



RISEDALE
A family of learners

RISEDALE SCHOOL

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July 2024

Dear parent/carer,

SUBJECT: Year 9 Pupil Receptionist Duty (2024 - 2025)

As part of Risedale School's careers development programme, Year 9 pupils are required to complete a minimum of 2 days as a Pupil Receptionist. Your child will be called forward on a rotational basis during the next academic year. Our current Year 9 pupils have provided overwhelmingly positive feedback about the programme. They have enjoyed the chance to serve our school community and participate in activities beyond the classroom.

The goal of this initiative is to equip pupils with skills that are transferable and valuable when applying for part-time work, apprenticeships and Work Experience placements in Year 10. Working as a receptionist will offer hands-on experience and help develop the skills that employers look for when recruiting.

As part of their role, pupils are expected to represent the school and welcome visitors. They must wear the complete school uniform, demonstrate good manners and show a willingness to work.

If a pupil's duty day falls on a day when they are timetabled to have a PE or a practical Food and Nutrition lesson they will still be required to attend those classes.

Each successfully completed day will earn Epraise points.

If you require further information or have any questions, please feel free to contact me directly at Porritt.H@risedale.org.uk.

Yours sincerely,

Mrs H Porritt

Careers Leader / Service Children's Advocate / Pupil Support Manager.



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Careers Education Information Advice Guidance

