LITERACY BUDDIES®

IT'S THE WRITE THING TO DO

Letter writing resources

Teacher Pack

ARDOCH

REALISING CHILDREN'S POTENTIAL THROUGH EDUCATION

Letter writing rules

Here are our rules for your students to follow when writing letters. This helps us run a safe and rewarding program.

1. No identifying information

Please ensure the letters do not include the Little Buddy's surname, date of birth, social media handles, email address, home address or phone number.

2. Names

Make sure that the Little Buddy and the Big Buddy's name are on the letter so we can make sure it goes to the right person!

3. No personal photos

No photos of the Little Buddy or other people should be included. Photos of pets, famous people, landscapes, toys etc are encouraged!

4. A4 sized

Letters should be written and decorated on an A4 page. Colourful decorations, stickers and pictures are encouraged! However, for ease of scanning, pleasure ensure that the letters are flat and A4 size.

5. Handwrite letters

Letters should be handwritten if possible! This gives an opportunity for handwriting practice, and also aids in building a personal connection. If handwritten is not possible due to learning from home or other circumstances, typed is fine.

6. Support

If there is ever anything in the letter exchange that you find concerning, please let us and the relevant authorities (if applicable) know immediately.

Ardoch Child Safety Commitment

Ardoch is committed to protecting children's rights, safety and wellbeing and has a zero-tolerance approach to all forms of child abuse.

What to write

The first letter

Little Buddies will write the first letter in the exchange. This is an introductory letter where they can write about themselves and their interests. Things to include in this first letter would be:

- their name
- their age (but no exact birth dates)
- who is in their family
- their favourite activity at school
- what they are most excited about at school
- their favourite sport
- what hobbies they do
- what they want to be when they grow up
- any questions for their Big Buddy

What to write

Prompts and ideas

Little Buddies will respond to what their Big Buddy writes in their letter, but here are some prompts you might like to use to encourage purposeful writing. These themes and questions can be big or small, and feel free to add your own ideas.

In addition, to help the Big Buddies write impactful letters, please let us know in an email one or two topics that your class is learning about! This can be as brief as "dinosaurs" or "countries in Asia".

Topics the Little Buddies can write about

- what they are currently learning in school
- what books they have read
- what they like to do on the weekend
- what sort of job they might think about doing in the future and why
- tell their favourite joke or fun fact

Questions to ask the Big Buddies

- what do you in a typical day at work?
- what is your favourite food?
- what music are you listening to at the moment?
- what are your hobbies?
- if you could go anywhere in the world on holiday, where would it be and why?
- what was your dream job when you were at school?

Letter examples

Here are two beautiful letter examples from last year to give you an idea of what Little Buddies have written!

Dear Big Buddy,
Thankyou for your letter! I really enjoyed reading it. By the way what is your name?

My favourite tennis player is whoever is on TV. Other from tennis. I like running and playing soccer. Who is your favourite runner at the Olympics?

In the holidays, I went to Albany. Have you ever gone to Albany? I went down there to see my cousins. They live on a big farm with lots of animals. I want to live there when I am older. But down there it is freezing!

I have one cat and I used to have two dogs but sadly one died. His name was Kenny. I have Shadow the dog and Popcorn the cat! Do you have any pets? What type of pets do you have?

My favourite curry is probably spice curry. What's your favourite food? Do you like running long distance or short distance? What is your favourite sport on the Olympics?

From your little buddy [redacted]

Dear [redacted]

Greetings [redacted], Thanks for your letter and asking how I am. My favourite Animes are "Jujutsu Kaisen", "Demon Slayer", "Fate Stay Night", "Dragon Ball Z", "Jojo Bizzare Adventure", "Attack of Titan", "Black Clover" "Bleach" and "One Piece". My favourite T.V shows and movie are "Stranger Things", "Mugen Train: Demon Slayer" and "Tales of the nine Tailed Fox. My holidays were relaxing and chill. Did you get any holidays?

P.S - Heres a joke
Q: Why did the chicken cross the road?
A: So it can go to KFC.

Contacts

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