

Dear Parents/Carers

We are pleased to inform you that we will be running a short trial of our new Office Duty Programme with selected Year 8 pupils. This initiative is designed to help pupils develop confidence, independence and key workplace skills while supporting the smooth running of the school.

About the Trial:

A small number of Year 8 pupils have been selected to take part in this initial trial. They will spend part of the school day supporting staff with appropriate tasks such as basic administrative duties, library support and simple errands. When no tasks are required, pupils will complete independent work such as Sparx homework or essential catch-up tasks.

All participating pupils will receive a short assembly on expectations, including professionalism, behaviour, confidentiality and how to communicate with staff during their duty time.

This programme aims to help students develop:

- Communication skills
- Organisation and time-management
- Teamwork and responsibility
- Confidence and independence

Students taking part in the trial are expected to:

- Represent the school positively at all times
- Follow staff instructions promptly
- Maintain confidentiality and professionalism
- Complete independent work when not carrying out duties

Only a small number of pupils will take part in this initial trial. However, all Year 8 pupils will have the opportunity to participate when they move into Year 9 during the summer term. If your child has not been selected for this trial, please be assured that this does not reflect negatively on them. We simply need to test the structure with a smaller group before rolling it out more widely.

If your child has been selected, you will receive a separate message with their allocated dates and further details.

If you have any questions about the programme, please feel free to contact us.

Yours sincerely



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Principal: Mr M Trimmingham

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