

September 2015

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. There are no criteria, rules or necessary skills required for reading with the children: simply your time to offer additional reading opportunities for our children.

In terms of 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 DBS check. Please note that there are no cost implications for the DBS 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 DBS check is complete school **must see** your original certificate and take a copy for our records. Whilst waiting for the return of the DBS 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, any previous surnames 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 DBS check.

**Please return the attached form no later than Friday 18<sup>th</sup> September 2015.** When the forms have been returned you will receive a letter of response asking you to see Mrs Carr or Mrs Shaw in the office to organise your List 99 check and in turn your DBS check. Once the List 99 check has been verified please see the class teacher noted on your form to arrange a date from which to start reading with the children.

If you have already have DBS clearance with the school or previously been a reading helper before you will be able to start as soon as it is convenient for you once a class is assigned.

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 please do not hesitate to speak with me. May I take this opportunity to reiterate that it is simply your time reading with the children, to foster their love of books and to support reading opportunities that we need.

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 DSB 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):

Please note that we do not place helpers in their own child's class or year group

**Reading Early Years**

	9-10.00	10.00-11.15	1.00-2.00	2.00-3.00
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				

**Reading Years 1-4**

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

I am / we are available to start reading from \_\_\_\_\_

I am / we are previously DBS cleared through the school  (please tick)

I/ we can be contacted through \_\_\_\_\_ in class \_\_\_\_\_.