



Ormiston Victory Academy

Ormiston Victory Academy
Middleton Crescent, Costessey, Norwich, NR5 0PX

Tel: 01603 742310

Fax: 01603 741875

Email: info@ormistonvictoryacademy.co.uk

26th June 2017

Dear Sir/Madam,

Could You Support Reading With a Year 7 Student at Ormiston Victory Academy?

At Ormiston Victory Academy, we are committed to ensuring every child leaves us with an outstanding set of qualifications in preparation for further study and the world of work. From the start of every child's education with us, it is imperative that we offer as many opportunities for success as possible.

We know that in order for children to achieve this, they may need further support in reading and communication skills, referred to in the press as 'literacy'. **With this in mind, we would like to hear from anyone who would be prepared to give up time during term-time weeks on a voluntary basis.**

To start, we plan to run the sessions during Year 7 English lessons **between 1.45pm and 2.45pm on Mondays and Wednesdays; we are looking for volunteers for either session.**

As Literacy Co-ordinator, I will be involved in the selection of students and Mrs Cole, our Higher Level Teaching Assistant for English, will select the appropriate pairs of books based on the children's current reading ability. Families of the children involved will, of course, be informed of this new support structure.

If you would like to volunteer to help, you will need to complete an academy application form (so we have your details on file) and a DBS check (Disclosure and Barring Service). **As part of our duty to safeguard every child and adult in our care, we will only be able to use volunteers with a full and clear DBS return.** Depending on the volume of strong applicants, we may need to select volunteers through a short, informal interview process.

A GCSE qualification, or equivalent, in English would be useful, but it is not essential. The act of listening with interest to a child read will help enormously to build confidence! If you would like to visit the library and discuss the choice of books with Mrs Cole before agreeing to help, please feel free to arrange this with me.

To summarise:

- 1. Ensure that you are free between 1.45pm and 2.45pm each Monday or Wednesday during term time (for one half-term in the first instance).**
- 2. Complete an application form and DBS information to enable this to be completed.**
- 3. Contact me if you would like to review the range of books which will be used in the project**



Ormiston Victory Academy

Ormiston Victory Academy
Middleton Crescent, Costessey, Norwich, NR5 0PX

Tel: 01603 742310

Fax: 01603 741875

Email: info@ormistonvictoryacademy.co.uk

Please do not hesitate to contact me if you would like to discuss this new and exciting project in more depth.

Thank you for your support of Ormiston Victory Academy – I look forward to hearing from you.

With kind regards,

Josephine Parnell

Literacy Co-ordinator

Ormiston Victory Academy

Email: j.parnell@ormistonvictoryacademy.co.uk