



Little Hill Primary School

Headteacher: Mrs Vina Pankhania

Launceston Road, Wigston, Leicestershire, LE18 2GZ

Telephone/Fax: 0116 281 1963

E-mail: office@littlehill.leics.sch.uk

Twitter: @LITTLEHILLSCH

www.littlehill.leics.sch.uk

Part of the OWLS Academy Trust

Friday 17th March 2023

Whole-School Trip: Volunteers

Dear Parent/Carer

Our whole-school trip to London on Wednesday 12th July is fast approaching.

We are now in the position to request parent/carers volunteers to accompany us on our trip.

The following year groups have volunteer spaces:

Year Group	Number of Volunteer Spaces
EYFS	No spaces
Year 1	3 spaces
Year 2	5 spaces
Year 3	3 spaces
Year 4	3 spaces
Year 5	1 space
Year 6	3 spaces

In order to volunteer, you must meet the requirements in all 4 sections below.

1*	<p>You must provide us with 'Right to Work' documentation. Most commonly, this can be in the form of either:</p> <ul style="list-style-type: none">• A passport showing British citizenship (this can be out-of-date).• A full birth or adoption certificate issued in the UK together with an official document giving the person's permanent National Insurance number and name (e.g. a document issued by a government agency or previous employer). <p>If you have an in-date child workforce DBS check, please provide us with a copy of this too. If you do not have this check, then we will provide you with one.</p>
2*	<p>In accordance with child protection regulations, we are required to obtain references in respect of all adults seeking to work in our school, including for those seeking to work in a volunteer capacity. You will need to provide the contact details for two references: one of these MUST be your current or most recent employer.</p>
3	<p>You must attend one of the safeguarding briefing sessions with ourselves prior to the trip. We are offering 3 sessions. You must attend one.</p> <ul style="list-style-type: none">• Tuesday 27th June 9am – 10am (Location: School Hall)• Wednesday 28th June 7pm – 8pm (Location: Online via Zoom)• Thursday 29th June 3:30pm – 4:30pm (Location: School Hall)
4	<p>You must be available for the trip on Wednesday 12th July, 2023 from 7:30am until we return (estimated 9pm – traffic dependent).</p>

*If you are a regular volunteer for our school, then we will already have this information on file.



Little Hill Primary School is part of the OWLS Academy Trust: an exempt charity and a company limited by guarantee, registered in England. Company Number: 8537140; Registered office: Langmoor Primary School, Kenilworth Drive, Oadby, Leicester, LE2 5HS.

Our volunteering places are limited; once all volunteer slips have been received, they will be entered into a randomised selection. It is not a first come, first served basis. Please return the reply slip by Friday 21st April.

We will contact you to confirm your attendance for the trip. We will also have a reserve list of volunteers too; again, we will contact you to confirm your place on this.

Please return this letter to our school office. Please do not reply to this letter via Class Dojo.

Thank you for your support.

Yours sincerely

The Senior Leadership Team



Mrs V Pankhania
Headteacher



Mr S Williams
Deputy Headteacher
Educational Visits Coordinator



Mrs F Gavagan
Assistant Headteacher

Whole-School Trip Volunteers - Reply Slip

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