

23 March, 2017

Dear Parents and Caregivers

The school is currently updating the Working with Children Check (WWCC) clearance details for volunteers and Contractors working in the school on a regular basis.

Please provide an updated authorised volunteer and / or contractor list to the front office by Friday 7th April 2017.

This list must include

- Volunteers' / contractors full name and date of birth
- WWCC clearance number

Thank you in advance for your assistance re this matter.

Yours
Donna Harris

Principal

School Name	Volunteers Name	Role	Date of Birth	Primary Email Address	Mobile number	WWC Number