



11th January 2024

Dear Parents and students in **Upper Fifth, Lower Sixth and Upper Sixth**

We are writing regarding a proposal to run a TEFL (Teaching English as a Foreign Language) course after the GCSE or A-level examinations are completed next summer.

The two-day course will run from 09:00 until 16:00 at The Ladies' College on:

Monday 1st July and Tuesday 2nd July 2024 (available for all years)

UK-TEFL will provide a TQUK accredited course, which covers a broad curriculum and includes lesson preparation and planning, teaching practice and grammar tenses.

The benefits of the course for students include:

- It is a relevant and interesting addition to the UCAS personal statement
- It has no expiry date and can be used at any time eg. for summer school employment whilst at university or during a gap year
- It supports PGCE applications
- It provides good opportunities for volunteering in the local community

Attendance for the entirety of the two-day course is compulsory and is essential to attain the qualification.

The cost will be £250 per student. This will cover the course itself, travel costs for getting the trainer onto the island, as well as lunch over the two days. For the course to be viable we need a minimum of eight students, with twenty being the maximum in a group.

To secure a place, I would be grateful if you could provide payment of £250 as follows by **Monday 5th February**:

Payment by BACS to: The Ladies' College
 60 09 20
 06017614
Reference: Surname/TEFL

To complete your booking please confirm that payment has been made to tefl@ladiescollege.ac.gg.

Please note that students in the Lower Sixth who wish to attend the TEFL course will not be available for Alternative Curriculum Week activities on those two days.

Please note that places are limited and that the course fee is non-refundable. Upon receipt of payment, we will confirm your child's place. Further information regarding the course outline will then be provided next term.

I look forward to hearing from those students who would like to participate in the course.

Yours sincerely



Zoe Ellis
Head of English