

Archibald First School
Archibald Street
Gosforth
Newcastle upon Tyne
NE3 1EB

Headteacher **Mrs R Turner**

0191 285 1957
admin@archibald.newcastle.sch.uk
www.archibaldfirstschool.org.uk

An early appeal for new and continued reading support for September 2021

Dear Parents and Carers,

Reading can be such an enjoyable activity for everyone, and we are looking for adults (parents and grandparents) to support reading throughout our school. Any help would be much appreciated - this could be an hour a week or fortnightly, on any day and at any time. There are no criteria, rules or necessary skills required for reading with the children: simply your time to offer additional reading opportunities for our children.

In terms of time, if you could commit to a set time each week this would be great. Once we have gathered all the names of those who can help, we will allocate each helper a year group to work with. If you are unable to make a session all we ask is that you let the class teacher know either directly or via the office.

As I am sure you understand the safeguarding our children is especially important. For this reason, all visitors into school who will be working with the children **must** have a DBS check. Please note that there are no cost implications for the DBS process. School can provide the forms which you are required to complete and return to school with all the necessary documentation. Once the DBS check is complete, school **must see** your original certificate and take a copy for our records.

Whilst waiting for the return of the DBS Certificate (it can take some time) we are able to complete an initial List 99 check. This would mean that you could start helping in school whilst waiting for your certificate. For a List 99 check all we require is your full name, any previous surnames and date of birth.

By offering to support the reading in school and through returning the form below you will be agreeing to undergo a List 99 prior to starting at school as a reading helper and to submitting the completed forms for a DBS check.

Please return the attached form via email to admin@archibald.newcastle.sch.uk no later than Friday 17th September 2021. When the forms have been returned you will receive a letter of response asking you to see Mrs Carr in the office to organise your List 99 check and in turn your DBS check. Once the List 99 check has been verified, please see the class teacher noted on your form to arrange a date from which to start reading with the children.

If you have already had DBS clearance with the school or previously been a reading helper before you will be able to start as soon as it is convenient for you once a class is assigned.

We hope to begin with reading helpers from week 3 or 4 of the autumn term providing updated guidance for schools permits this and our ongoing risk assessment supports visitors into school.

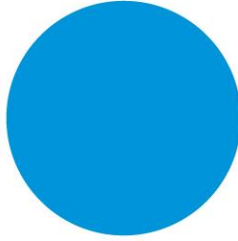
Finally, if you feel that you would like to support our children with their reading but are unsure as to how you could do this, please do not hesitate to speak with me. May I take this opportunity to reiterate that it is simply your time reading with the children, to foster their love of books and to support reading opportunities that we need.

Yours sincerely

Mrs. Turner

Having fun, achieving excellence.

Successful learners. **Confident individuals.** **Responsible citizens.**



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Part A: Previous Helpers

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I / we would like to continue supporting reading at Archibald from September 2021.

Name _____ Name _____

I am / we are previously DBS cleared through the school (please tick)

New Helpers

I / We would be interested in supporting reading in school from September 2021.

Name _____ Name _____

I agree to have a List 99 check prior to helping in school.

I agree to complete the DSB check and to show the original certificate to school as soon as it is received.

Part B ALL helpers

The time(s) I am / we are available are (please initial):

Please note that we do not place helpers in their own child's class or year group

| | 9-10.00 | 10.00-11.15 | 1.00-2.00 | 2.10-3.10 |
|-----------|---------|-------------|-----------|-----------|
| Monday | | | | |
| Tuesday | | | | |
| Wednesday | | | | |
| Thursday | | | | |
| Friday | | | | |

I am / we are available to start reading from _____

I / we can be contacted through _____ in class _____.

Safety Precautions

It is our intention that reading helpers will work with either one class only or a group of named children.

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