ROOKS HEATH SCHOOL
Strive to be your best

Eastcote Lane, Harrow, Middlesex HA2 9AH
Tel: 020 8422 4675
Email: contactus@rooksheath.harrow.sch.uk

Headteacher: Mrs. M. Manderson B.A.(Hons), PGCE, NPQH

CEO: Dr. John Reavley**,** B.A. M.A. Ed.D.
www.rooksheath.harrow.sch.uk

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Dear Parents / Carers,

RE: Year 7, 8 and 9 School-Based Community Service Initiative – "Reception Duty"

As part of our commitment to developing students' sense of responsibility, service and contribution to the wider school community, we are pleased to re-introduce a new Reception Duty role for students across Years 7, 8 and 9.

Over the course of this academic year, students will be allocated two periods each. This will begin on Monday 9 November and will operate on a rota system, starting with Year 7 students. Year 8 and Year 9 students will join the programme later in the academic year as their allocated rotation begins.

During these periods, students will be based in our main Reception, where they will support the smooth operation of the school by acting as messengers, delivering documents, assisting with simple administrative tasks and helping staff with communications around the school site.

To minimise any impact on learning, each student will take part in the programme for no more than two periods across the entire academic year. Students will be informed in advance of their allocated sessions, and teachers will support them in catching up with any work missed during this time.

We believe that participating in this programme will help students to:

- Develop confidence, communication and organisational skills.
- Build a stronger sense of responsibility and independence.
- Make a positive contribution to the school community.
- Gain an understanding of service and leadership through practical experience.

This initiative forms part of our wider commitment to students' personal development and citizenship, providing opportunities for young people to play an active role in supporting the daily life of the school. It also supports our school's improvement priorities this year to 'learn, belong and lead'.

We are confident that our students will approach this responsibility with maturity and enthusiasm, and we look forward to seeing the positive impact the programme will have on both participants and the wider school community.

Should you have any questions about the initiative, please do not hesitate to contact the school via email at contactus@rooksheath.harrow.sch.uk

Yours sincerely,

Mr S. Sharp
Assistant Headteacher: Culture, Ethos and Student Voice
Head of Year 9

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