

PRINCIPAL
Mr Christopher Sammons BA, NPQH

Dear _____,

The International Baccalaureate program of West Island School is part of a world-wide, highly recognized, pre-university course of study that incorporates the best practices of various countries. In addition to their academic responsibilities, students are required to participate in creative pursuits, physical activities, and service projects in order to fulfill the Creativity, Activity, Service (CAS) requirement which helps them to meet eight learning outcomes. Those learning outcomes are as follows:

One or several of our IB students have suggested fulfilling part of this requirement in your organization. As part of a program that is internationally monitored, students are held accountable for completing certain forms, keeping accurate records of time spent on each activity and writing self-evaluation and reflective comments at the end of each activity or project. For each project undertaken, students are required to have an adult supervisor, who is not a relative. The supervising adult is asked to agree to be the supervisor and is willing to email me and complete a brief online activity evaluation at the end of the project commenting on punctuality, attendance, effort and commitment. Supervising adults are also encouraged to write letters or emails that will be placed in the student's journal or portfolio.

If you are willing and able to help our student as the adult activity/project supervisor, please send a message saying so to me. As the CAS coordinator for West Island School, I am here to assist the student in keeping up with their documentation and reflecting on the activities. I am also here to help the adult supervisor if necessary. You may contact me by email at paul.madden@wis.edu.hk

Thank you for your time and consideration.

Sincerely,



Mr Paul Madden

CAS Coordinator
West Island School