

[Date]

Letter for volunteers

Dear [volunteer]

Thank you for expressing interest in working at the school. The school welcomes volunteers who we believe have an important role to play in supporting our professional colleagues and enriching the education of our students with their time and expertise as well as acting as excellent role models.

We believe the role of being a volunteer can be extremely rewarding and offers benefits to the volunteer as well as the school. Being a volunteer might suit someone who has retired, someone who has had time out of a career and wants to ease their way back in to a working environment or simply someone who wants to contribute positively to the education of young people in a stimulating and outward looking environment. We would welcome volunteers to cover a wide range of the school's activities including administration, student support and event management.

On appointment, volunteers will be welcomed into the 'Anglo family' alongside professional colleagues. Please find enclosed a brief job description, an application form and a memorandum of understanding that we would ask you to read carefully. If you wish to submit an application to join our volunteer team, please enclose the completed application form together with a brief letter of application and a CV which summarises your professional and/or volunteering career. Your letter should state clearly why you would like to volunteer and what skills you have that would be of benefit to the school, staff and students. The amount of time you can commit is less important than you being able to make a regular commitment each week or each fortnight.

On receipt of the application form and a letter of application you will be invited to interview with a senior member of staff and relevant colleagues.

We look forward to hearing from you.

Yours sincerely

Mr D A Barrs/Mrs J M Gee
Headteachers