



Our ref: MDB/VP

March 2018

Dear Parents / Guardians,

**Re: Student Receptionists**

We aim, in Year 7, to give our students a greater responsibility in the school and to make them more aware of the community of which we are a part. Developing communication skills and raising confidence levels is important in developing a well-rounded student. To this end, all Year 7 students are given the responsibility of working as student receptionists on at least one occasion at some point over the next two terms or in the next academic year. They work under the supervision of the School Receptionist and carry out simple tasks such as welcoming visitors to the school and taking messages to students. Most students thoroughly enjoy this opportunity to become more involved in the school community.

All student receptionists are given clear instructions by the School Receptionist, Mrs Vincent, of the expectations of the role and school work is provided in case there are moments of quietness, although students are usually kept busy throughout the day. Students should also ensure they have a reading book with them. Students would not be asked to be on reception duty if an assessment is planned for that day.

Please do not hesitate to contact me at the school if you would like more details of the role of student receptionists. I can be reached via the main switchboard or by e-mail at [blacklerd@ridgewayschool.com](mailto:blacklerd@ridgewayschool.com).

Yours sincerely

Miss M D Blackler  
Pastoral Leader

