

Bromley East Primary School

52 Bromley Avenue

CHRISTCHURCH

Phone: 03 389 4002

Dear Parent or Guardian

On Wednesday 3rd November the students from Year 6 are going to visit Orana Wildlife Park. We will leave school at 9 am and return at 3pm. We will travel there by bus. The cost is \$15.

Children will need to bring their lunch, drink, sun-hat, sunscreen and coat.

If you would like your child to go, please tick the box on the permission slip below and sign and date it.

Children who do not go on the visit will stay at school with another class.

----- DETACH HERE -----

I give permission for _____ to go on the school visit on 3rd November.

Signed: _____ Date: _____

Please return this to your child's teacher by: 21st October

New Words

What words do you not know. Underline the words and copy them.
Write the words in your language.

New Words:

Your Language:

Activity




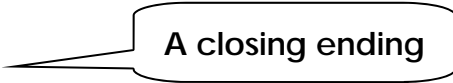
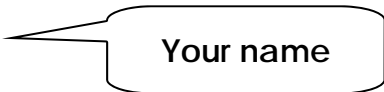
Answer these questions

1. What type of school is Bromley East ? _____
2. Where are the students going? _____
3. What day are they going? _____
4. How will they travel? _____
5. How much will it cost? _____
6. What will the children need to bring? _____

A note to the teacher

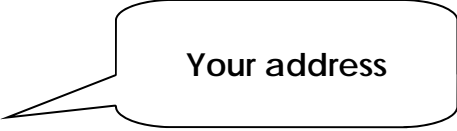
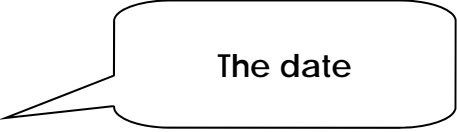

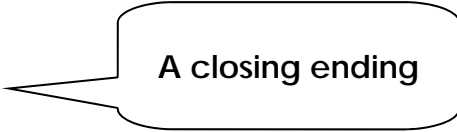
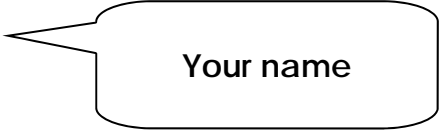
Often parents of school children need to write a note to their child's teacher explaining an absence from school.

Look at the note below and answer the questions:

11 Hay Street Linwood Christchurch		Your address
13th March 2011		The date
Dear Mrs Brown		The greeting
Amelia was away from school on Monday 11th March because she had the flu.		
Regards		A closing ending
Rui Tan		Your name

1. Who wrote the note?
2. When was Amelia absent?
3. Why was she absent?
4. When did Amelia's mother write the note?
5. Using Rui Tan's letter as an example, write a note to your child's teacher. You can use the outline on the next page.

A note to the teacher

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Phoning for an appointment with the teacher

Parent:

Hello, my name is _____ .

Office Receptionist:

Hello, Mrs _____ .

Parent:

I'd like to make an appointment with the teacher please.

Office Receptionist:

What's your child's name ?

Parent:

His / Her name is _____ .

Office Receptionist:

Can you come on Monday at 10 o'clock?

Parent:

Yes, that would be fine thanks.

Office Receptionist:

That's at 10 o'clock on Monday 8th February.

Parent:

Yes, thank you, Monday 8th at 10 o'clock.

Thank you. Goodbye.

Office Receptionist:

Goodbye Mrs _____ .

Reporting a child's absence from school

School Office Receptionist:

_____ School, Jan speaking.

Parent:

Hello, this is _____.

My son / daughter can't come to school today. He / She is sick.

School Office Receptionist:

What's your son's / daughter's name ?

Parent:

School Office Receptionist:

What class is he / she in ?

Parent:

He's / She's in Year _____, Room _____.

School Office Receptionist:

Thank you for letting us know. I'll tell his / her teacher. Good-bye, Mrs

_____.

Parent:

Good-bye.

School Invoice

Module 1: *Study in New Zealand*

Topic 1.4: *Communicating with school*

Learners who have children at primary or secondary school will frequently receive school invoices. They need to understand what they are paying for, how much they are paying and when the payment is due. They also need to recognise if there is a mistake with the invoice, for example, the invoice is for an activity the child did not participate in or the amount is incorrect. If there is an error, the learners needs to know what action to take and to be confident to do so.

Main learning points:

- ◆ Find essential information in the invoice.
- ◆ Identify important parts on the invoice
- ◆ Check the details on the invoice are correct.
- ◆ Find out who to contact if there are errors

Resources:

- ◆ “Bromley East School” Invoice
- ◆ “Paying a school invoice” worksheet

Activities:

- ◆ Recognise that this is an invoice. What are the signals? Look for the school’s name at the top.
- ◆ Recognise what the invoice is for, and the fields of the invoice that explain how much, and when the amount is due.
- ◆ Identify what mistakes could arise - the learner’s child did not participate in the listed activities, the amount is incorrect.
- ◆ Role play a query in person or by phone to the school referring to the invoice.

Language Structures

- ◆ *amount owing; amount paying; amount received; GST Content; Invoice; Remittance Slip; Receipt Invoice; Number*
- ◆ *There is a mistake in this invoice. The amount is not right. My child does not want to.....; I would like; Can you please*?

Bromley East School
 52 Bromley Avenue
 Christchurch 8012

Phone: (03) 384 9731

Fax (03) 384 9730

GST Number: 66 376 225

To: Mr Ali Khan
 66 Kuaka Street
 Bromley.

Fatima Khan Room 4

INVOICE

Date: 14/11/2010

Invoice Number	Description	Amount Owing	Amount Received	GST Content
660 24/08/10	Swimming Team, Term 3 2010 Return Remittance Slip along with payment, and signed Permission Slip in an envelope to the School Office by 10 September. Write <i>Swimming</i> and child's name on front of the envelope.	\$25.00		\$2.78
(Receipt 555) 05/09/2010	Swimming Team, Term 3 2010 Payment		\$25.00	\$2.78
870 18/09/2010	Gymnastics Room 12, Term 4 2010 Please return money in an envelope marked <i>Gymnastics</i> to the School Office with Permission Slip and Remittance Slip.	\$10.00		\$1.11
		Amount Owing		<u>\$10.00</u>

REMITTANCE SLIP

Date: 14/11/2010

Fatima Khan

Bromley East School

52 Bromley Avenue
 Christchurch 8012

Phone: (03) 384 9731

Amount Owing: \$10.00

Amount Paying: \$_____

Paying a school invoice

Find each of the following terms on the invoice. Talk to your partner about what you think each term means.

Amount Owing	Amount Paying	Amount Received
GST Content	Invoice	Remittance Slip
Receipt	Invoice Number	

Read each question below, then look at the invoice to find the answer. Discuss the answers with your partner.

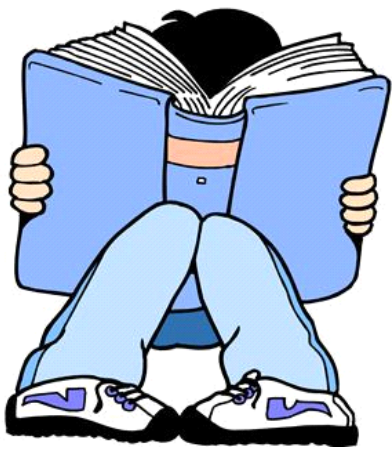
1. What is the school's name and address?
2. What is the parent's name and address?
3. What is the student's name and which class is she in?
4. What is the date of the invoice?
5. What activity has the parent already paid for?
6. How much money has the parent already paid?
7. How much money does the parent owe the school?
8. What is this amount for?
9. What other things must the parent put in the envelope when paying the invoice?

School subjects

Match the name of the school subject to one of the things children do in that subject

<u>Subject</u>	<u>In this subject children:</u>
1. Mathematics	a) study animals
2. Biology	b) draw plans
3. Geography	c) study the science of matter and energy
4. History	d) learn how people live together
5. Social Studies	e) work with numbers
6. Chemistry	f) study countries and maps
7. Technology	g) study chemicals
8. Physics	h) write stories
9. Graphics	i) learn about the past
10. Art	j) sing and listen to music
11. Music	k) make things with metal and wood
12. Language	l) do exercises and play sport
13. Physical education	m) paint and draw





Studying in New Zealand

Useful Verbs

A maths teacher **teaches** maths.

Her students **study** maths.

At primary school, children **learn** to read and write.

A university teacher **gives a lecture on** chemistry and the students **take** notes.

Students can **do** an English course in many colleges and schools.

At the end of a course you often have to **take/do/sit** an exam.

You want to **pass** your exams.

You don't want to **fail** your exams.

If you pass your final exams at university you **get** a degree.

Activity

Choose a verb from the box opposite to fill the gaps below. Put the verb in the correct form.

Lucy did well at school. She always found it easy to (1) **learn** and she always (2) _____ her homework. She (3) _____ all her school exams. Now she (4) _____ geography at university. She is also (5) _____ a special geology course. She enjoys sitting in lectures, listening to the lecturer and (6) _____ notes. She will (7) _____ her final exams next year. If she (8) _____ she will (9) _____ a degree in geography. If she (10) _____, she will be very sad. She would like to become a geography lecturer. She would like to (11) _____ lectures.