

Contact: Mrs Smith/Mrs Hegarty

Ref: PKI/SNI

31st May 2019

Dear Parent/Guardian

TEFL 2 Day Certified Course

Recently your son/daughter indicated their interest in the forthcoming TEFL course being offered to Year 12 and 13 students. Please see below a brief reminder of the course content.

2 Day Certified Course (£175 per student)

The full TEFL course, students will cover everything they need to know to enter the world of EFL Teaching and they even get the opportunity to plan and teach a lesson. Upon completion, your students would be certified to teach EFL abroad or privately in the UK. They will receive a TQUK endorsed hard copy certificate which is recognised globally, absolute TEFL manual and finding work guide. The certificate is great for **enhancing UCAS/PGCE applications**, finding volunteering opportunities and long term/short term work.

We are pleased to confirm that the **TEFL 2 Day Certified Course** will be taking place in the Academy on:

Wednesday 17th July – Thursday 18th July 2019.

If you wish your son/daughter to take part on this trip, **please respond no later than Tuesday 2nd July 2019** choosing one of the following options:

1. Payment by cash or cheque: Complete the reply slip below and return it to the Finance Office
2. Payment by bank transfer: Complete the reply slip below and return it to the Finance Office
3. Payment through WisePay Account: Select 'Trip and Visit Payments' icon, select this trip and follow the instructions, confirming both consent and payment. If you use this option you **do not** need to return the reply slip below.

Yours sincerely

Mr P Kirkbride
Principal

Brooke Weston - Reply Slip
TEFL 2 Day Certified Course

Student's Name..... **Tutor Group** **Roll No**

Please note that it is not necessary to complete and return this reply slip if you have made your payment and given consent through the 'Trips and Vists Payments' icon on your WisePay account.

I/we give permission for our son/daughter to take part on the TEFL 2 Day Certified Course on Wednesday 17th and Thursday 18th July 2019.

- Enclosed is £175.00 (cheques to be made payable to Brooke Weston)
- I have made my payment by bank transfer on(Date)

Emergency Contact Number(s)

I understand that this place will not be secure until both payment and consent form have been received by the Finance Office at Brooke Weston.

Signed **Dated**