The housing clerks can be contacted on 065 44 3801

ID CARD

All military personnel, entitled civilians and dependants are required to carry an ID card.

INTERNET

Internet facilities are available at the Library, SHAPE Club, Learn Direct Centre and the UKJSU (bldg 306).

JOIN IN

Why not try one of the many clubs available here at SHAPE. Angling, Sailing, Golf, Horse Riding. For the children there is a range of activities including Brownies, Scouts, Football and Judo to name but a few. Call into the HIVE for more details.

KIDDIES & CO

Run by a committee of Parents/Carers, for Parents/Carers and their children from birth to 5yrs and expectant mothers. Held Wed & Fri mornings in the Chapel Annex.

LEAFLETS

The HIVE holds leaflets containing a huge variety of information on everything from benefits to bus timetables. We hold core information on a variety of subjects including education, social security, health, housing, communications etc. We also have pamphlets on local attractions and places of interest, as well as things to do further afield. We have produced comprehensive booklets giving you ideas for day trips either with or without children in mind. If you're stuck for ideas on what to do or where to go, then just pop in to see us.

LEGAL HELP AND INFORMATION

A list of legal clinics held in BFG, is available at the HIVE.

LEISURE ACTIVITIES

ARTS and CRAFTS CENTRE

Situated in events centre (ext 3265) offers classes in ceramics, woodwork, picture framing, flower arranging and many more. Once you have completed your chosen course, you are then qualified to use the facilities in your own time. The costs for the initial courses are listed in various magazines and on notice boards, or alternatively just call in and enquire, the staff are very helpful.

CINEMA

The SHAPE Cinema shows a variety of the latest films and a full programme is printed in various magazines including the SHAPE Community Life or visit www.shape2day.com/cinema.aspx. Refreshments are sold in the lobby. They can be reached on ext 5600/5968.

ENTERTAINMENTS CENTRE

If you are a budding actor or interested in the Performing Arts, then you will find everything you need here. It is open to all nations and age groups and they put on regular plays and some musical concerts. Further information can be obtained by contacting the centre on ext. 4257.

LANGUAGE CENTRE

If you want to learn a foreign language a visit to this facility is a must. There is a choice of courses available ranging from full time to part time. There is a fee for the classes which take place on a termly basis. To enquire about their programme contact them on ext 4971.

LIBRARY

The library boasts an excess of 35,000 books in over 11 languages. They provide internet access for public use and have CD's, DVD's and videos for loan, free of charge. It is an excellent facility and well worth a visit. They can be contacted on ext 5631.

OUTDOOR LEISURE

There are 12 outdoor tennis courts around SHAPE, 5 Baseball/Softball pitches, 6 football pitches and rugby and hockey pitches. There is also a floodlit 400M running track complete with stand. For those golfers within SHAPE, there is an outstanding Golf Course to which we are affiliated and offers weekday and full membership to SHAPE Golf Association Members. It has 27 holes, a driving range (free to members) and a 9 hole pitch and putt course. The club house is a traditional thatched building which offers an excellent restaurant facility. You do not have to be a member of the Golf Course to eat there. Details concerning membership can be obtained from the SGA Membership Secretary on ext 4047.

PIZZA BOWL

The Pizza Bowl is open 7 days a week and is one of the busiest attractions on SHAPE. It is a fully sanctioned American Bowling Confederation approved Bowling Centre with 12 lanes. There are various leagues held throughout the year, mainly in the evenings and this includes a "Brit League" which is held on Thursday evening at 9pm. A very well organised Junior League takes place from September through to May on Saturday mornings and is extremely popular.

The Pizza Bowl also has an American style Diner which serves an array of culinary delights with a take-away service too. You can make lane reservations on ext 5697 to avoid disappointment.

SHAPE CLUB

This facility is open to all Ranks and Nationalities. They have various function rooms and the majority of organised Mess Dinners and leaving functions take place here. The Restaurant is excellent and is open every lunch time between 1130 -1330. It is also open on Thursday evenings for a Steak Night, an excellent meal which comes highly recommended. Tables can be booked by calling ext 4133.

SHAPE TRIPS AND TOURS & SHAPE TRAVEL GROUP

These travel group/s offer an extensive range of day, weekly and even longer trips around Europe. Destinations can be as near as Euro Disney in Paris or a full tour of Moscow. To experience these and get full details of their future itinerary please contact them on ext 3884 or call into the Events Centre where Trips and Tours are located, or the SHAPE Club to find the SHAPE Travel Group.

MONEY MATTERS

BANK - Fortis bank is situated within TOP SHAPE, which is the Headquarters main building. You will be required to visit the Bank in order to make an appointment to open a Bank Account. Full advice will be given by their staff who speak English. There are 2 Cashpoints in SHAPE situated in the main Bank and next to the Shopping Complex area 500.

POST OFFICES - There are both British and Belgian post offices in SHAPE. They are located in Top SHAPE, and at the SHAPE shopping complex.

NEWCOMERS GUIDE

A Newcomers Guide, produced by SHAPE Community Life, is available only when you attend one of the New Comers orientation briefings held on a monthly basis. For information on the briefing please contact the Office of the GBR NMR or the HIVE. It is a comprehensive and informative guide on living at SHAPE.

OPENING TIMES

A comprehensive list of opening times and telephone numbers for facilities, shops and clubs is published in the BCN or available from the HIVE.

POSTINGS

The HIVE can obtain Garrison Guides and HIVE 'Welcome' packs from other stations.

QUESTIONS

The HIVE will endeavor to answer all your questions. You will not leave the HIVE empty handed. We will either refer you to another agency, give you the details you want, a phone number or a promise that we will get back to you, if we do not have the information you are after.

RESTAURANTS

There is a wide range of restaurants in the local area. There is something to cater for every taste imaginable. Tastes range from the simple i.e. McDonalds to the very sophisticated, somewhere to take the special person in your life.

The local area has many different tastes, Chinese, Turkish, Greek and Italian and of course the Belgian cuisine, on the main road just outside of camp; so just imagine what is out there further afield awaiting your discovery! Belgium is known to produce the best "Chips" in the world, they are also known for such delicacies as Moules (mussels) and Waffles and of course what they do best is produce some great Beer, some say "The Best". Remember, most people no matter how hard they try, succumb to the **SHAPE STONE!!!!!!** The Belgians have mastered the art of eating and drinking and have many places to visit; they even have a "Museum to the Chip".

You will have fun exploring this avenue of Belgian Culture. We have a few lists of enjoyable places to eat and receive up to date information regularly from people at SHAPE – who wish to share their experiences with everyone. So come into the HIVE and see what we have and of course when you start your own exploring bring us your discoveries.

SHAPE HOUSE

A drop in centre for British families ran by Homestart. Open Mon to Fri 0930 till 1230 with different activities held each day. It can be found at 197 Rue Brisée, Obourg. For further information contact Evelyn or Emma on 065 44 3990

SCHOOLS

Schools are administered by Service Children's Education (SCE). SCE is a defence agency whose headquarters are located at Wegberg, BFPO 40

BRITISH Foundation stage 1 & 2

The Foundation stage is located in the International Kindergarten, Block 708. The classes rotate on a half term basis between morning and afternoon. It is for British children aged 3yrs (can attend the first term after their 3rd birthday) upto school age. Staff are NNEB and PLA trained. For further information you may call in to the school or phone on Ext 5283.

ST DENIS NURSERY & KINDERGARTEN

The school is situated 3 kms from SHAPE. It is a Belgian School with Belgian teachers, all of whom speak English. There are two sections to the school, the nursery and the kindergarten.

The nursery takes children from 18 months to 2 years 6 months, there is a small charge depending on what hours you wish your child to attend. The Kindergarten takes children from the age of 2 years 6 months up to 5 years. There are two classes, which offer learning facilities for all the different age groups. There is a charge for this and there are several forms that you will have to fill in concerning your annual income. Hot dinners are available for the children at a small cost or they can take a packed lunch.

CHILD DEVELOPEMENT CENTRE

Commonly referred to as the CDC, this is an American run establishment. It is more for the care of children while their parents are at work than an educational centre. Children can be left in their care either on an hourly or daily basis. They take children from the age of 6 weeks up to 12 years and there is a charge for this service. It is open from Monday to Friday 7.30 am till 6.30 pm. For more information Tel Ext 4810.

PRIMARY EDUCATION

SHAPE International School, UK Section is where the vast majority of British children attend school. The school offers standard UK Primary Education following the National Curriculum. An application form is included in an Information Booklet sent to you from the ITKSU here at SHAPE, or you may wish to contact the school personally on Ext 5283.

SECONDARY EDUCATION

There is no British Secondary School at SHAPE. You do have a few choices. Your child/children can attend a boarding school in the UK, or become weekly boarders at Windsor School in Rheindahlen, Germany where transport is

provided. The transport brings your children back every Friday evening and returns them every Sunday afternoon.

For further information Tel 0049 2161472 2466 or visit the webpage at www.scewindsorschool.com

Your other option is to send your children to the SHAPE International School where there are three separate sections, Belgian, German and American. All will accept British children, though you have no guaranteed right to a place. In most cases these sections will not be suitable for children approaching GCSE'S due to the differences in the syllabus and language etc, but they may be an option for children aged 11 to 13 who don't like the idea of boarding.

As with all major decisions if you need any information then you should take advice from the Education Office here on SHAPE who also hold directories on Independent and Boarding Schools in UK and have several discs on information on all schools in all areas of UK.

For all children attending full time education at SHAPE there is a bus service, which covers a wide area around SHAPE. A bus pass should be obtained once you have arrived and sorted out your educational requirements. These are available from the office by the school canteen.

SHOPPING

See shopping guide on page 16.

TAX FREE SHOPPING

Personnel enjoying SHAPE privileges may purchase certain items free of Value Added Tax within the European Union. If you are in your last 6 months of service at SHAPE you are not eligible for exemption from value added tax, except for purchases from the GB store. The TVA (VAT) is taken off automatically in the store so you have no form filling to do.

Under normal circumstances when you purchase goods, within the "Rules of Belgian Law" you will require a "Bill of Sale" in French, a "Facture" this is a Bill with a TVA number. You then go to see the Travel Cell in the UKJSU and get the appropriate form to accompany the "Facture". In most cases once the form has been given the OK, you return to the store in question and give them the forms. They will either give you your tax back in cash or it will be credited to your bank so do not forget to take your bank details with you.

The rules are too numerous to mention in this "Welcome Booklet". If you have any problems or queries contact the TVA office, Building 210, Room 102, known as the SHIPPS BUILDING. Their opening hours are Tue – Thurs: 0900-12.00. Alternatively, leave them with the UKJSU Travel Cell, as the staff visit the TVA Office weekly to validate Certificates ready for collection by individuals.

TELEPHONE & INTERNET CONNECTIONS AND MOBILE SIM CARDS

For internet and telephone connections visit the Belgacom office located in Building 210 (opposite the ID & Vehicle Registration Office).

SIM cards & top-up cards for mobile phones can be purchased from the GB Electric store on camp. Make sure your Mobile has been unlocked. Top up cards can also be purchased from the RIS and GB store.

Prepayment cards can be purchased which allow you to make personal calls on military phones. They can also be used on other phones throughout Belgium including your home phone. At present they cost €9.00 for 500 units and can be purchased from the Fuel Ration Card Purchase Office in TOP SHAPE or RIS.

To dial the UK from Belgium you need to dial : -

0044 (area code dropping the first 0) followed by the telephone number

TRANSPORT (local)

Information can be found on the following websites.

Buses - www.infotec.be

Trains - www.b-rail.be

USEFUL TELEPHONE NUMBERS

Please see the list provided on page 15. The military directory enquiries is 7111/ 065 44 71 11.

VISITORS

When family are visiting you in Belgium you should obtain a temporary Station Pass from the Travel Cell in the UKJSU Bldg 306. Remember to have the passport numbers of your visitors when obtaining a pass. The form entitles them to entry on to SHAPE, but does not entitle them to tax free shopping.

VOLUNTEERS

The HIVE is indebted to our volunteers, who give up their time to enable us to provide a good service to our customers. If you are able to spare a few hours a week to help in our busy HIVE, our team would be glad to welcome you.

WHAT'S ON INFO

We try to keep as much information as possible about local events and activities, within the SHAPE community and beyond. You can also check out the "What's on" page on our website www.hive-europe.co.uk

EXPO

Mons expo is an exhibition centre that holds events such as the car show, home exhibition, motor bike show and even a wine fair. Details of these are advertised in and around Mons.

YOU CAN HELP US

If you have visited anywhere or have had a particularly good meal/night out, then please come into the HIVE and let us know about it so we can share your experience with the rest of the SHAPE community.

ZED BEDS

These are available to hire from HomeStart ext. 3990

EMERGENCY AND USEFUL NUMBERS

Civilian Number prefix: 065 44

RMP/POLICE	5379
FIRE SERVICE	4017
MEDICAL EMERGENCIES	3333
MEDICAL CENTRE (appt's)	5824
DENTAL CENTRE	5878
UK DUTY STAFF (OUT OF HOURS)	4960
BELGIUM EMERGENCY SERVICES	100
BELGIUM FIRE SERVICE	100
ARMY WELFARE SERVICES	JHQ *1242 3603 02161 4723603
HIVE	3984
ESTATE MANAGER	4972
PADRE	5693
WELFARE OFFICER	8529
ASST WELFARE OFFICER	5346
MT DEPT	5515
QM'S OFFICE	2697
RSM	3907

SHOPPING GUIDE

There is a supermarket at SHAPE known as the GB. There is a range of food, multinational and some British, also toiletries and some clothes. The store is called GB because it has branches throughout Belgium, but you will find many items are cheaper on SHAPE because of the discount we receive as in no TVA (VAT), this is taken off at the time of purchase.

ATTENTION

Some UK television sets will not work in Belgium, so you may have the added expense of buying a Multi-System TV. The GB (shopping centre) has a wide variety on sale and at discount prices. If you have a Multi System Video your UK TV can be operated through that.

Other shops on SHAPE include:

RENDEZVOUS

This is a small snack bar, selling drinks, sandwiches and salads to eat in or take out.

Opening hours:

Mon-Fri: 10:00 - 18:00

Sat: 09:30 -18:00.

Sun: Closed

HOME CENTRE

Electrical items large and small, paints, tools and batteries and a small DIY section.

RATIONED ITEM STORE (RIS)

Stocks an excellent selection of Wine, Spirits, tobacco and cosmetics and perfumes at TVA free prices.

HAIRDRESSER and BARBER

Male and female stylists, as well as Beauty therapy treatments and Solarium. A Barbers shop is also located at Top SHAPE.

THE PRESS SHOP

Sells British Newspapers, maps, cards, books, magazines and Phone Cards for use in the Public Phone Boxes and Mobile Top up Cards.

FLOWER SHOP

Flowers and plants.

OPTICIAN

Eye tests, glasses and contact lens service. Eye tests must be paid for by the individual and then refunded by UK Medical Centre on presentation of receipt.

PETROL STATION

Fina Petrol Station where fuel cards can be used. Card are purchased in TOP SHAPE and the RIS. These cards can be used at any FINA or TOTAL station in Belgium. The garage also offers car servicing and all the normal products.

SHAPE ID CARD

Is required to be shown in the GB store, the Sports shop and the RIS.

VIDEO RENTAL CLUB

The SHAPE Video club is situated next to the GB Electrical Store.

Opening hours for the above can be found in the FREE British Community News booklet printed monthly.

HIVE INFORMATION CENTRES ACROSS EUROPE

Email address	HIVE (location)	Phone No. Civ/Mil	Mil. No.
bielefeld@hive-europe.co.uk	Bielefeld	0521 92543122	81 3122
brunssum@hive-europe.co.uk	Brunssum	003145 5262891	
celle@hive-europe.co.uk	Celle	05141 9632340	78 2340
detmold@hive-europe.co.uk	Detmold	05231 37864	
dulmen@hive-europe.co.uk	Dulmen	02594 9622512	63 2512
elmpt@hive-europe.co.uk	Elmpt	02163 973183	68 3183
fallingbostel@hive-europe.co.uk	Fallingbostel	05162 9712204	76 2204
gutersloh.mb@hive-europe.co.uk	Gutersloh – Mansergh Bks	05241 842220	73 2220
gutersloh.prb@hive-europe.co.uk	Gutersloh – PRB	05241 842692	73 2692
hameln@hive-europe.co.uk	Hameln	05151 917464	83 2464
herford@hive-europe.co.uk	Herford	05221 9953127	82 3127
hohne@hive-europe.co.uk	Hohne	05051 962303	73 2303
munstersouth@hive-europe.co.uk	Munster - South	0251 9272400	60 2400
munsterwest@hive-europe.co.uk	Munster - West	0251 9272163	60 2163
paderborn@hive-europe.co.uk	Paderborn	05251 57191	
ramstein@hive-europe.co.uk	Ramstein	06371 401445	
rheindahlen@hive-europe.co.uk	Rheindahlen	02161 4722519	72 2519
sennelager@hive-europe.co.uk	Sennelager	05254 9822771	79 2771
shape@hive-europe.co.uk	Shape	003265 443984	9205423 3984
wildenrath@hive-europeco.uk	Wildenrath	02432 81017	02432 81017

CLOTHING GUIDE

WOMAN'S DRESSES, SUITS, SKIRTS & COATS													
BRITISH	10	12	14	16	18	20							
BELGIUM	36	38	40	42/44	46/48	50							
AMERICAN	6	8	10	12	14	16							
BRA SIZES													
BRITISH	32	34	36	38	40	42							
BELGIUM	70	75	80	85	90	95							
WOMAN'S SHOES													
BRITISH	3	3½	4	4½	5	5½	6	6½	7	7½	8		
BELGIUM	36	36/37	37	37/38	38	38/39	39	40	40/41	41	42		
AMERICAN	-	-	5½	6	6½	7	7½	8	8½	9	9½		
CHILDREN'S SHOES													
BRITISH	4	4½	5	5½	6	6½	7	7½	8	8½	9	9½	10
BELGIUM	20	21	21/22	22	23	23/24	24	25	25/26	26	27	27/28	28
BRITISH	10½	11	12	13	13½	14	14½	2	2½				
BELGIUM	29	30/31	31	32	32/33	33	33/34	34	35				
CHILDREN'S CLOTHES													
BRITISH (age)	2	3	4	5	6	7	8	9	10	11	12	13	14
SIZE	92	98	104	110	116	122	128	134	140	147	152	158	164
Height in cms	91	96	102	109	114	122	127	135	140	147	152	157	164
MEN'S SUITS & OVERCOATS													
BRITISH & US	36	38	40	42	44	46							
EUR	44	46	48	50	52	54							
MEN'S SHIRTS													
BRITISH & US	13	13½	14	14½	15	15½	16	16½	17				
EUR	33	34	35/36	37	38	39/40	41	42	43				
MEN'S SOCKS													
BRITISH & US	9½	10	10½	11	11½	12	12½						
EUR	39	40	41	42	43	44	45						
MEN'S SHOES													
BRITISH	7	7½	8	8½	9	9½	10	10½	11	11½			
EUR	41	41/42	42	42/43	43	44	45	45/46	46	46/47			
AMERICAN	-	-	8½	9	9½	10	10½	11	11½	12			

TRANSLATIONS

FRENCH PHRASES

EVERY DAY WORDS

Hello	Bonjour
Good-Bye	Au revoir
Good morning	Bonjour
Good Afternoon	Bonjour
Good Evening	Bonsoir
Good night	Bonne nuit
How are you?	Comment allez-vous?
I'm very well, thank you	Tres bien, merci
Yes	Oui
No	Non
Please	S'il vous plait
Thank you	Merci
I'm sorry	Je suis desolee

ACCOMMODATION

At the hotel	A l'hotel
Do you have any vacancies	Avez- vous une chamber de libre?
Do you speak English	Parlez-vous anglais?
I dont understand	Je ne comprends pas

AT THE PETROL STATION

Fill up the tank please	Le plein, s'il vous plait
Petrol	L'essence
Unleaded	L'essence sans plomb
Diesel	Le diesel or Gazole

DIRECTIONS

Left	A gauche
Right	A droite
Opposite	En face
Straight on	Tout droit

Traffic lights
Roundabout
Crossroads

Les feux de signalisation
Le rond-point
Le Carrefour

EMERGENCIES

Help
Fire
Please go away
I'll call the police
It's urgent
I'm lost
I've lost
My passport
My car keys
I've had an accident

A l'aide
Au feu
Laissez-moi tranquille
Je vais appeler la police
C'est urgent
Je suis perdue
J'ai perdu
mon passport
les cle de ma voiture
J'ai eu un accident

HEALTH

I need
A doctor
A telephone
An ambulance
An interpreter
Where is the hospital
I'm allergic to penicillin
I am
Diabetic
Asthmatic
I need
A dentist
It hurts here

J'ai besoin
d'un medecin
d'un telephone
d'une ambulance
d'un interprete
Ou se trouve l'hospital
Je suis allergique a la penicilline
Je suis
Diabetique
Asthmatique
J'ai besoin
d'un dentiste
J'ai mal ici

EATING OUT

Breakfast

Petit dejeuner

Lunch

Dejeuner

Dinner

Diner

I have booked a table

J'ai reserve une table

A table for four, please

Une table pour quatre s'il vous plait

May I have ...

Puis-je avoir

The menu

le munu

The bill

l'addition

I would like ...

Je voudrais

Some bread

du pain

Some beer

de la biere

Some wine

du vin

AT THE BANK

The nearest bank

La banque la plus proche

Change

Change

Money

Argent

I would like to change my

Je voudrais charger mon

English money into Euros please

argent anglais en Euros S'il vous plait

How much money

Combien d'argent

I have a credit card

J'ai une carte de credit

OTHER AGENCIES



SSAFA Forces Help In-service Committees provide assistance and support to serving men, women and their families in need. They meet regularly to decide how money is raised and distributed and discuss other matters of concern to the local community. For more information, call JHQ Mil: 3392 or Civil: 02161 472 3392.



Victim Support offers emotional support, information and practical help to those who have been affected by crime. Volunteers attend courses specially designed for them which allows them to help victims come to terms with the disturbing effects of crime. Interested volunteers should contact JHQ Mil: 2272 or Civil: 02161 472 2272



Girlguiding

British Guides in Belgium

There are Rainbow, Brownie and Guides here in Belgium. We have waiting lists because of the continuing popularity of Girlguiding and a shortage of adults coming forward to offer a little of their time in helping to run the groups. More adult helpers means shorter waiting lists. Any help you can offer will be much appreciated and we will soon be able to offer more girls the chance to take part in guiding. Contact the HIVE and ask for more details.

COUNCIL OF VOLUNTARY WELFARE WORK (CVWW) (BFG)



The Council of Voluntary Welfare Work (CVWW) offers a varied selection of opportunities to volunteer. Whether working with children in childcare centres, with the European Christian Homes for the Soldier (ECHOS) in the Balkans or Iraq, in any of the Church Army, Salvation Army or YWCA centres in around the military Garrisons. You could even help the troops on exercise in Poland, there is always a need for volunteers. For more information on what is available, call Lt Col (Retd) John Batty on 05221 25001 or Herford Mil 3921



Air Training Corps

Air Training Corps is aimed at young adults between the ages of 13 and 18. The cadets take part in fieldcraft, weapon handling, shooting, drill and airmanship. During the year cadets can attend flying camps in UK, weapons camps in Germany and fund raising events for both Army and RAF Benevolent Funds. There are currently 3 Squadrons in BFG, located in JHQ, Gutersloh and Herford. Our volunteers need no experience or qualifications as full training is provided. For more information please contact Graham Pearce on JHQ Mil 2085 or Mobile: 0171 3692561



Foster carers provide stability, encouragement and a loving home to children who are temporarily unable to live with their own families.

British Forces Social Work Service currently need foster carers in all areas of BFG. If you feel that you could be a foster carer, call Marje Slavin on 05221 178 366

We make every effort to ensure that our information is current and correct. Your help is invaluable in keeping our records up to date by informing us of any changes to our handouts, by sharing any additional information, which may be of interest to others.



This guide has been produced by SHAPE HIVE