

**[Please modify to suit. Must be vetted by SA and principal before being sent home]**

School Letterhead

March/April 200#

Dear Division # Parents and Guardians,

I am a teacher candidate from the University of British Columbia. I feel privileged to be working with [*sponsor teacher*] and your children during my three-month practicum at [*name of school*]. The three-month practicum takes place from March ## to June ##. The warm welcome that I received from [*sponsor teacher*] and the students in the fall and during my two-week practicum in January has been *wonderful*, and I look forward to working together again.

I graduated with [*degree*] (*major*) from the [*University of British Columbia*] and am completing my Bachelor of Education this year.

During my three-month practicum, I will be teaching [*describe highlights of what you will be teaching, for example, Science (specific units/topics), Mathematics (specific units/topics), Social Studies (specific units/topics), French (specific units/topics) etc.*]

Your child will also have the opportunity to [*describe some highlights of what will be happening during the 13 weeks, for example, concert, excursion, visitor, event*] as well as develop their skills through a variety of class projects and activities. I think it is important to [*share something you believe is important in teaching and what you're going to do that exemplifies it*] make the curriculum relevant to events happening in our world.

If you have questions concerning the curriculum or would like further details, please send me a note in your child's agenda, and I would be pleased to discuss our program with you.

I hope that this letter has helped you to get to know me a little bit better. I would also appreciate the opportunity to meet you too. If you have a chance, please stop in before or after school so that we may meet in person or, if you prefer, please contact me through the school at [*school 'phone number*]. I look forward to working with your child over the next three months.

Sincerely,