



Dear Parent/Carer,

Friday 13th September 2019

VOLUNTEER MEETINGS

Thursday 19th September @ 2pm

Friday 20th September @ 9.10am

Wednesday 2nd October @ 9.10am

Each year parents, carers and family members volunteer in school, helping in a variety of ways. This includes reading, small group work, cooking and attending visits to name but a few. This help makes a huge difference to the children's experience at Hampton Junior School and we are always keen to welcome the community into our school.

To ensure volunteers are deployed effectively and to reinforce our strong procedures around safeguarding, we require that all volunteers attend an annual volunteer meeting. These will be less than an hour but ensure all adults are clear about the expectations and requirements for volunteering at HJS.

Furthermore, good safeguarding practice insists that all adults working in an education setting have a relevant and recent DBS certificate. If you currently hold a DBS that was processed by HPP then this can still be used, however you must still attend a volunteer meeting.

If you **do not have a DBS**, or it is over 3 years old, you will be required to apply for one. As a school, we are happy to process a new DBS to parents that will support the school on a **regular basis**. To make this process quicker, please bring the following items of identification to the meeting:

For a new DBS application, 3 of the following will be required:

- *Passport **
- *Driving licence **
- *Birth or Marriage certificate*
- *Council Tax bill (within 12 months)*
- *Utility bill (within 3 months)*

*at least one Photographic I.D. is required for all applications

At the meeting, we will also issue you with the schools Volunteer policy, which will need to be read and signed.

I look forward to seeing you at the meeting and working with you throughout the academic year.

Yours sincerely,

Jon James
Head of School