



St Mark's C.E. Primary School

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Hampshire
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Website: www.stmarkscofe.co.uk

Executive Headteacher: Mrs Clare Wright

19th September 2025

Dear Parents/carers,

PARENT/CARER VOLUNTEERS IN SCHOOL

Last year, at St Mark's, we had several family members coming in to school as volunteers. We were really grateful to them for supporting our children and they will hopefully continue helping in the same way this year!

We would really like to invite any new parents/carers/grandparents into school to help us. This could be with: supporting particular projects that you might have an expertise in; helping on trips; hearing readers; helping times tables practise etc.

In line with advice from the compliance team from The Prospect Trust, below outlines what the process is if you would like to become a regular volunteer in school:

- **Short informal meeting with the School**
- **Volunteer enhanced DBS check**
 - Parent volunteers will need to please complete a short 5 minute online DBS application form, and then to bring in 3 forms of ID to complete the application.
 - There is no cost for the DBS check.
- **Two character references**
- **Online safeguarding training**
Training can be completed remotely via any smart phone or device.

If this volunteering role is something you'd like to pursue, please can you email the main office (adminoffice@st-marks.hants.sch.uk) for my attention and then we can get the process started.

Thank you as always for your continued support.

Yours sincerely,

Rachel Jones
Deputy Headteacher and Designated Safeguarding Leader