



29<sup>th</sup> January, 2021

### YEAR 8 OFFICE DUTY

Dear Parent/Caregiver

With your support and cooperation, it is proposed to continue in 2021 a system of office duty for our Year 8 students.

Each student is rostered for 1 or 2 days per year and assists the administration and teaching staff in various ways, such as delivering messages, carrying out simple clerical tasks, and directing/conducting visitors or new students to their destination in the school.

When the student on office duty is not required to perform tasks, the student is expected to undertake private study. Students need to be equipped with suitable educational materials for this purpose.

Year 8 students have been chosen for this duty as they have already become familiar with the school buildings and with some members of staff. Moreover, we feel that they benefit from carrying out these tasks. They become even more familiar with the functioning of the school as a whole and with staff with whom they are normally not involved. The opportunity to meet and greet visitors to the school and to establish contact with members of staff outside the classroom strengthens a student's social confidence.

We hope that you appreciate the advantage of this scheme. If for any reason you do not wish your son/daughter to participate, please complete the form below and return it to the front office as soon as possible. In the absence of written withdrawal, students will be automatically rostered to office duty.

Yours sincerely

B Hugo  
Principal

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*Please complete this section and return it to the front office as soon as possible.*

I **DO NOT** wish my son/daughter \_\_\_\_\_ to be rostered for office duty.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Guardian

