**<YOUR SCHOOL HEADER>**

Dear Parent / Guardian,

 Your child’s mathematics teacher, **<NAME OF TEACHER>** , has been nominated by the school for the Excellence in Mathematics Teaching Award (EMTA). The Award recognizes Singapore mathematics teachers who are passionate in mathematics teaching, empowering their charges with mathematical competencies to do and use mathematics, and are role models to their colleagues and the mathematics teaching fraternity.

 The teacher will be video-recording a classroom lesson that corresponds to the important concept chosen and discussed in the award application form. This video will be used as a supporting document for the teacher’s application and will be viewed by the selection committee when evaluating the applicant’s performance. As such, we are writing to ask permission for your child to be video-recorded during the lesson. To protect the students’ privacy, no student will be identified and the video-record will be treated confidentially and stored securely.

 Please complete the portion below, sign and date, and return the form to the school before the video-recording on **<DATE OF RECORDING>**. If you require any further information or have any questions, please feel free to contact the mathematics teacher at **<CONTACT INFORMATION>**.

Thank you.

Yours sincerely,

**<Principal’s or HOD’s name>**

**<Designation>**

*(Please retain this portion of the form as a record of your participation.)*

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**Parent/Guardian’s Consent**

I, ­(please print your name) , father / mother / guardian (please circle) of (please print child’s name) agrees to allow my child to be video-recorded during the mathematics lesson for the purpose of his/her mathematics teacher’s EMTA application. I understand the video-record will be treated confidentially and stored securely, and my child’s privacy is protected.

 Signature Date

*(Please return this portion of the form signed and dated to the school.)*