



ST. AIDAN'S

CHURCH OF ENGLAND HIGH SCHOOL

7th June 2024

Dear Parents /Carers

I am writing to let you know about an exciting new initiative that Year 8 will be trialling in the coming weeks. At St Aidan's we place a lot of emphasis on community, and believe it is key for students to feel embedded in and contribute to our rich environment at every opportunity. Starting next week we will be trialling the role of student receptionists. This is a function successfully employed in a number of schools, in which for a day at a time, students play the important role of supporting the administration of all that goes on. This will give students insight behind the scenes of our busy school and should give them exposure to parts of the school they might otherwise see little of.

The main responsibility of student receptionists will be to visit classrooms, liaise with support and teaching staff, and ensure attendance data is accurate. They may also support distributing key messages to individuals, and work with office staff in completing any tasks that arise in the course of the day. It is anticipated that students will be actively involved at the start of each lesson but will likely have down time in which academic work can be completed independently, as shared by teaching staff in advance. Clearly, we are here to learn, and we feel that being exposed to a different working day and balancing multiple demands will be a broader learning experience, and one which will help students understand and connect them with our community more strongly.

It is anticipated that each day two members from the same form group will be appointed as student receptionists. We feel that this will be a valuable experience for all who take part. There is no compulsion for students to participate, but we hope you will agree with us that a day away from the usual routine will be both exciting and rewarding on many levels. If, however, you wish to opt out please could you respond to the [Microsoft form linked](#). After completion of this trial, we will invite feedback from students, staff and parents in order to ensure this opportunity best fulfils the promise of being a valuable opportunity for all.

With best wishes

Geoff Huband
Head of Year 8

Headteacher: Mrs S Dover

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