



Little Hill Primary School

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 Part of the OWLS Academy Trust

Tuesday 5th September, 2023

Dear Parent/Carer

Volunteers

Would you be interested in volunteering some of your time for our school? We have some opportunities available if you are interested!

What volunteer opportunities are available?

 Toast Station	 Disco Committee	 Fair Committee	 Readers
<p>Every morning, we have a number of children who come through our Toast Station. It's a lovely start to the day.</p> <p>We would like to establish a group of parents/carers who would be willing to help with:</p> <ul style="list-style-type: none"> • The set up • Toasting • Serving • Clearing away <p>There will still be members of staff working in the Toast Station too.</p> <p>Volunteering for this wouldn't necessarily need to be every day, please indicate on the reply slip the days you would be available to volunteer. This would be 8.25am – 9am.</p>	<p>We would like to establish a group of parents/carers who would be part of organising 3 discos for our children and then help run the events with our staff.</p> <p>These events will be</p> <ul style="list-style-type: none"> • Halloween Disco (after school on Wednesday 1st November) • Easter Disco (after school on Wednesday 20th March) • Year 6 Summer Leavers' Disco (after school on Thursday 4th July) <p>The first meeting is on Thursday 21st September at 2.30pm.</p>	<p>We would like to establish a group of parents/carers who would be part of organising a Christmas Fair our children and then help run the event with our staff.</p> <p>We are planning for the Christmas Fair to take place on Friday 15th December.</p> <p>The first meeting is on Friday 22nd September at 9am.</p>	<p>We always welcome parents/carers to come in and listen to our children read. Each child would read for a 10/15 minute session.</p> <p>This is the most flexible way to volunteer as the time you give is completely up to you.</p> <p>Please speak to your child's class teacher or our office if you would like to volunteer to do this.</p>



In order to volunteer, you must meet the requirements in both sections below. We will request this information from you if you express an interest to volunteer. If you have volunteered with us before, then we will have this on record.

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>

If you would to volunteer, then please fill out these volunteer forms. **Each form will close on Friday 15th September.**

[Toast Station](#)

[Disco Committee](#)

[Fair Committee](#)

In the event of us having a large number of volunteers, then we will create a reserve list of volunteers and/or a rota.

Thank you for considering volunteering at our school. If you have any questions, then please don't hesitate to contact me.

Yours sincerely



Mr S Williams
Deputy Headteacher