



Fishbourne CE Primary School

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Headteacher: Mrs N Day MA (Ed)
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Dear Volunteer,



Thank you so much for expressing an interest in volunteering your time to support the children at Fishbourne Primary School with their learning. Volunteers in schools make a remarkable difference - they change children's lives! Choosing a book together, listening to readers and talking about books is an incredible gift that you can offer our children. Having time to support children, connecting with them, talking with them and really getting to know them as learners is rewarding and will leave you feeling you have made a difference!

Why are we looking for volunteers?

The disruptions to school life over the last two academic years have had a huge impact on children across the country. All children's learning, play and development has been interrupted in some way. Undoubtedly, there have been some children who will have benefited from learning alongside adults at home and having a wealth of opportunities while there are many other children who have not had such enriching experiences during lockdown and it is really important that we ensure we do all we can to support these children with getting back on track. The coming months and years will see the school working even more closely in partnership with parents and the wider community, to support the children with their learning.

Who are we looking for?

We are looking for adults who value learning and enjoy spending time with children who can consistently volunteer at least an hour a week to being in school. Ideally, we would like volunteers to be in school during the afternoon between 1.00pm and 2.30pm (followed by an opportunity to stay and share a cup of tea in the staffroom and debrief on your experiences with a member of our team).

Can I volunteer in the class with my child or grandchild?

Once we get a sense of the number of volunteers interested in getting involved we will be able to look to place our volunteers in appropriate classes. This won't necessarily be with your own children or grandchildren. We know some children thrive with parents and grandparents supporting their learning in school but every child is different and so this is something we will be able to talk about on an individual basis!

What will I be asked to do?

Initially your role will be to listen to children who are reading aloud, either by themselves or in very small groups. You will be aligned with a year group and work consistently with the same groups of children over time which will enable you to build up a rapport with them. Occasionally, you may be asked to work with a

small group on a simple task in which case the teacher will brief you on what you will be doing and may give you some notes to follow.

You may have a special gift that emerges during the time you spend with us and we may talk with you about how you could utilise this to make our school a better place to be - you may enjoy making displays, baking with groups of children, playing board games or many other activities that in time would greatly enrich school life.

How will we ensure you are ready to take on the role?

We are asking our volunteers to attend three key training sessions designed to support you in being an effective and confident volunteer in our school community. It's really important to us that we know we have done all we can to support you to support our children.

These sessions will take place on:

Wednesday 23rd June 10.00 - 11.00am: An introduction to volunteering

Wednesday 30th June 10.00 - 11.00am: Safeguarding children

Wednesday 7th July 10.00 - 11.00am: Listening to children read

I'm interested in volunteering, what happens next?

Brilliant news! The next step is to complete the application at the end of this letter. This includes several questions about why you would like to volunteer at our school, some basic information and two references who we will approach to ask about your suitability for a voluntary role at our school.

Do I need to have a DBS?

Yes, we seek Disclosure and Barring Service certificates for ALL adults who come into our school, including parents who volunteer their time in school and on school trips. We need to apply for a DBS certificate, this certificate will contain details of convictions and conditional cautions that are considered to be unspent under the terms of the Rehabilitation of Offenders Act (ROA) 1974. All volunteers working in schools need to have a DBS. In order to apply for this, you will need to provide the school with three original documents that we have to confirm that we have seen as part of this process. Information about which documents you can use is outlined here:

<https://www.gov.uk/guidance/documents-the-applicant-must-provide>

I would love to help but have pre-school aged children - is there any way I can help?

If we have enough interest, we may be able to organise a small crèche for pre-school aged children one afternoon a week. If you are in this position and would be interested in this provision, do let us know and we will see what we can do!

I've volunteered before, do I have to go through these steps?

We will be asking for all previous volunteers to renew their DBS certificates due to the extended period of time that the school has been closed to volunteers. We would warmly welcome you to join us for the training sessions as this may be a helpful way of getting involved again. If you have any questions relating to this, please don't hesitate to get in touch!

When can I get started?

We very much hope that we will be in a position to welcome you into school during the week beginning 13th September when we will warmly welcome you into our school community and show you the ropes! This will, of course, depend on the Covid-19 restrictions and will be subject to change.

I hope this letter has provided some valuable information which will help you reflect on whether this is something you would like to become involved in. If you have any further questions, please do not hesitate to give me a ring and I would be delighted to help further.

Please do return the slip enclosed as rapidly as you can and we will be in touch to make arrangements for the training sessions.

With every best wish and all our thanks, Naomi Day and team



Volunteering at Fishbourne Church of England Primary School

Fishbourne Church of England Primary School is committed to safeguarding and promoting the welfare of children and young people. We expect all those adults working and volunteering in the school to share this commitment.

Name	
Address	
Email address	
Home telephone number	
Mobile number	
Date of Birth	

Details of other voluntary work:

Name of organisation _____

Role carried out _____

Do you have any children or grandchildren who attend Fishbourne Primary? If so, please make a note of their names.

Why would you like to be a volunteer at Fishbourne Primary School?

What experiences have you had of working with primary aged children before?

What gifts do you think you can bring to our school community?

What commitment would you be able to make to volunteering at Fishbourne CE Primary?

References:

Please provide us with the name of a referee who should be someone who can comment on your suitability as a volunteer at our school. They will be asked to comment on your reliability, motivation, initiative and resourcefulness. Where possible, this should be from a previous employer or a professional. Where you are employed or engaged in volunteering activities elsewhere, this reference must be a senior person at that organisation. Please note that references will be sought as part of our volunteer checking process.

Name:

Address:

Email:

Telephone number:

- I have enclosed the documentation for my DBS Check.

I understand that any offer of volunteering opportunity is subject to relevant pre-checks including but not limited to satisfactory:

- verification of identify
- references
- DBS certificate

Signature: _____ Date: _____