## Appendix 4

## Volunteers – The Secret Ingredient

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Thank you for offering to be a volunteer at our school. You are about to become one of the most valued members of our school community. We know that you have volunteered so that you can make a difference in the lives of our students, however, while you are here, please feel free to make yourself a cup of tea or coffee, have lunch or morning tea with the staff and make yourself at home.

We will always try to put you into the same class each week, however, if some students are away, we will move you into a new setting to make sure that you are used where you are needed. Please let us know if this doesn’t suit you as we can make adjustments as we go.

We really want to create a first rate volunteer program. To help achieve this, we would appreciate it if you could communicate any concerns or ideas for improvement, as you have a unique perspective and bring new ideas into our school. You can provide feedback in 3 ways.

1. Talk to a staff member or principal
2. Use the feedback sheet by the visitors’ book
3. Email us at (insert school email)

If you are going away or are not able to come on a particular day, it helps us to plan if you phone or email to help us with our organisation.

Thanks again for you time, skills and energy.

Sheryl Bruffey