



24<sup>th</sup> November 2017

Dear Parents/Carers of Year 8 Students

### Student Receptionists

Each year we give all of our Year 8 students the opportunity to perform 'school reception' duties for one day. They work in pairs, usually with a friend, and run errands, deliver messages and support our reception/admin staff during the school day with appropriate tasks. The student receptionists remain on site and are fully supervised.

We really value their hard work and we enjoy working with them. Students who participate also accrue a PLEDGE point for 'service'.

If you would prefer your child **not** to perform student reception duties, then please email me direct [clucas@elycollege.co.uk](mailto:clucas@elycollege.co.uk) so they are not approached and added to our rota. Please don't hesitate to contact me if you have any questions.

Yours faithfully

*C. Lucas*

Mrs C Lucas  
Attendance Officer

