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Sandfield Primary School

Volunteer Application Pack

**Everyone is welcome, everyone belongs and everyone is important**

Dear Volunteer,

Thank you for your interest in volunteering at Sandfield Primary School.

We welcome all the support volunteers are able to give. We do our best to make our volunteers feel valued and ensure that they enjoy the experience.

Prior to you becoming a volunteer in the school, we would need to talk to you about what you want to do and how your skills could further improve the school. To give you an idea of what is expected please note the steps below:

# APPLYING TO BE A VOLUNTEER

* You will need to complete a volunteer form and signed consent agreeing that you will operate within the school’s Volunteer Code of Conduct, please click [**here>>**](https://forms.office.com/e/ntVGfKM8f7). Please be advised that any information received from you will be held in the school records. The information will be used to identify how best we can use your skills and also to highlight any assistance you may require whilst volunteering. This also covers anything else we are required to do by law.
* You will need to complete an enhanced DBS background check.
* You will be invited to meet with the Headteacher to discuss your reasons for wanting to be a volunteer and what you are able to do. The Senior Admin Officer will give you a tour of the school and introduce you to members of staff that you will be volunteering with. You will be provided with and given details of the school policies and procedures.
* After your meeting with the Headteacher you will be contacted with details of a start date for your volunteering and who you will be working with.

Please note that we are not always able to meet the needs of all those wanting to volunteer with us. However, where we are unable to offer a volunteering role we will suggest other ways in which you can help the school.

# COMPLETING THE APPLICATION FORM

Before you complete the application form and meet with the Headteacher, you should consider what it is that you would like to do, and what specific skills you have. For example, if you have good knowledge and experience of working with computer systems you might consider volunteering to assist the school in improving its IT services. Or if you’re good at maths you could volunteer to provide additional support in maths classes.

# WHAT IS EXPECTED

Volunteers have an important role to play and are an essential part of our school community. Therefore it is important to know how much time you can commit and the days you are available to work with us. We understand that people have busy lives and you may not always be able to commit to the days or times you have previously agreed. Where this is the case, we would ask that you give the school advance notice so that alternate arrangements can be made. The school’s contact details are on our website. You can speak to a member of staff that you normally deal with, or leave a message at the school office.

# WHAT ELSE ARE YOU ABLE TO DO

We want volunteers to understand what a really important part of the school community they are. Also if you are considering working in education full time, becoming a volunteer is an excellent way to understand the life of a school and what it is like to work with children. However, if you are able to do more, you might also want to consider becoming a member of the Governing Body or even donating to the school. If you are interested in receiving more information on how to get involved in other activities please contact us.

Thank you once again for offering to volunteer, please complete your application [**here>>**](https://forms.office.com/e/28iKUJKKP7)

For any further information, please contact Mrs Helen Elliott, Assistant School Business Manager, and we look forward to receiving your application.

With kind regards

Yours sincerely,

Mrs Kate Collins

Headteacher