

**St. Thomas More Catholic Primary School**

South Road, Saffron Walden, Essex. CB11 3DW

HEADTEACHER: Mrs. M.J. Hall M.Phil

[www.stmsw.co.uk](http://www.stmsw.co.uk)



Dear Parent,

As you may be aware any person working with children must undergo a check by the Disclosure and Barring Service. Therefore, if you would like to help in class or on school trips you are required to complete an online application form. To enable me to start this process I will need to see evidence e.g. passport, driving licence and at least two other documents (bank or credit card statements/utility bills) in your name and address which are no more than two months old.

The school is charged an administration fee of £18.00 for each application and we ask parents to contribute towards this.

Yours sincerely,

Anna Davies  
Business Manager