Dear Parents and Carers,

I write to you as part of our ongoing review of processes and procedures at St Columba’s, and as part of our requirements as a Brisbane Catholic Education School.

Many of our parents and carers act as volunteers within our school, at different points in time during the year. It may be helping with literacy or numeracy rotations, listening to students read, going on camp or assisting with excursions. We value the time that you give to us when you undertake these roles. As part of coordinating our volunteers, we need to create a Register of Volunteers. We also need to provide all our volunteers with important information to support their role in our school.

To this end, please find attached a pack of information to support your role as a volunteer in our school. Included is:

- School Volunteer Register Sheet – to complete, sign and return to the school office;
- The Brisbane Catholic Education Statement of Principles – to read;
- The Volunteer Code of Conduct – to read;
- The Student Protection Handbook for Volunteers – to read.

Please note, I have included two copies of the School Volunteer Register Sheet should more than one member of your family wish to volunteer at any point in time. Additional copies of this page will be available on our school web site, together with the other documents, within the next week.

Completing this documentation is essentially a ‘one off’, in that once you have signed and returned the School Volunteer Register Sheet to school, you will not be required to do it again, It will hold over for each time you volunteer.

For families new to our school, who feel they may like to be a volunteer (in any capacity whatsoever in their family’s time with us), completing this paperwork registration is a requirement of volunteering. My request to you is that you return the completed School Volunteer Register Sheet to the school office as soon as possible, but no later than Friday, 16th November. This will enable us to process it before the new school year commences. We will keep additional packs at the school office, in the event that parents or carers need to register after this date.

Thank you, in anticipation of your assistance with matter. We value the role our volunteers play at St Columba’s and seek to support everyone in undertaking this role.

Yours Sincerely,

Margo Carwardine
Assistant Principal