Today you are going to write an informal letter to a child in your class write something like To My Friend, Dear Friend or Hello Friend. Do not write a friend’s name as your teacher will decide who to send your letter to.

We want to pass these letters on to the person you have written to so Do Not use your address use the schools. Please email your letter to your class email so they can be sent to someone.

You could ask your friend how they are or what they have been doing. Tell them something about what you have been up to as well. Remember the features of an informal letter.

Here are some check points.

Remember to:

✓ Write the school address
✓ Write the date
✓ Write an informal greeting
✓ Write an introduction
✓ Write more detail
✓ Write a conclusion
✓ Write best wishes from, take care from or love from before writing your name

Also remember

✓ Full stops, capital letters (remember capital for proper nouns)
✓ Conjunctions
✓ Finger spaces of the right size
✓ Joins we have learnt
✓ Think about your spelling—If you come across a spelling you are not sure of you could always try it out on a spare piece of paper and get it checked by an adult—remember to use your phonics
✓ Read what you have written to make sure it makes sense

It would be amazing if you could use 1 or more

✓ ?!,
✓ Contractions such as can’t, didn’t. I’ll, wouldn’t
✓ Suffixes such as joyful, careless, achievement, happiness
✓ Possessive apostrophe

Are you stuck for ideas? Look at the letter Mrs Tomes-Rolt wrote for Mrs Hogg on the next page. (As an informal letter we should use first names but as your teachers we didn’t)
Hello Mrs Hogg,

I just thought I would write you a letter as I am missing you. How are you, Mr Hogg and the girls? My family and I are all well and we have been enjoying some time together. We have had a couple of barbeques and some game nights. We love playing Pictionary, Scrabble and Lexicon. As you know my drawings are not particularly good, so Pictionary is a laugh as they try to guess what I have drawn. I have also done lots of gardening.

How is Jasmine? I bet she is growing fast. I was pleased to hear she likes the bear I gave her, and I appreciated the photo you sent with her carrying it around. When will she be allowed out? I’ve never had a cat, so I don’t know much about them.

Teddy has enjoyed the extra attention and I have taught him some agility tricks. He can now do the high jump, slalom and he loves running through his tunnel. I had a go with his equipment to my family’s amusement. They laughed so much as I tried to jump the high jump and wriggled through the enormously long tunnel. The tunnel isn’t very high so I had to wriggle on my tummy like a worm, I didn’t get very far when I panicked and thought I wouldn’t be able to get out so panicking I wriggled backwards to get out. I am also teaching Teddy to let me clean his teeth. This has taken weeks and lots of chicken, but he will now let me do his front teeth at the bottom, whoopee!

I have been really pleased with the determination, commitment and resourcefulness Mulberry Class have shown when attacking their daily tasks and can’t wait to see them all again. I know you feel the same about Sycamore class. I bet they have grown over the weeks, they might be as tall as us when we return!

Oh well it is time to make lunch so I must finish now.

Take Care

Love from

Mrs Tomes-Rolt