

21 April, 2011

LETTER TO PARENTS

Dear Parent

## **YOUR ROLE IN YOUR CHILD'S (WARD'S) EDUCATION IS VERY CRUCIAL / ASSISTANCE WITH ARRANGEMENT OF WORKPLACES**

We take the pleasure of welcoming you as a very important partner in our partnership in educating your child. We are privileged and thankful to you for choosing us as the college for your child! We plan not to disappoint you!

The year, 2010 was a fairly good year at the college. Our end of year results improved quite significantly and gave us a welcome injection of confidence for this year, 2011. Our aim is to continue this trend of improvement, going forward.

We took a resolve this year to start not only early, but strongly, realizing that the first three months of the year are the most important and critical. As was indicated by the Campus Managers in the Parents' Meetings that took place at the various campuses in the first quarter, we also want you, as a parent, to walk this path with us from the very beginning. You will be invited to at least one Parents' Meeting at the campus in each of the remaining quarters. Please make the time to attend these Parents' Meetings. Importantly, ensure that your child comes to the college regularly and attends lectures.

### **BREAKTHROUGH IMPROVEMENT**

Starting from 2008 and up to and including 2011, the Senior Management of the college visits all campuses in the early part of the year, addressing students about the importance of working hard and being diligent in their studies and also telling them what to expect from the college and committing everyone – management, staff and students – to work for better results. We even promised to be strict with everyone – including ourselves – to ensure that we become the top college that we want to be. We believe this practice, and all the other efforts by the managers and personnel at campuses, works to a large extent.

This year will be no different, except we want to 'up' the momentum and be a little more vigorous, still committing everyone, management, staff and students to our college-wide improvement strategy: **Breakthrough Improvement**. This is defined briefly on the college's website, [www.swgc.co.za](http://www.swgc.co.za), in the Principal's column. It involves all of us – students, educators, managers and parents – in working much, much harder than we have ever done to ensure that our students pass in bigger numbers! It means doing things we have never done before, or doing our work in ways never thought possible before. Only that way can we achieve and maintain our 'top college' or 'college of choice' status. We are banking on you!

As indicated above, as a parent or guardian, you have a very important role to play in this strategy by ensuring that your child / ward spends enough time doing his / her college work and studying at home and by keeping in touch with the campus about your child's / ward's progress at college.

The greatest threat or impediment to good results is poor attendance and the practice of some students of not doing assignments and projects given to them. As indicated above, we are also putting pressure on ourselves as educators and managers at the college to ensure that whilst you are doing your part on the home front, we are ourselves doing our part from the side of the college.

### **WORKPLACES FOR PRACTICAL WORK**

Students doing the National Certificate (Vocational) or NC (V) in Level 2 to Level 4 are required to spend between one week to two weeks a year in a company, observing and doing the actual work pertaining to their studies, as part of the workplace integration (Practical or experiential learning). This will happen during the college's vacation periods. Instead of staying at home, the students can spend a week or two of their vacation visiting a company as part of this experiential training.

The college has written to many companies asking them to host our students for one week (Level 2) and / or two weeks (Level 3 and 4) periods of Workplace integration into their learning.

***We hereby appeal for your help in this regard by asking your employer, or an employer of a family member or neighbour, to accommodate your child or ward for this workplace integration. Any member of the family or relative can help by asking their employer to accommodate the student (your child) for anything from one week to two weeks during the vacation of June, and September 2011. This is a very important part of the education and training that the students need to master their studies and be prepared properly for the world of work.***

Should you be in a position to help with this, kindly contact the Campus Manager where your child is studying.

You can even contact the college / campus and ask for a letter to give to the company or employer to ask them to host the student.

During the period when the students go to the workplaces, they will not come to college, but will go straight from home to the company in the morning and back home each afternoon. The students will be required to sign indemnity forms, indemnifying the companies against possible claims, which is standard practice for such.

Feel free to contact the college on any questions that you may have about the contents of this letter. Whenever you have time as a parent, feel free to visit the campus where your child is enrolled and ask any question you may be having about your child's education.

Dan L Nkosi  
Principal