



# Palmerston Public School

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***"Be the BEST That You Can Be"***  
***"Fais de ton mieux"***

***D. Hale***  
***Principal***

***H. Dyer***  
***Vice-Principal***

January 16, 2023

Dear Parent/Guardian:

## **Regarding: Policy 205 – Volunteers in School**

It is the policy of the Upper Grand District School Board to encourage and welcome the involvement of community and parent volunteers. Volunteers enhance learning opportunities for students as well as contribute to a positive school climate.

Volunteers are expected to do their part in ensuring a safe and inclusive learning and working environment for all students, staff and community members regardless of age, ancestry, colour, race, citizenship, ethnic origin, place of origin, creed, disability, family status, marital status, gender identity, gender expression, socio-economic status, employment, housing, sex, and sexual orientation.

Moving forward, any volunteers that are in our school and/or working with children on any field trip/activity are required to have a vulnerable sector check. The following steps are required to complete this process.

1. Contact the school to obtain a formal letter to accompany your Vulnerable Sector Check application
2. Complete the Vulnerable Sector Check application online at the following link [www.opp.ca/recordchecks](http://www.opp.ca/recordchecks)
3. Obtain and complete the Volunteer Application (form 205-1) found on our school website or by requesting a copy from the school office.
4. Submit your completed Volunteer Application and Vulnerable Sector Check to the school office. (original Vulnerable Sector Check must be provided to the office)
5. The last step will be to sign a 205-2 form that will be available at the school office.

These changes have been made recently by our trustees. We are so appreciative of our volunteers and hope that we will continue to have lots of eager adult volunteers working with our students.

If you have any questions, please contact us at the school.

Darren Hale  
Principal

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