

November 2015

Dear Parent

I am writing to advise that your son/daughter has offered to act as a volunteer at a Christmas shopping event on Thursday 19th November 2015 in Uxbridge High Street. During the day they will be assisting elderly people to do their Christmas shopping. The event has been organised by the town center minister and we are one of several secondary schools that have been asked to assist on the day.

Students have been provided with full details of how the day will run. However, for your information, students are expected to attend registration as normal at 8.40am. Students will then leave school at 9.15am, accompanied by a member of staff from Uxbridge High School, to attend a briefing at St Margaret's Church, Windsor Street, Uxbridge for 9.45am. The briefing will include an itinerary for the day and guidance on how to use mobility equipment safely.

Volunteers must be willing to observe any specific instructions given to them on the day in order to protect themselves and the elderly person that they are looking after. Instructions will include:

- A request not to handle money or credit cards on behalf of their guest.
- An expectation that mobility equipment will be returned to Shop mobility at the end of the day.

After assisting the guests with their shopping, volunteers will take them to the Middlesex Suite at Uxbridge Civic Centre for a Christmas Lunch. Everyone, including volunteers and accompanying staff, will be treated to a meal.

As the students will be outside a lot of the time whilst assisting with the shopping, they are advised to wear warm appropriate clothing, but maintaining their smart business-wear attire. We expect the day to finish by 2.30pm and everyone will receive a certificate to show that they have participated in this important event.

If you happy for your daughter/son to participate in the above event please fill out the attached slip and return to Mrs Le-Gall by Friday 13th November.

Yours sincerely

Mrs A Le-Gall
Sixth Form Guidance Leader



UXBRIDGE HIGH SCHOOL

Return to: Mrs A Le-Gall

I give my permission for (NAME) _____ of (Form Group) _____ to attend and assist at the Christmas Shopping on Thursday 19th November 2015, in Uxbridge High Street

I give my permission for my child to be given first aid or urgent medical treatment during any school trip or activity.

ANY SPECIAL MEDICAL OR DIETARY REQUIREMENTS:

If your child suffers from Asthma please ensure that the appropriate medication is provided. **If there are any medical reasons why your child may not participate in any of the planned activities please inform the trip co-ordinator.**

EMERGENCY CONTACT DETAILS:

NAME: _____

HOME NUMBER: _____

MOBILE NUMBER: _____

PARENT SIGNATURE: _____

Dated: _____