

The letter from the head teacher



Name: _____

Date: _____

Answer the questions using full sentences.

1. What is the approximate age range of pupils in the school?

2. What is the postcode for the school? (Don't forget that your answer must be within a full sentence.)

3. Why did the headteacher write to the parents?

4. What was Mr Williams pleased about?

5. What was Mr Williams not pleased about?

6. Write your home address very carefully, as though you are writing it at the top of a letter.

Notes for teachers

This worksheet should be completed after 'Flood'. Help the children to read this passage and discuss the features that make it a letter. Point out how the letter is set out: the position of the address, date, etc. For the last question the children should write an introductory sentence such as *My home address is as follows*.