



**STOUR VALLEY**  
— COMMUNITY SCHOOL —

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Headteacher Mrs Rachel Kelly BA (Hons)

25 January 2024

Dear Parent/Carer

I am writing to inform you of a new initiative we will be running at school for our Year 7 students. Every day, two students will be selected to help our office staff as an official *Student Helper*, one in the morning (periods 1, 2 and 3) and one in the afternoon, (periods 4 and 5). Whilst in this role, students may be asked to carry out a variety of admin tasks supporting the office staff including delivering messages, resourcing and collecting students. We believe that giving students the opportunity to take on this leadership role will allow them to develop levels of responsibility, dependability and the Stour Valley key characteristics.

Students will be selected on rotation and may therefore complete the role 1-2 times in the year. This role is only offered in Year 7 and so they will not complete it later in their academic career. Students will wear an official *Stour Valley Student Helper* lanyard, allowing them to be identified by staff when moving around the school. If there are any moments of down time, when students are not required to complete a task, students will wait in the *Heart Space* where they have access to a computer enabling them to complete online work tasks such as Bedrock, Maths Watch or Science Surgery.

We hope you will agree, this is a good opportunity for students to demonstrate their skills and the first taste of taking a leadership role in what will be an increasing array of opportunities.

Should you have any further enquiries about the process, please do not hesitate to contact me direct at: [dhutchinson@stourvalley.org](mailto:dhutchinson@stourvalley.org)

Yours faithfully

Mrs D Hutchinson  
Year 7 Leader

