



Shacklewell Primary School
Shacklewell Row, London E8 2EA
Telephone: 0207 254 1415

swoffice@newwavefederation.co.uk
Executive Headteacher: Ms Nicole Reid
Headteacher: Mr Matthew Trahair

Monday 28th September 2026

Dear Shacklewell Families,

Re: Shacklewell Families Recruitment

I am writing to share an important message on behalf of Leanne and Talipha, the co-chairs of our staff-parent association, **Shacklewell Families**.

To keep our vibrant school events running and continue raising vital funds for our children, the team urgently needs new recruits to step forward. Without additional support, we risk losing our larger events and the essential funding they bring to the school. We also risk losing the invaluable knowledge and experience built up over recent years, before current parent organisers see their children graduate and leave Shacklewell.

Shacklewell Families are specifically looking to fill the following key roles:

- **2 x Co-Chairs:** Work directly with the school leadership to agree on event dates and funding priorities. Oversee the coordination of activities, event logistics, volunteer management, and risk assessments.
- **1 x Secretary:** Help keep the team organised by managing communications, agendas, and meeting notes.
- **1 x Co-Treasurer:** Work alongside the current team to manage annual financial reporting. This role requires flexibility around event dates for cash counts, bank deposits, and routine visits to the bank.
- **General Volunteers:** We also welcome anyone who would like to contribute in any capacity, no matter how much or how little time you can offer.

If you are curious to learn more about how you can support our school community, please drop in to one of the upcoming information sessions:

- **Thursday, 1st October at 9:00 AM**
- **Friday, 2nd October at 3:00 PM**

If you cannot attend either session but would still like to get involved or ask a few questions, please reach out directly to Leanne and Talipha via email at shacklewellfamilies@gmail.com. There is also a slide deck being shared alongside this letter with further information.

Our community thrives because of the generosity and dedication of our parents and carers. Thank you in advance for considering how you might lend a hand to protect these wonderful events for our children.

Warm regards,

A handwritten signature in black ink, reading "MTrahair". The letters are cursive and connected, with a stylized 'M' and 'T'.

Matthew Trahair
Headteacher