**Introduction to schools**

(Voorbeeldbrief, zelf aanpassen en eventueel aan mevr. Poot mailen)

Date: ………….

To: ………….

Dear Sir/Madam,

Please allow me to introduce myself. My name is Corine Poot, Head of the Bilingual Department at Marnix College in Ede, The Netherlands. I am writing to you on behalf of a fourth year student at our school who is hoping to visit your country in the school year 2016-2017 and attend lessons at a High School there.

First let me tell you something about our school. Marnix College is a secondary school offering general secondary education, preparing students either for university or for higher professional education. Some of our students attend a special, rather demanding bilingual course for four years in order to prepare them for working or studying abroad. Half of the lessons, e.g. History, Geography and Math, are taught in English, the other half in Dutch. In the fourth year of this course it is mandatory to visit an English speaking country for two or three weeks and either work or study there. The pupils have to write a detailed report about their stay in which they show that they have studied different aspects of the society they visited. Without this report they cannot graduate.

I hope I have made it clear to you that we consider this visit to another country an important part of our curriculum and that we expect our pupils to work hard during their stay. Our student would really enjoy the opportunity to attend regular lessons at your school for a period of two weeks. In no way do we expect the teachers to change their lessons or to make a particular effort to accommodate him/her. He/she, on the other hand, would be happy to contribute something to the lessons and has prepared a presentation about the Netherlands. Presentations about other subjects, e.g. the European Union, are also possible of course.

[………] is very excited about the possibility of attending lessons at your school. The opportunity to attend classes at your school would definitely help [him/her] to grow as an individual, and even further increase [his/her] knowledge of English.

I do hope you will consider our request and allow him/her to visit your school as a pupil. Of course I will be very happy to answer any further questions you may have and to give your more information about the pupil concerned.

Yours faithfully,

C. Poot

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