

15th November 2023

Dear Parent/Carer

Year 8 Duty Student

I am writing to let you know that we are launching an exciting initiative in year 8, whereby students will be given the opportunity to work as a 'Duty Student'. This is part of our ongoing careers programme, whereby students are given the chance to gain some form of work experience during their time at RVHS and develop vital skills of organisation, independence and responsibility.

The academic mentor will assign one given day to your child during this academic year and they will be expected to report to Student Reception at the beginning of P4. They will work alongside another student to carry out the following duties:

1. Giving out late detention slips during period 5
2. Giving out detention slips during period 6
3. Praise postcards - dividing into form groups and handing out to Academic Mentors
4. Collecting students for medical appointments
5. Giving items which have been dropped in reception to students in lessons.

ARE points will be given to those students who complete the role to a good standard and who show initiative.

If you do not wish your child to take part in this initiative then please complete the Google Form.

[Opt out Form](#)

We hope that your child will rise to the challenge of this responsibility and enjoy their first work experience.

Yours faithfully



Miss H Reed
Associate Assistant Headteacher/
Year 8 Progress Leader



Mr M Vermaak
Assistant Headteacher