

Chatteris Educational Foundation

2 March 2021

RE: Letter of Service for Ana Fernández Palacio

The Chatteris Educational Foundation is a registered non-profit charitable organisation in Hong Kong. Our mission is to raise the English proficiency and self-confidence of Hong Kong's young people, particularly the less privileged, through dynamic interaction with English-speaking university graduates working in creative partnership with schools.

Ana Fernández Palacio joined the **Chatteris International Graduate Programme (CIGP)** for professional and personal development. She was employed by the Foundation as a full-time **Chatteris Native-speaking English Tutor (CNET)** from 1 September 2019 until 15 November 2019 under the **Chatteris English Development Programme for Schools**.

As a CNET, Ana was placed full-time (40 hours per week, 5 days a week) in Carmel Bunnan Tong Memorial Secondary School. Two thirds of her time was spent working with students in lessons and/or activities outside of the classroom, while the remaining third was spent on administration and logistics.

Key responsibilities:

- To work in partnership with Chatteris to design and deliver the English Development Programme to help students improve their English
- To help promote an English speaking environment in the school
- To design and deliver small class lessons for students and/or deliver collaborative teaching lessons with local teachers
- To have informal chats with students during breaks, lunch, and after school
- To organise extra-curricular activities including lunch prizes, outings, English Days, drama, sports, debates, discussion sessions, and English clubs
- To prepare lesson plans and resources
- To decorate and manage the English Room/English Corner
- To help promote curriculum and staff development in the school
- To give support to Chatteris work

In addition to working on the Chatteris English Development Programme for Schools, Ana also participated in the following activity:

- Chatteris Guest Professional Speaker Programme

Furthermore, Chatteris has no safeguarding concerns in regard to Ana. She provided us with a valid criminal records check and received safeguarding training at the beginning of her contract. She followed our policy and guidelines closely, and there were no instances, situations, or worries, during her employment with us.

If you have any questions regarding this information, please do not hesitate to contact us.

Yours faithfully,



Ben Weetman
Chief Executive Officer
Chatteris Educational Foundation