

Dear Parents & Carers,

Parent Volunteers

We are very pleased to welcome to our school parents who wish to undertake a few hours of voluntary work per week. Activities that you could undertake include reading with children, maintaining the gardening area or accompanying on trips and journeys. It may be useful for you to note that when volunteering, you will not usually work in your children's classes.

We ask that you complete our application form which is available on the school website and return to the school office, either a paper version or by email to admin@west-acton.ealing.sch.uk

Applicants may be invited to a short, informal interview and, before beginning volunteering, we will apply for enhanced DBS clearance.

There will be opportunities to find out more about what happens and ask questions at a volunteer training session.

Key dates

- Please return your application form by **Friday 15th March**.
- If any interviews are necessary, these will take place in the week beginning **Monday 18th March**.
- The training session will take place on **Thursday 28th March at 2.15pm** which will be by invitation only.

We look forward to working with you.

Yours sincerely,

Ali Langston
Assistant Headteacher