

Example letter to parents inviting their child to attend a taster morning (April 2017)

Dear Parents

Re: Mandarin Excellence Programme

Thank you very much for expressing interest in your child joining our Mandarin Excellence Programme (MEP) from September 2017. This is an intensive immersion course in Mandarin Chinese and those students selected to participate in the programme will have the great advantage of having access to the best Mandarin learning and enrichment opportunities provided by [name of school] and UCL over the next five years.

We are delighted by the positive response of parents towards the programme for September. As you are aware, we are only able to offer places to 30 students. We would therefore like to invite your child to a taster morning of Chinese language learning and cultural activities to engage their interest and allow the Subject Leader for Chinese, [name of teacher], to make some more detailed assessments and conduct a Mandarin aptitude test. We are also in the process of contacting your current Headteacher to seek a reference on your child to ensure they feel they will be able to cope with the level of independent study required and the intensity of the immersion courses.

The programme for the morning is as follows:

09:15 - arrive at [name of school]. Please take your child to the Main School Reception, where they will be directed to the school canteen to register

09:30 – Welcome and introduction to the programme. Some students from our current MEP Year 7 class will also introduce themselves in Chinese and talk about their experiences learning Chinese this year.

09:45-10:45 - Session 1. Students will be split into groups for either a language taster lesson, or carousel of cultural activities, such as Tai Ch'i and Calligraphy.

10:45-11:00 - Break with squash and biscuits provided. Some students from our current MEP Year 7 class will also join to talk to students during the break.

11:00-12:00 - Session 2. Students will be split into groups for either a language taster lesson, or carousel of cultural activities, such as Tai Ch'i and Calligraphy.

12:00-12:45 – Mandarin Aptitude Test

12:45 – End of the morning. Your child will be escorted outside to wait for you outside the Main School Reception. Please email [school email address] if your child will be making their own way home.

Those who are successful will be invited to take part in the programme by letter at the end of May. These 30 students will form their own tutor group and their Form Tutor will ensure their progress and well-being is closely monitored and students will be well supported. This programme affords a unique and exciting opportunity for our students and I hope that you will want to engage in this with us.

Yours sincerely...