

# GREEK LANGUAGE EDUCATIONAL ESTABLISHMENT OF HERTFORDSHIRE

## GREEK SCHOOL OF POTTERS BAR

Located at:  
Oakmere J.M.I. School  
Chace Avenue  
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September 2009

Dear Parents,

Firstly may I take this opportunity to welcome you all to the start of the new academic year 2009-10, it is good to see all the familiar faces and lovely to welcome some of our new additions.

Many of you will be aware that alongside the Schools Committee we have a very successful and supportive School Action Group. This is made up of an additional group of parents who want to offer some time to help with the smooth running of the school but whose time may be limited.

They play a very important part in the running of the school and primarily take responsibility for the children's tuck shop and security officers for the lower building, and also occasionally get involved with other events held during school year.

Security Officers were put in place at the request of you the parents in order to ensure the younger children were unable to exit the lower school building unsupervised. However, in order to ensure this request is fulfilled we do require parent volunteers.

Therefore, I am writing to you once again to ask for volunteers to join the School Action Group. Whether you are only available for 1 Saturday in the school year or able to offer more time, I urge you to please complete the attached form and return it to either myself or Melani Lazouras the Chairperson of the School Action Group. Alternatively should you wish to discuss this further please do not hesitate to contact either Melanie on 07985 581 715 or myself on 07789 938 050.

If your name is already on the list from last year would you please contact Melani to confirm that you are still available so that your name can be included in the new rota for this term.

Once again I thank you for your time and look forward to working with you.

Yours faithfully,

A handwritten signature in cursive script that reads 'Vassoulla Aristotelous'.

Vassoulla Aristotelous (Chairperson)

**SCHOOL ACTION GROUP**

Name(s):

.....  
.....

Telephone numbers:

H.....W.....M.....

Email address (es):

.....  
.....

Child/Children's class:

.....

(Please delete)

I can/cannot offer a little of my time as a School Action Group member.

I can/cannot offer a little of my time solely as a security officer\*/tuck shop assistant\*\*.

Not at present - please approach me/us in.....months.

Notes:

- \* 2.15pm to 5pm, average once a term\*\*\*; plus help with tuck shop 3.15pm to 3.40pm
- \*\* set up tuck shop @ 3pm: tuck shop 3.15pm to 3.40pm; clear away, count takings till 4pm; average once a term\*\*\*
- \*\*\* dependent on the number of volunteers in the group

September 09