



Guru Nanak Sikh Academy

Aspire ~ Acquire ~ Achieve

Founder: Sant Baba Amar Singh Ji

Chief Executive Officer: Mr Jaskamal S. Sidhu

11th November 2022

Dear Parent

RE: Year 8 School Initiative

We would like to inform you that your child will take part in a new school initiative. As a school, we are continually creating new ways to develop students both academically and personally and we are excited to introduce this new initiative to our students. This will take place from Monday 14th November 2022 and is aimed to develop the following skills:

- Communication Skills
- Time Management
- Independency
- Organisation
- Ability to Multitask
- Social Skills

All these skills will aid with their personal development which can be utilised in and out of the lesson.

Students will take on the role of office administrator and will work with members of staff to greet visitors to the school and convey messages to other members of staff. This initiative will include two Year 8 students sitting at Reception every day.

Students will be on a rota so that they only miss one day of lessons during the academic year. A chrome book will be provided to enable them to complete any work set by their teachers.

The skills and work experience gained from taking on this role will aid them with key employability skills, which students can then register on Unifrog which focuses upon future careers.

Should you have any queries regarding this please do not hesitate to contact me via the school office.

Yours faithfully

Mr C Coward
Year 8 Progress Leader