Dear Parent/Guardian,

Here is the home-learning pack that has been produced for your child as a result of the enforced closure of the school, (due to the coronavirus). I hope you find it appropriate and helpful in these uncertain times.

I would be grateful if you could ensure that the work is completed by your child to the best of their ability. The work consists of Language, Mathematics and Topic. The topics covered have been completed in class during this academic year, so hopefully your child will be able to work fairly independently. If you do need to give your child some support, I would be grateful if you could mark the piece of work with an I- if your child completed the work independently, M- if your child needed a little support and S if a lot of support was needed. The work will be marked when we return to school. If you or your child need support from myself during the enforced closure, please feel free to contact me (term time only) during the hours of 8.50am and 3.15pm via class do jo or teams. I will answer any queries as soon as I can.

Work will also be available on the Blaendulais Primary School website. Please go to the website, click on distance learning, then Mrs Jones. This will be updated every Monday morning until further notice is given. The work is to be completed in this workbook please.

I would like to thank you for your support regarding this matter and hope that school and life will return to normal pretty soon.

Thanks to you all

Stay safe

Mrs H. M . Jones

8	1770 alan mad maila al	the as complaint		
W	7.70 plan and write aletter of complaint.			
	Sender	Our address		
	(one sointy	2nd paragraph (details)		
	CORP SING 1			
	3rd paragraph (what you	ending		
	Bould (ike to happen)	- yours scrithsfully.		
		Al church		
	PLANS ARE WRT	TTEN IN BULLET		
	POTNTS.			
	*			
1		STATE		



Features of Formal Letters Checklist

the sender's address?		
the address of the recipient?	7 -	
the greeting 'Dear Sir/Madam' if you dont know the recipient or 'Dear Mr/Mrs/Miss (surname) If you know the recipient?		
an introduction?		
formal sentence starters such as 'I am writing to inform you' or 'I would like to express'?		
details organised into paragraphs?		
a conclusion saying what needs to happen next?		- 1
'yours faithfully' if you don't know the recipient or 'Yours sincerely' if you do know the recipient when you have finished the letter?		
your name at the end?		-
	1 2-0	1