

Lord Asquith School



To Empower a Community of Learners by Pursuing Success for All

October 28, 2013

Dear Volunteers,

We are incredibly grateful for your willingness to support our academic and extracurricular activities at Lord Asquith School. Your contributions are a huge part of what makes our school successful. We have been going through our files and we noticed that either your 501 is out of date or you have not submitted an 807. Please see the descriptions below to see which of the two applies to you. To make things easier, we have enclosed the necessary forms and a letter to the RCMP so that your criminal records check will be free.

Policy 501 – Criminal Records Check

You will require a criminal records check if:

- Any person who is a non-parent and is acting as a volunteer for school sponsored activities in PSSD
- You are acting as a volunteer for school sponsored activities that have direct or sole responsibility for providing supervision of students
- Any person acting as a volunteer for school sponsored overnight activities.

Please be aware you have a duty to report any criminal offense you incur during the times in which you want your criminal records check to be active.

Policy 807 – Private Vehicle Authorization

- If you are driving a private vehicle for a school function where you will be carrying anyone *other* than your own child you need to complete Policy 807.
- The key to Policy 807 is that you need to have \$2,000,000 liability coverage.

Once again, we thank you for completing these forms. You will only need to fill out the Private Vehicle Authorization *once* a year and the Criminal Records Check once every *two* years. Thank you for your continued support and if you have any questions at all as to your specific circumstances, please contact me at the school and I would be happy to answer any questions you have.

Thank you for your help!


Leanne Gruending

Principal: Leanne Gruending

Vice-Principal: Michael Karras

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To Whom It May Concern:

Please provide a Criminal Record Check for the individual that is presenting this letter to you who is a parent, grandparent or guardian of a student in our school for the purposes of driving students, including but not limited to his/her own, to and from extracurricular activities. It is our understanding that there is no charge for this request.

Thank you,

A handwritten signature in black ink, appearing to read 'Leanne Gruending', written over a circular stamp or watermark.

Leanne Gruending
Principal
Lord Asquith School