

Friday 6th September 2013

Dear Parents and Carers,

Reading can be such an enjoyable activity for everyone and we are looking for adults (parents and grandparents) to support reading throughout our school.

Any help would be much appreciated - this could be an hour a week or fortnightly on any day and at any time. If you could commit to a set time each week this would be great. Once we have gathered all the names of those who can help, I will allocate each helper a year group to work with. If you are unable to make a session all we ask is that you please let the class teacher know either directly or via the office.

As I am sure you understand safeguarding our children is very important. For this reason all visitors into school who will be working with the children **must** have a CRB check. Please note that there are no cost implications for the CRB process.

School is able to provide the forms which you are required to complete and return to school with all the necessary documentation. Once the CRB check is complete school must see your original certificate and take a copy for our records.

Whilst waiting for the return of the CRB Certificate (it can take some time) we are able to complete an initial List 99 check. This would mean that you could start helping in school whilst waiting for your certificate. For a List 99 check all we require is your full name, maiden name and date of birth.

By offering to support the reading in school and through returning the form below you will be agreeing to undergo a List 99 prior to starting at school as a reading helper and to submitting the completed forms for a CRB check.

Please return the attached form no later than Tuesday 17th September 2013.

When the forms have been returned you will receive a letter of response asking you to see Mrs Smith, Mrs Carr or Mrs Shaw in the office to organise your List 99 check and in turn your CRB check. Once the List 99 check has been verified we will then arrange who you will work with and a start date.

Finally, if you feel that you would like to support our children with their reading but are unsure as to how you could do this; the school will hold 2 short workshops prior to the reading help starting for any volunteers who would like this. The dates of these will be confirmed in the response letter.

Yours sincerely,

Mrs. Turner

I / We would be interested in supporting reading in school.

Name(s)_____

Name(s)_____

I agree to have a List 99 check prior to helping in school.

I agree to complete the CRB check and to show the original certificate to school as soon as it is received.

The time(s) I am / we are available are (please initial):

	9-10	10-11	11.15-12.10	1.15-2.00	2.10-3.00
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					

I am available to start reading from _____

I would like to take part in a reading workshop prior to helping in school. Yes / No

I/ we can be contacted through _____ in class _____.