**4.7 HOW TO CONTACT SCHOOLS**

Contacting a School

1. Find out the name and e-mail of the headmaster.
2. Write an e-mail (suggestion below) and ask for a meeting.
3. Be well-prepared for the meeting.
   1. Educational material
   2. The course plan
   3. Arguments for why bridge is good for the student’s
4. Find out how they manage the student’s own choice, both concerning how much time they allow, and when in the week it is scheduled. This can vary a lot from school to school.
5. Ask to see the rooms where the bridge course may be held. Choose a maximum of five tables, which means that the course will be limited to 20-22 students. Do not accept too many students. We recommend that you have assistants at each table. It will also be a calmer course with fewer students in the room.
6. Who is the school’s contact?

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*Dear Headmaster!*

*My name is Benny the Bridge Teacher, from the local bridge club in Bridge Town. We would like to introduce you to the game of bridge, which could be a part of the student’s own choice activity. I would be very happy to meet you and discuss the possibilities, and explain why bridge is a good activity in the student’s own choice.*

*Please suggest a date and time for a meeting!*

*Best regards*

*Benny the Bridge Teacher, Phone 0123-4567890, e-mail* [*benny@bridge.com*](mailto:benny@bridge.com)

*PS. If you do not know what bridge is, I have attached a short presentation.*

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When contacting schools with year 1-6, remember that these years do not have the student’s own choice. But they do have a recreation place where students can stay and play. The will be there until the parents come and fetch them. Otherwise, it is similar.

One idea is to invite the personnel at the recreation place to the local bridge club.