

Two pupils »on duty« at the school reception desk



Every day, through the whole school year, two students are absent from regular lessons and act as school reception. Their duties are:

- to open the front door to the visitors, parents, teachers and pupils,
- to greet and welcome the visitors, write their names in the agenda,
- to show the visitors the way to the offices, the staff room or other school premises,
- to carry circular letters with different kind of information down to the classes,
- to inform the staff in case of problems in the courtyard,
- to check if the corridors are clean after the break.

As they are absent from the regular lessons, the teachers provide them with the material that has been taught during the day and they are required to do all the tasks and the homework as if they were present in the class.

It has proved to be a good method for improving communication skills, good manners, the sense of duty and working habits.

Comenius,

OŠ Lucija, November, 2014