



IBSTOCK PLACE SCHOOL
Clarence Lane, Roehampton, London SW15 5PY

Dear xxxxxxxx

Name of applicant has applied for the position of a Parent Helper at Ibstock Place School and has given your name as a referee. I should be grateful if you could complete the attached reference form and return to me as soon as you are able.

In compliance with guidelines we are obliged to ask you a number of detailed questions relating to xxxxx's suitability for working with children.

If you would like to send your reply by fax or email the details are as follows:-

- Fax: 020 8878 4897
- E-mail: alucock@ibstockplaceschool.co.uk

Thank you for your help and assistance in this matter and we look forward to hearing from you shortly.

Yours sincerely

Amy Lucock
Finance Assistant



IBSTOCK PLACE SCHOOL - PARENT HELPERS

Confidential reference for *****

CONTACT DETAILS OF REFEREE

Name:

Address:

Telephone Number:

E-Mail Address:

BACKGROUND

How long have you known the candidate and in what capacity?

Is the candidate suitable to work in an environment with direct access to children?

Any additional comments:

I know of no complaints relating to ***** and of no reason why the candidate should not work with children.

Signed:

Date: