



RACHELE PRIMARY SCHOOL

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16 March 2022

TO WHOM IT MAY CONCERN

Dear Sir / Madam

RE: MRS TLOTLO D. MPOLOKANG (KOONEENG)

This letter serves to inform your office that Mrs Tlotlo Darlington Mpolokang (Kooneeng) is an employee in our school, Rachele Primary School. The school is situated in the Southern district of Botswana.

Her particulars are as below

Name of school: Rachele Primary School

Position: Reception Teacher

Class: Reception class (5-6 years)

Duration: January 2021-until present

Duties/ Roles

- Developing and implementing lesson plans and scheme of work for children
- Providing a space and stimulating environment that facilitate learning
- Organizing and supervising play and work activities for children
- Providing one to one tutorials or attention in order to meet all the needs of children
- Ensuring the overall safety and wellbeing of children
- Adhere to all policies and procedures including health and safety policy
- Design and implement effective strategies to develop self-responsible/ independent learners
- Promote students intrinsic motivation by providing meaningful and progressively challenging learning experience's which include but are not limited to ; self-exploration, questioning, making choices, setting goals, organizing, implementing, self-evaluating and demonstrating
- Initiative in task and projects
- Assist the infant Head of department as per duty assigned

I therefore recommend her for any endeavor she wishes to pursue. Kindly assist her in whatever way you can.

Thank you

Yours Faithfully



Patricia Nkgelepang

(Deputy School Head)

