

# Letter to Your Primary School

Your task is to write a letter to your primary school to let them know how you are getting on at your new school. This piece of work will assess your ability to use paragraphs and the correct letter format.

Your letter should be set out like the one below but without the sub headings!

<p>Name of Your Primary School, Road, Town, County, Postcode.</p> <p style="text-align: right;">Date,</p> <p>Dear (Name of Last Teacher or Headteacher),</p> <p><b>1st paragraph</b> Introduce yourself (there is no need to say your name because this comes at the end of the letter) and explain why you're writing.</p> <p><b>2nd paragraph</b> Describe your first day at your new school. How did you feel on the day, what happened to you and how do you feel now you're looking back on it? What are the main differences between your last school and this one?</p> <p><b>3rd paragraph</b> Describe how you're getting on now. What are your favourite subjects? What are the good and bad points about the school?</p> <p><b>4th paragraph</b> Has anything changed about you since changing schools? Have you made new friends? What has been the most interesting thing you have learned? Have you developed any new skills (working in groups? working on your own? organising homework?)?</p> <p><b>5th paragraph</b> Is there anything you particularly remember or miss about your old primary school? Any final words to your teacher or pupils who might be coming here next year?</p> <p>Yours sincerely,</p> <p>Your name</p>	<p>Name of Your Current School, Road, Town, County, Postcode.</p>
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## Not sure how to use paragraphs?

A new paragraph is generally used when writing about:

a new subject
a new time
a new place

A paragraph is usually longer than one sentence but should rarely be longer than half a page.

To show a new paragraph you can indent it (leave a space between the margin and the first word) or leave a line between each paragraph.