



# Little Hill Primary School

Headteacher: Mrs Vina Pankhania

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Part of the OWLS Academy Trust

Monday 13<sup>th</sup> May 2024

## Whole-School Trip: Volunteers

Dear Parent/Carer

Our whole-school trip to Whipsnade Zoo on 3<sup>rd</sup> July is fast approaching. We are now in the position to request parent/carers to volunteer to accompany us on our trip. 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"><li>• A passport showing British citizenship (this can be out-of-date).</li><li>• 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).</li></ul> <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"><li>• Monday 24<sup>th</sup> June 7pm – 8pm (Location: Online via Zoom)</li><li>• Wednesday 26<sup>th</sup> June 3:30pm – 4:30pm (Location: School Hall)</li><li>• Thursday 27<sup>th</sup> June 9am – 10am (Location: School Hall)</li></ul>
4	<p>You must be available for the trip on Wednesday 3<sup>rd</sup> July, 2024 from 8:30am until we return (estimated 7:45pm – traffic dependent).</p>

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

Our volunteering places are limited; once all volunteer slips have been received, suitable candidates will be entered into a randomised selection. It is not a first come, first served basis. Please return the reply slip by Friday 7<sup>th</sup> July, 2024.

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. Paper based copies of this letter are available in our school office.

Thank you for your support.  
The Senior Leadership Team

Mrs V Pankhania  
Headteacher

Mr S Williams  
Deputy Headteacher  
Educational Visits Coordinator

Mrs F Gavagan  
Assistant Headteacher



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.

### Whole-School Trip Volunteers - Reply Slip

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