

January 21, 2009

This is a letter of recommendation for Mrs. Tammy Collins, first grade teacher at Colonial Trail Elementary School in Henrico County, Virginia. Mrs. Collins has high expectations of her students. She exhibits solid instructional skills that are measurable in her students' learning on a daily basis. Her varied learning centers are prepared in advance and provide students with many wonderful opportunities for a great deal of active learning, technology, interest, and fun!

Mrs. Collins ensures that her students are well prepared to participate and learn independently and safely. There is evidence of lots of differentiation and all students are actively involved in a variety of tasks. Displayed on her Promethean board are the objectives for the day. She reviews the components with her students. Each center in her classroom program is designed to promote learning and discovery. It is exciting to watch Mrs. Collins teach. She gives clear, precise directions and instructions. She provides well-organized learning activities that are relevant to her students. She uses a variety of teaching methods and instructional strategies to engage students in their learning. She keeps accurate records and demonstrates a caring attitude of mutual respect with each student at their ability levels.

Mrs. Collins works cooperatively with faculty, administrators, parents, and students to meet the needs of the total school program. She sets an example for students in personal grooming, fitness, conduct, honesty, fairness, and respect for self and others. This year she was the school liaison for Destination Imagination. All of this contributes to our children's social and academic lives in a very positive way!

Mrs. Tammy Collins is a dynamic educator, who truly believes in going above and beyond the call of duty for the betterment of her students. She has a persona about her that makes it easy for her students, colleagues and parents to love and respect her. Mrs. Collins possesses sound communication skills. Her classroom is characterized by frequent student-teacher interactions and hands-on learning activities. Questioning techniques are correctly used and result in a high level of student volunteering. In addition, Mrs. Collins maintains frequent and close communication with parents and staff alike through newsletters, individual notes, her Quia webpages, phone calls, and conferences.

Mrs. Collins is a shining star in our school community who interacts positively with both peers and administrators. She is always cooperative and willingly gives and receives advice and support. In all ways, Mrs. Collins is a highly effective and competent member of the Colonial Trail instructional family. As Mrs. Collins' principal, I am most impressed by her enthusiasm, confidence, and dedication to her job. She is a self-starter and does what ever it takes to complete a task. Her leadership and communication skills, as well as her dedication and determination to always lend a helping hand to anyone who comes across her path make her an outstanding individual. She is extremely intelligent and personable; two characteristics that one must possess in order to succeed in the teaching profession. She was recognized as the New Teacher of the Year last year at Colonial Trail Elementary School and we will miss her greatly!

Please do not hesitate to call me if you have any questions regarding Mrs. Collins. I can be reached at 804-364-0055.

Sincerely,

A handwritten signature in cursive script that reads "Philip J. Cantone". The signature is written in black ink and is positioned below the word "Sincerely,".

Philip J. Cantone
Principal