



RISEDALE
A family of learners

RISEDALE SCHOOL

Headteacher: Mrs L Greenwood - BA (Dunelm), NPQH
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Friday, 27th June 2025

Dear Parent/Carer,

SUBJECT: Year 9 Pupil Receptionist Duty (2025 - 2026)

As part of Risedale School's Careers, Education, Information, Advice and Guidance (CEIAG) programme, Year 9 pupils are required to complete a minimum of 2 days as a Pupil Receptionist.

Your child will be called forward on a rotational basis during the next academic year. Our current Year 9 pupils have provided overwhelmingly positive feedback about the programme. They have enjoyed the chance to serve our school community and participate in activities beyond the classroom.

The goal of this initiative is to equip pupils with transferable skills that are valuable when applying for part-time jobs, apprenticeships, and Work Experience placements in Year 10. Working as a receptionist will provide hands-on experience and help develop the skills that employers seek.

As part of their role, pupils are expected to represent the school and welcome visitors. They must wear the complete school uniform, demonstrate good manners, and show a willingness to work.

If a pupil's duty day falls on a day when they have a scheduled PE or practical Food and Nutrition lesson, they are still required to attend those classes.

Each successfully completed day will earn house points.

If you require further information or have any questions, please feel free to contact me directly at Porritt.H@risedale.org.uk.

Yours sincerely,

Mrs H Porritt

Careers Leader / Pupil Support Manager.



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Careers Education Information Advice Guidance

