

22 March 2019

Dear Parent/Carer

Re: Student Receptionist Work Experience

During next term Year 8 students will get the opportunity to work for one day as a student receptionist. This is part of our work experience programme and is intended to encourage students to learn new skills and take on responsibilities.

Every day will be different, and may include some of the following duties:

- Delivering messages and items to staff and students
- Reprographics
- Checking stock
- Making refreshments
- Showing visitors around our school

Students will collect their work at the beginning of each lesson, and complete it during the quieter times at the reception desk.

I believe this will prove to be a positive initiative for the students and staff involved. However, if you have any queries regarding this opportunity or would prefer your child not to take part, please contact me by email mtrigg@bestacademies.org.uk

Yours sincerely,



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