



## Dear Elementary Class Student 2018

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Dear Student

Welcome to the Elementary Class at the Institute of Commercial Education (NZ). It is my pleasure to teach you and I am very excited to have you in my class this year.

I am Jenny, a mother of three lovely children, and a qualified and very experienced bilingual English ESOL teacher in New Zealand. I immigrated to New Zealand in early 2002 from China. I will do my best to teach you here and inspire you to be actively involved in this new learning environment. Helping you to reach your potential is my goal.



### Exams

- Every 3 months, all students in the school are given a test to check their overall progress. In addition, I will also give you regular progress tests so you have a better idea on how you are doing in your studies.
- At the end of your studies you will be given a final test so you can see clearly how well you have done during your time at the school.

### Resources

- The essential textbook used in my class is "New Total English - Elementary" - all students should purchase the book to aid you in your learning. As a courtesy to copyrights, I'm afraid I cannot make copies for you.
- I will also use a wide range of practical materials which will extend your English learning.

### Outdoor Activities

- We regularly organize class and school trips to give you more opportunities to practice English outside of class and experience New Zealand culture. Some of these activities may involve a small cost, but if you wish, you can choose not to attend.

### Student Representative

- Our student representative is \_\_\_\_\_. Please feel free to talk to them about any issues you may encounter, but I will also be happy to assist you directly.

### Food and Drink

- As a courtesy to other students, please do not drink or consume food in the classroom. We have a break at 11am every day and the school has a kitchen area which you are welcome to use.

### Leave

- As a reminder, if you wish to take leave during the school year, you will need to apply in advance through the school management.

I hope you enjoy and treasure your time here. I look forward to seeing the growth in your English as the year progresses.

Kind regards,  
Jenny Zhang