

# Kingsway Infant School

North Approach, Watford, Hertfordshire WD25 0ES.

Headteacher: Mrs Caroline T-Walmsley

Deputy Head: Miss Donna Byrne

Telephone: 01923 675005

Email: admin@kingsway.herts.sch.uk



13<sup>th</sup> January 2014

Dear Parents and Carers,

## Volunteer Helper Induction Meeting

Many parents enjoy helping out in our school. You can help in the classroom with various activities: in the library changing books, listening to children read and changing their reading books, swimming and school trips. As well as having DBS clearance you will need to have attended an Induction Meeting **before** helping in school.

I will be holding an Induction Meeting for parents who have not helped in school before but would like to do so now or in the near future. The meeting will be held on Thursday 23<sup>rd</sup> January 2014 at 2.30 pm and will last for approximately 30 minutes. I will cover induction training for Child Protection and Health and Safety issues, this should help deal with any situations that may arise from your time in school. DBS check application forms will be given out at the meeting.

If you are thinking about helping in school and can attend the meeting I would be grateful if you would let me know by completing the slip below.

Yours sincerely

*Fiona Mannering*

Fiona Mannering  
**School Business Manager**

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## KINGSWAY INFANT SCHOOL



I would like to attend the Volunteer Induction Meeting on Thursday 23<sup>rd</sup> January 2014 at 2.30pm.

Name.....

Name of child .....

Class .....

Signature.....

Date .....

*Please return to Ms. Mannering*



working in partnership to promote  
excellence in teacher education



Every Child Matters