



18 October 2019

Dear Parents and Caregivers,

During the week 24<sup>th</sup> February – 28<sup>th</sup> February 2020, all Southwell students will be involved in a comprehensive and rewarding outdoor education experience.

In Camp Week, the Year 1 & 2 children will be involved in a variety of activities and day trips (destinations to be advised closer to the time). Those parents who would like to be parent helpers will be required to be Police Vetted.

Acceptance for helping on day trips during camp week will be dependent on having a clean Police Vet. However, it takes at least eight weeks to clear so we will process the camp applications from parents as we receive them. Should there be a problem with the Police Vet, we will contact parents discreetly and confidentially.

We encourage you to complete this process if you are thinking of helping.

If you have more than one child at Southwell, you may indicate a second preference to attend another camp on the attached form in the event that you are not selected to attend this camp.

When returning the form, you will need to bring **two forms** of current identification. One must have a photograph on it (e.g. Passport, Driver's Licence, Firearms Licence).

**The identification and the completed form can only be brought to the school office by the parent making the request to join camp** (i.e. you cannot send the form to school with a student).

If there are any queries regarding the Police Vet process please contact the Headmaster, Jason Speedy.

CHECKLIST OF WHAT YOU NEED TO BRING TO THE SCHOOL OFFICE:

- Completed offer of assistance form
- Completed Police vetting form
- Two forms of current identification (one that is photographic)

**TO BE CONSIDERED AS A PARENT HELPER - PLEASE RETURN THE COMPLETED FORM TO THE SCHOOL OFFICE NO LATER THAN MONDAY 11TH NOVEMBER 2019.**

Yours sincerely

Carmel King  
Year 1 & 2 Dean

**OFFER OF ASSISTANCE FORM  
YEAR 1 & 2  
24<sup>h</sup> February – 28<sup>th</sup> February 2020**

**NAME:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

**CHILD'S NAME:** \_\_\_\_\_

- I wish to express my interest to be a parent helper during camp week.
- I have completed a Police Vet Form (attached)
- I have completed a Police Vet Form for Southwell School within the last two years.

All applicants will be notified early next year, conditional on Police Vetting, if your application to attend day trips has been successful.

**If I am not selected to attend this camp, I would like to be considered for the following camp as my second preference:**

**Childs Name:** \_\_\_\_\_ **Camp:** \_\_\_\_\_

Office use only:

PV Rec'd

PV Current

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