

12 December 2011

Dear Parent/Carer

Re: Year 8 Reception Duty

I am writing to inform you of a new whole school initiative that will be starting at Beaumont in January and will directly involve Year 8. As of January, we will be launching 'Reception Duty', something that is very successfully employed in many secondary schools including a number locally.

From January, pupils in Year 8 will spend a day working in reception. They will be involved in a wide variety of different tasks, including welcoming visitors and conducting tours of the school. Students will be also be provided with work by their class teachers which they can complete at quiet periods during the day.

Initially, there will be a cycle of ten pupils per form working in pairs which have been determined by their Form Tutor. Following the end of this cycle, further pupils will be chosen by their Form Tutor so that by the end of the school year in July, the vast majority of the year group will have had the chance to participate. Students who demonstrate poor behaviour may not be chosen to take part.

The purpose of the initiative is to give responsibility to students in Year 8 who will be responsible for greeting visitors and supporting the work of the school. In particular, students will have the opportunity to develop communication and inter-personal skills. We know from the work that pupils do on Open Evening that they get a great deal out of this kind of activity and take pride in showing off the school.

As with any new initiative, Reception Duty will be subject to rolling review. We are very confident that it will be a success and believe that Year 8 will be able to show themselves and Beaumont School in the best possible light.

Yours sincerely



Mr D Sievewright
Head of Year 8