

“Find our former pupils and school supporters”

Letter writing campaign: lesson plan

| | |
|---|--|
| <p>Session summary</p> <p>This workshop will inform pupils about the schools' community of supporters and the role they can play in the fabric of school life. If appropriate, they will hear from at least one volunteer who will share their experiences of school and their journey afterwards as well as why they choose to support the school. Pupils will then think about the part they can play in encouraging more people to support their school through writing a persuasive letter. These can be shared by school staff, governors, in local press, with the local council or with local businesses.</p> | <p>Target year group(s)</p> <ul style="list-style-type: none"> • Year 2 - 6 |
| <p>Learning outcomes</p> <ul style="list-style-type: none"> • Pupils will understand what a community of alumni and supporters is and why it is beneficial. • Pupils will gain an insight into why people choose to volunteer in school (through a volunteers lived experience). • Pupils will create a persuasive letter encouraging more people to sign up and support their school. | <p>Suggested volunteers</p> <ul style="list-style-type: none"> • This session could be relevant to a range of people in your community of supporters as they have signed up to be involved in school life. |
| <p>Resources</p> <ul style="list-style-type: none"> • Power Point • Letter planning sheet | |
| <p>Pre-session preparation</p> <ul style="list-style-type: none"> • If attending, speak to the volunteer(s) on the phone to let them know what to expect from the lesson. Make sure there is someone to greet them at reception and debrief them afterwards. • Allow pupils some time to prepare questions for the volunteers. | |

| Timings | Learning Sequence |
|---------|--|
| 0-5 | <p>Welcome and Introduction (slides 1-3)</p> <ul style="list-style-type: none"> - Briefly outline objectives as on slide and if attending, mention the fact that an exciting visitor has come to speak to students about their experiences. - Introduce pupils to the term 'community of supporters' or 'alumni community' and ask them to discuss what they think this means. Come up with a class definition but do not reveal actual definition. |
| 5 - 15 | <p>Optional: Meet the volunteer (slide 4 - 5)</p> <ul style="list-style-type: none"> - Introduce the volunteer, asking them to share some basic information first, such as their name, when they went to the school, and a memory from that time. - This part of the session is suggested as 10 minutes, but you can alter the time frame as appropriate. |

| | |
|---------------------------------|---|
| | <ul style="list-style-type: none"> - It is also structured as an interview/Q&A from the pupils however, do guide the questions to shape the message pupils are hearing and to meet the workshop objectives. |
| 15 - 20 | <p>What is a community of supporters? (slide 6)</p> <ul style="list-style-type: none"> - Share the explanation on the slide with pupils and highlight that alumni means 'past pupils'. Compare this with the earlier class definitions. - Ask pupils to reflect in pairs why they think a school might want these people to support them, what could they do to help? Take feedback from some pairs to create a list or mind map. <p>Optional: Volunteer role</p> <ul style="list-style-type: none"> - Ask the volunteer to share the reasons why they signed up to support the school. - Add these reasons to your list or mind map or emphasise them further if they are already there. |
| 20 - 25 | <p>Quiz (slide 7 – 10)</p> <ul style="list-style-type: none"> - Share "Did you know?" quiz with pupils. Many of the answers will not be what they first assume. - Explain that their community of supporters is very useful for helping them to learn more about education pathways and jobs they might want to do in the future. <p>Optional: Volunteer role</p> <ul style="list-style-type: none"> - Ask the volunteer to circulate and support groups. |
| 35 – 55 | <p>Letter writing activity (slide 11)</p> <ul style="list-style-type: none"> - Introduce the main task, pupils are going to be writing a letter to all former pupils of the school and/or community supporters such as parents and local businesses to persuade them to get involved with the school. - Share the checklist of features that should be included in a persuasive letter. - Provide pupils with the letter writing template to help them plan their letter ideas including the points they are including in each paragraph. - Once they have finished planning, pupils should write their letters up neatly to be shared throughout the local community. Ensure that they do not sign off with their full name and instead use Year X pupil from SCHOOL NAME. - Explain to the pupils that you will be sharing copies of these letters with staff and governors to give to people they know, posting them to local businesses to display and to the local council. Some may even feature in local press. <p>Optional: Volunteer role</p> <ul style="list-style-type: none"> - Encourage the volunteer to circulate and support pupils with their idea generation. |
| 55 - 60 | <p>Reflection and Conclusion (slide 12)</p> <ul style="list-style-type: none"> - Encourage a few pupils to share their letters with the class. - Ask the class to reflect on the one thing they will take away from the session. <p>Optional: Volunteer role</p> <ul style="list-style-type: none"> - Ask volunteer if they would be willing to share a final piece of advice with the pupils. |
| Comments and adaptations | |