

To write a letter

Today you are going to write a letter to a Year 2 child who will be joining in the Junior School in September.



What are the features of a letter?

See if you can name at least 3 before you watch the clip below:

Watch: <https://www.youtube.com/watch?v=y2d-0dlimgY> to be reminded of some of the features of a letter?

Task 1: Find the features on the letter below

Features to find:

- Address
- Date
- Greeting
- Who it is from
- Paragraphs
- Informal language

Garden Suburb Junior School
Year 3
Childs Way
London
NW11 6XU
Monday 13th July 2020

Dear new Year 3 pupil,

How are you? I cannot believe that next year I will be in Year 4. It seems like only yesterday I was in Year 2 receiving one of these letters. My time in Year 3 has been wonderful and I have learnt so much. Although it has been a little bit different to what I was expecting, what with home learning and not being at school for part of the year, I have learnt a lot. You must be so excited to become a Junior! In the Juniors, school life is rather different to the Infants, so let me share some of my inside knowledge with you.

A significant difference is that you will have a different playground at the front of the building. You will love playtimes in the Junior School. Have you seen our equipment? It is amazing! We are really lucky in Year 3, we get to go to lunch before the rest of the school which is great because that means more playtime!

Mrs Bhavsar expects us to be very sensible around school at all times. She rarely has to tell anyone off because we are all conscientious and want to do the right thing. In school we must keep safe and to do this we have to follow some rules: never run in the corridor, keep to the left, always listen to your teacher, walk sensibly in your line, do your homework and remember to be kind to one another. In my opinion, the last one is the most important as we all want to be happy in school.

We have to work very hard but our teachers make lessons interesting and engaging. The teachers always praise us and give us house points and stickers when we do our best. My favourite subject is Science because we do lots of exciting investigations and group work. In addition, I love Art because I enjoy drawing and painting. In January, you will experience Art Day which is a whole day of Art based around an artist you are studying.

Year 3 is also a lot of fun! Our PTA organises brilliant events, such as the Seasonal Fair. We also have special days where we get to dress up, for example World Book Day.

Every Friday afternoon we have Golden Time where we get to choose our favourite game or activity. Sometimes, if we have been especially well behaved, we even get extra Golden Time!

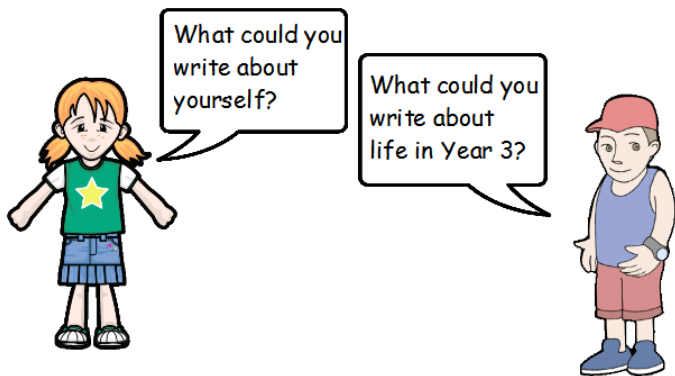
I hope you have a great summer holiday with your family. I am really looking forward to seeing you in the Junior School this September.

Best Wishes,

Amanda

Year 3 child at Garden Suburb Junior School (Soon to be in Year 4!)

Task 2- Think about what you would like to tell the Year 2 children in your letter.



What would you like to tell the Year 2s about the Junior School?

Houses
 ICT suite
 Homework
 Bus Stop
 Golden Time
 Daily timetable
 Library
 Home Learning
 Trays and tables
 Spanish and music
 Subjects
 school rules
 Trips

Plan your letter to a Year 2 child using the planning template below:

<p>Paragraph 1</p>	<p><i>Introduce yourself e.g. My name is... I enjoy...</i></p>
<p>Paragraph 2</p>	<p><i>Talk about your first important point e.g. The timetable is very busy. Every day we have...</i></p>
<p>Paragraph 3</p>	<p><i>Talk about your second important point e.g. We have golden time. This happens on... This is when...</i></p>
<p>Paragraph 4</p>	<p><i>Talk about your third important point e.g. Every child is put into a house. I am in... Houses are...</i></p>
<p>Paragraph 5</p>	<p><i>Conclude your letter with a personal message. E.g. I hope you have a good summer break. I look forward to...</i></p>

Task 3 – Use the plan to **write** your letter to a year 2 child using the **Steps to Success**. There is a word bank below to help you with spellings.

Mild – Use the writing frame on the next page to help you.

Spicy – Write your letter and tick off your points from the plan

Hot – Write in an informal style whilst still using ambitious vocabulary. Include adverbs from the list below.

Success criteria for writing a letter:

- First person

Include...

- Address
- Date
- Greeting
- Who it is from
- Paragraphs
- Informal language

Word bank

Golden Time	rules	bus stop	Learning Powers
lunch	Library	lessons	PSHE / R.E.
assembly	Spanish	Music	smelly stickers
homework	play time	teachers	Junior School

Adverbs of Time

yesterday	regularly	always	later
usually	often		

Adverbs of place

here	upstairs	everywhere	there
inside			

Adverbs of manner

cheerfully	quickly	courageously	happily
expertly	truthfully		

Task 4 – Proofread your work

Using a different coloured pen, edit your work checking for the following:

- Accurate spelling
- Accurate punctuation
- Accurate grammar



Mild letter template

Garden Suburb Junior School
Year 3
Childs Way
London
NW11 6XU
Wednesday 15th July 2020

Dear new Year 3 pupil,

My name is _____ and I am in _____. I enjoy _____

_____.

The timetable is very busy. Every day we have _____ and _____. The other lessons

are _____. My favourite lesson is _____ because

_____.

We have Golden Time. This happens on _____. This is when _____

_____.

My favourite activity during Golden Time is _____ because _____

_____.

Every child is put into a house. I am in _____. Houses are _____

_____.

I hope you have a good summer break. I look forward to _____

From, _____