



St Katherine's School



5 April 2019

Dear Parents/Carers

### **Pupil Receptionists in Year 8**

From the second week of Term 5 we will be introducing a new initiative to Year 8 pupils. Pupils regularly greet and show guests around the school and we are expanding this model to give all pupils a chance to interact with visitors and to promote their school.

Each day two pupils will spend one day in our school reception, greeting visitors, taking guests on tours, delivering messages along with a range of other routine administrative tasks. When your child takes part in this scheme they will be assessed by the staff with whom they are working for their politeness, helpfulness and initiative. They will receive a certificate reflecting their feedback and earn points for their House. Pupils will be asked to read their book should there be any quiet moments during the day. This experience will help support our character education and elements of our work related learning, along with developing your child's confidence and interaction with adults.

Should you have any questions please do not hesitate to contact your child's Head of House.

Yours sincerely

**Justin Humphreys**  
**Headteacher**

Headteacher: Justin Humphreys

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