



Haygrove School

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www.haygroveschool.co.uk
Headteacher – Mrs K Canham, BA (Hons), MA



Our Ref:T:\WP\Pastoral\Reception\Student Receptionist letter - 2017 - 2018.doc

Dear Parents/Carers

I am writing to inform you that Haygrove operates a system of ‘student receptionists’. Students in Year 8 will take their turn on a rota basis to spend a school day in the reception area to carry out tasks, which may include taking messages to students and staff in lessons. When not helping with specific tasks, the students will complete tasks set by their subject teachers.

Many schools operate such a system and report that it helps students to develop confidence and responsibility and encourages an active contribution to the school community.

Please sign the slip below to acknowledge receipt of this letter and to indicate that you are happy to give permission for your son/daughter to spend a day as a ‘receptionist’. Please return the slip to Reception.

Yours sincerely

K.M. Canham

Mrs K Canham
Headteacher

Haygrove School reply slip for Year 8 Receptionists Please return to Reception

Student Name:..... Tutor Group:.....

I give/do not give permission for my child to spend the day as a receptionist.

Signed:.....(Parent/carer) Date:.....

Print name:.....



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