

Headteacher: Ms Harinder Rana

Together We Achieve

**We are looking
for volunteers!**



Wednesday 10th January 2018

Dear Parent/Carer,

We are often asked by parents and guardians whether or not we have helpers in school. The answer to that is yes! We really appreciate the extra help that our community can offer and welcome the support.

Who can help?

Anyone involved with the school, parents or relatives of pupils, including mums, dads, grandparents & governors.

Where will I be able to help?

It is our school policy to place regular volunteer helpers in a class that their own children are not in. This is to prevent any confidentiality issues and to avoid children being clingy or unsettled. From time to time teachers may ask for one off volunteers to assist with an activity, in this case they may decide that it is appropriate to allow helpers to work with their own children.

What will I do?

There are lots of ways you can help in school. What you will actually do depends on what is needed at the time and also on your own interests and skills. It may be listening to pupils read, helping with groups in the classroom, helping teachers with class displays etc. Whatever you do, you will get as much information and guidance as possible. However, we do have to be careful to ensure that the well-being of all pupils is our top priority. As a result, we will ensure that anyone helping in school will always be under the supervision of one of the teachers, who will let you know what we want you and the children to do. If you have specific skills which could be used in school, please note this on the slip below and we will try our best to use your time and skills in the most productive way possible.

What do I do if I want to help in School?

Fill in the slip on the next page and hand in to the school office. If you need help filling out the slip, please ask a member of staff in the office to help you. Tell us what you can offer the school whether it is a particular skill or simply time that you can offer to listen to pupils read.

How often will I be able to help?

That will be negotiated between you and the school e.g. once a week for an afternoon/morning for a term or longer.

I want to help so what happens when I have filled in the form?

We will be in touch to arrange a start date that suits you. You will also be invited in to meet with Ms Chaudhry our Family Support Officer for an induction.

We look forward to working with you.

Yours sincerely,

Ms Rana
Headteacher

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W: www.woodlands.ealing.sch.uk



Woodlands Academy, Hathaway Gardens, W13 0DH

Headteacher: Ms Harinder Rana

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Please return to the School Office. For the attention of: Ms H Chaudhry

Full Name: _____

Address: _____

Contact Telephone Number: _____

Email address: _____

Names of children & their classes: _____

Days and Times Available (Please tick days and write in times)

Monday	Tuesday	Wednesday	Thursday	Friday

- Would you prefer a regular time slot? Yes No
- Please detail any particular strengths/talents you have:

Please sign to say you have read and understood contents of the 'Visitors Code of Conduct & Behaviour Policy' which is available on the school website. You can also request a copy from the School Office.

Signature: _____