



Archibald First School
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July 2023

Headteacher Mrs R Turner

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Reading Helpers 2023: An appeal for new and continued reading support for September 2023

Dear Parents and Carers,

We are keen to continue to work in collaboration with you as we enter our new school year in September 2023.

We are looking for adults (parents, carers 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, we will allocate each helper a year group to work with. If you are unable to make a session all we ask is that you let the class teacher know either directly or via the office.

New Reading Helper 2023: <https://forms.office.com/e/FguZ6GxyZD>

Reading Helper 2023 (previous helpers and current Archibald First School DBS holders):
<https://forms.office.com/e/4ZUGd63Xza>

Safeguarding Information

Safeguarding our children is especially 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 can provide a link to the electronic form which you are required to complete. You are then required to show an original copy of the necessary supporting documentation to the school office. Once the DBS check is complete, school **must see** your original certificate and take a copy of the DBS number 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.

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By offering to support in school and through submitting the online form 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.

The school will provide you with relevant policy and safeguarding information.

Please click on the relevant link by Friday 22nd September. School will then contact you ask you to organise your List 99 check and DBS check via the school office. Once the List 99 check has been verified, please see the class teacher allocated to you to arrange a date from which to start reading with the children.

If you 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. Via the above links, we will ask you to confirm that there have not been any changes in your circumstances since the date of your last DBS check.

Yours sincerely

Rebecca Turner

Headteacher

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