

# EXPLORE

## Supporting Transition – Welcome Letters

Get in touch and let us know about your experiences of using Welcome Letters with your pupils at: [info@as-creatives.com](mailto:info@as-creatives.com) or tweet us @ascreatives.



# Ideas



### Activity Overview

With the end of the academic year in sight, many of your children will be thinking about making the transition to the next year group. And who better to help them than their peers?

Your current eleven year olds will know more about Year 6 than anybody else – and your current five year olds will be the school experts on what to expect from Reception class. So Welcome Letters provides you with a whole-school activity in which everyone can bid a warm welcome to the children who will shortly follow in their footsteps – while recollecting and cherishing their memories of their own experiences since September!

### Target Audience

All ages from EYFS upwards – and members of staff, too!

### Resources

Five large sheets of paper, marker pens/coloured pencils, printed copies of the appropriate downloadable Letter Template.

### Instructions

- (1) Tell the pupils that they are going to write letters to the children who will move up to their year group next term. Explain that first, though, they'll need to collect their memories of life in school since September 2016.
- (2) Agree five areas of school life to explore – for example, History, Science, Maths, English and Visitors/Trips/Residentials. Write each of these on a large sheet of paper.
- (3) Allocate one sheet to each table – and give pupils a set amount of time to discuss and write down the great memories they have of the "area" written on their sheet. For EYFS and KS1, you might consider doing this as a whole-class discussion, with you acting as scribe.



(4) Swap the sheets around – and ask pupils to look at what is written on the sheet they have now been given. Give them a set amount of time to discuss and write down any more great memories they have of the "area" written on their sheet. Repeat this process (reducing the time allowance as you go), until every table has worked on every sheet.

(5) Allocate one sheet to each table. That table's task is now to work together to draft a letter to the children who will be moving up to their year group next year. The letter's purpose is to set out the sort of things they can expect to experience, associated with the "area" on their sheet. Once you're happy with their draft, they can transfer their work to printed copies of the appropriate downloadable Letter Template. For EYFS and KS1, you might consider creating a single whole-class letter, with you acting as scribe.

(6) As a school of course, you won't want Year 6 to feel left out – so ask every member of staff to write their own letter, setting out their wonderful memories of moving up to Year 7.

### Optional Extra: Bonus Questions

Rather than writing one letter per table, write one per child. To achieve this, go through Steps 1 – 4, as above – then display all the large sheets of paper now full of memories, of course). From this point ...

(5) Explain that each pupil is going to write a letter to an individual child from the cohort who will be moving up to their year group next year.

(6) Allocate each pupil the name of the child to whom they will be writing (you'll need class lists). Where numbers don't match up, two pupils could write to the same child – or specified pupils could write to more than one child.

(7) Tell the pupils to choose one memory from each of the sheets to draft their letters. Once you're happy with their draft, they can transfer their work to printed copies of the appropriate downloadable Letter Template.

### Outcomes:

Recalling and celebrating individual and class experiences since September 2016; practice in distilling information; practice in letter writing; opportunities to build on the sense of whole-school community.

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