

PRESTON MANOR SCHOOL

Upper School Site: Carlton Avenue East, Wembley, HA9 8NA
Head of Upper School: Mr. Tom Phillips
Email: info@preston-manor.com | Tel: 020 8385 4040

Lower School site: Princess Avenue (off Carlton Avenue East), Wembley, HA9 8LZ
Head of Lower School: Mr. Kevin Atkinson
Email: lowerschooladmin@preston-manor.com | Tel: 020 8385 4089



Executive Headteacher: Mr. Russell Denial | Website: www.preston-manor.com

Wednesday, 11th September 2024

Parent Volunteers 2024-25

Dear Parents/Carers,

We are hoping to recruit more parent volunteers to support the children with :

- reading and spelling activities [this is a priority this year]
- 1 to 1 writing and Maths support
- small group support in all subjects

If you are able to spare half a day a week, or more:

1. Have a discussion with Ms Siddique first.
2. Complete a Volunteer Application Form. You can collect the pack from the office.
3. Read the Volunteer Helpers Policy, Safer Recruitment Policy and Child Protection Policy.
4. Complete the Criminal Records Declaration Form.
5. Arrange an appointment with the HR Department [ask for Mrs. R. Baig] **at the upper school** to take your completed application form, Criminal Records Declaration Form and proofs of identity.
6. A vetting and barring check will be carried out [DBS]. You will receive an email link to complete this online.
7. When you receive the hard copy of the DBS through the post, please make an appointment with the HR Department [ask for Mrs. R. Baig] **at the Upper School**. HR will record the number and inform me.
8. I will arrange a short meeting with you to review your application **at the lower school** and confirm which year group and which day/s you would like to volunteer, if applicable.
9. We will complete a Protocol form and discuss General Safety before you will be able to start volunteering.

If you are at college training to be a teaching assistant and would like a placement, please complete the same forms above. I may be able to place you in a year group different to your child.

If you would like further information on volunteering at the Lower School, please do not hesitate to contact me at q.siddique@preston-manor.com. I will get back to you as soon as I can.

If you would like the forms to be emailed to you, please email me at the address above.

I look forward to working with you.

Yours sincerely,

Qudsia Siddique
Deputy Head of the Lower School