

# Haileybury Turnford

Ambition · Pride · Success

17<sup>th</sup> September 2019

Dear Parent/Carer

We are writing to offer all Year 7 and 8 students a controlled workplace experience by supporting our Reception Team for one day during this academic year. This will give your child an opportunity to assist our school in a workplace environment and provide invaluable support for our students, staff and visitors. The aim is to develop important interpersonal and communication skills necessary for the workplace.

Students will support the Reception Team by welcoming and greeting visitors to the school, providing information to students and staff and generally helping with the day-to-day operations of the school.

This role is an important opportunity for all students in Year 7 and 8 and taking part in this initiative will help students work towards achieving their Haileybury Turnford Award and Badges.

During times if Reception is not busy, students will be required to study either a literacy, numeracy task or another appropriate independent study task.

If you wish your child to take part in this opportunity, please complete the slip below and return to Miss L Nethercott by Friday 27<sup>th</sup> September.

Yours faithfully



**Mrs M Goodes**  
Vice Principal

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## To Miss L Nethercott – Workplace initiative

Name of Child \_\_\_\_\_

Year / Tutor Group \_\_\_\_\_

I do/do not give permission for my child to take part in the Reception workplace initiative.

Signed: Parent/Carer: \_\_\_\_\_

Date: \_\_\_\_\_



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Principal: Robin Newman MSc MBA

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