

Letter Planning Sheet

<i>Name and Address of the person you are writing to:</i>	
Mrs V Seymour Kingstone High School Kingstone Herefordshire HR2 9HJ	Miss V Harold Fairfield High School Peterchurch Herefordshire HR2 0SG
<i>Introductory paragraph: who you are and why you are writing</i>	
<i>Personal information: a little about your family, any siblings, if you've been to other schools</i>	
<i>Experiences at Madley: what you enjoy/what you are good at</i>	
<i>Looking forward to:</i>	
<i>Any concerns or questions:</i>	
<i>Sign off sentence to end your letter</i>	

You can either complete the planning sheet in sentences or just as notes to help you when you write your letter.

Please remember to use the school address rather than your own for this letter.

Madley Primary School
Madley
Herefordshire
HR2 9PH