*In order to maintain standardised messaging to SSEP partners the email examples below illustrate typical communications and can be copy and pasted into an email for you to adjust accordingly.*

1. ***Teacher meeting follow up to the school SSEP Coordinator***

Kia ora **name**

It was really great to meet everyone yesterday!

I have attached a summary of my notes and also a table for you to fill in please so we know which teachers we will be working with and can match appropriate employers.  Please feel free to correct or add anything to that

Several staff mentioned they had contacts in the following businesses - if they could please forward you contact details for us that would be hugely helpful as we can follow these up:

* Hamilton East Medical Centre
* BCD (Megan has already provided contact details)
* NIWA (Janet has contact)
* Duck Island Ice-cream (Hamilton factory opening soon)
* Edwards White (Architecture) – ex-student works there
* Cullen Engineering (Year 13 student’s father)
* Paua Architects

A couple questions for you and Principal name:

1. **Subject focus** - Are we going to start **only** with maths this year, and look at expanding into other subject areas later?  Or would you like to dive in with a combination where there is teacher interest?  *E.g. it could end up as a couple of classes as a maths/science combo, a couple as a maths/technology combo,  and a couple just straight maths.  This will help shape up what the final employer and teacher combination will look like*
2. **Transport budget for SSEP** - can this be managed with school vans or are buses an option if needed?  Our aim to keep it as local as possible to reduce costs and time spent travelling, but if there is an opportunity a little further afield is bussing an option?

Really neat to have so much interest amongst the staff.

Have a great day!

***Attached notes:***

**SSEP Plan XX School 2021**

Year 10 maths focus (with potentially science and technology), 6 classes, 176 students

**Maths focus areas:** Trigonometry, Algebra, Measurement

**Science focus areas**: – themes on a 2-year rotation: Term 1 – Environmental, Term 2 (Modern Machinery) – Metals, Chemistry, Electricity, Term 3 – (Sports Science) Biology, Physics, Nutrition, Term 4 (Acids & Bases) – Environmental, Earth science, Waitomo Caves

**Technology focus areas:** IT and DVC – anything to do with product design

**Teacher matching:**

|  |  |  |  |
| --- | --- | --- | --- |
| Class (e.g. 10YE) | Maths Teacher (name and email) | Science teacher name and email if keen to be involved with SSEP (leave blank if not) | Technology teacher name and email |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |
| 6. |  |  |  |

**Potential employer partners** staff have contacts in blue – if they could forward contact details to School Coordinator Name to pass on to me we can follow these up):

* Hamilton East Medical Centre
* BCD (Megan has provided contact details)
* NIWA (Janet has contact)
* Duck Island Ice-cream (Hamilton factory opening soon)
* Edwards White (Architecture) – ex-student works there
* Cullen Engineering (Year 13 student’s father)
* Paua Architects

**Also discussed**

* Regional Council
* Dairy Goat
* IT
* Engineering
* Mechatronics
* Montana/Kerr & Ladbrook
* Gallagher