

### A Letter From a Year Six Leaver

It really is that time, and even in a 'normal' year, with all the business of the last week at school, people often don't get time to say what they really wanted to say before they leave. This is just as true now, for other obvious reasons, so we would like you to spend a while thinking about what you would say if you had the time.

Use the ideas below to help you write a letter to a teacher at Emmaville – it might be to Miss Armstrong, your current teacher, a teacher from an earlier year, or even all the teachers at the school.



#### Tuesday

1. Your letter might include some of the following:
  - your best memories from your time at the school
  - a funny incident that sticks out in your mind
  - a time when someone helped you
  - particular achievements that you are proud of
  - how your first day at the school compares with now
  - how you feel about the school community and its effect on you
  - the changes that you have gone through as a pupil at Emmaville

Draft your ideas on a piece of paper, making notes and adding to them as you remember more. Do any of them link in any way? Could you re-organise your ideas so that some ideas fit in the same section?

2. Begin to draft out your letter – remember your audience; what level of formality should you use? Should it be ultra-formal, or maybe less so, as you've known the person you're writing to for quite some time?

Remember to structure your writing as always:

- Open with an introduction of some sort – why are you writing the letter?
- Your main paragraph(s) should contain your ideas from your notes
- Close with a conclusion – summarise your feelings, possibly talk about the future and if you want to show your thanks, do it in this section.
- Don't forget to sign off!

#### Wednesday

3. Review your first draft – check punctuation & spelling. Do any of the sentences need changing (cutting any unnecessary words/ adding better description/ changing repeated words/etc.)?
4. Create your final copy, using neat handwriting. Check a final time and post your letter to Seesaw so that your audience gets a change to read it.