**SCHOOL LETTERHEAD**

February 3, 2014

Dear McRoberts Parents & Guardians,

My name is Mr. xxxx and I am a teacher from UBC. I will be your child’s French Teacher during the next three months. I feel privileged to be working with Ms. \_\_\_\_\_\_\_\_ and honoured to be working with your child during my three-month practicum at McRoberts. The ten-week practicum takes place between February 3 and April 25, 2014. I thoroughly enjoyed the warm welcome that I received from Ms. \_\_\_\_\_\_\_\_\_\_ and her students when I visited in October/November and I look forward to work together once again during the next ten weeks.

I graduated with an Arts Degree (French Major) from the University of British Columbia and I am very happy to be involved in the Education program at UBC.

During the ten weeks that I will be in the classroom, I will be teaching a unit on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. This unit will focus primarily on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Sometime later in \_\_\_\_\_\_\_\_\_\_\_, we will also begin a unit on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. The final presentation will be \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and will be worth \_\_\_\_\_\_\_\_\_ of the final grade.

I feel it is vital and in the best interest of your child that there exist close home-school communication. I feel you have the right to know how your child is doing at school. In order to reach this goal, I feel it is my responsibility to keep you informed as to progress or lack of progress of your child. I will, therefore, be sending home a note or calling you within the next 4 weeks to report on your child’s progress.

I hope that this letter has helped you to get to know me a little bit better. I would also like the opportunity to get to know all of you a little bit better too. If you have a chance, please stop in before or after school so that we may meet in person. If this is not convenient, please do not hesitate to contact me through the school at (604) \_\_\_\_\_\_\_\_\_ to make other arrangements to meet at a time more convenient to you. I look forward to working with your child during the next ten weeks and I look forward to meeting all of you during this time as well.

Sincerely,

M. ou Mme

Teacher: Français et Sciences Humaines