**Dear Parents/Carers, 3rd September 2025**

**Re: Year 8 Student Receptionist Experience**

As part of our commitment to developing students’ confidence, communication skills, and understanding of the wider school community, we are pleased to offer Year 8 pupils the opportunity to take part in a **Student Receptionist Experience Day**.

On their allocated day, your child will spend time at the school’s main reception, undertaking a variety of supervised tasks. These may include:

* Welcoming visitors and assisting with sign-in procedures
* Making internal phone calls
* Delivering messages to staff and students
* Supporting with basic administrative duties and school-based tasks
* Observing the day-to-day operations of the school office

This initiative is designed to help students build valuable life skills such as professionalism, teamwork, and responsibility in a real-world setting. They will be supported throughout the day by our reception staff and pastoral team to ensure a positive and enriching experience.

We kindly ask for your support in encouraging your child to approach this opportunity with enthusiasm and maturity. They will have careers related learning task to complete during the day.

Yours faithfully,



Mrs M Whiteley

Careers and Work Experience Co-ordinator