

# WRITING A CLASS THANK YOU LETTER



## LEARNING OBJECTIVES:

**To be able to express our gratitude to last week's visitor by writing an individual thank you letter explaining why we are grateful for their work, and how this makes us feel.**

## Suggested Resources:

Writing paper and pencils.

## Script:

“Who visited us last week? Why do they play an important role in the school? Have you seen this person at work in school during the week? What were they doing? What did this mean for you – how has it helped you?” (Teachers may need to support children to understand the work of the visitor in their own experience of school.)

## Suggested Activities:

Children will be familiar by now with writing thank you letters. In Year 3 they wrote a class thank you

## Character Coaching

### Meaningful Praise:

Well done – I like the way you expressed your gratitude. What was it like to write the letter and to have it read?

### Guidance:

Saying thank you shows that you have noticed when someone is kind to you. This is really important for making relationships and communities stronger.

letter to another visitor. Remind children of the objective of this letter – to express their gratitude for the hard work of the visitor and the impact this has on their experience at school. Write some key words on the board as prompts for children; children may use these in their writing. For example, ‘grateful’, ‘thankful’, ‘feel’, ‘make a difference’, etc. Apply your classroom writing policy to this lesson, for example by giving reminders or writing equipment to pupils. Ensure that once best copies of the letters are complete that children have an opportunity to share their writing and, crucially, give their letter to the school visitor. As there may be many letters, you may choose to display these on a special ‘Gratitude’ display wall.

### Correction:

Remember that we should not ignore the kind things that people do for us. It is important to be thankful because it helps everybody get along happily.

