

Address  
Leith Academy  
**20 Academy Park**  
**EH6 8JQ**

Date 27/05/20

Greeting

**Dear Primary 7 pupil**

Paragraph 1

I am writing to tell you about my first few months at Leith Academy.

I hope this will tell you what life is like at Leith Academy and give you an idea of what to expect when you join us next year.

Paragraph 2

This year I have really enjoyed:

I have really enjoyed the chance to meet many more people staff and other students. It was great to get to do subjects that you don't do lots of in primary. I like how with some subjects there is a larger variety of things you can do, in P.E. there is lots more sports you can do or in music there is more instruments to play.

Paragraph 3

There have been some surprises/opportunities

Some of the surprises were how easy it was to make new friends. There are so many clubs to join in Leith Academy and the options are so vast.

Paragraph 4

My challenges this year have been:

One of the big challenges at the start of the year was trying to find your way though the school but after the first few weeks you start to figure out were everything is.

Sign-off

**Yours sincerely**

Name

**Alex Duke**

**Self-assessment: what do you think of your letter?**

✓ or X

My letter had a date and address

Yes

I used capital letters to start sentences.

Yes

I used full stops to end sentences.

Yes

The letter tells the reader about me.

No

The letter tells the reader about Leith Academy.

Yes

Something I could have done better:

Something I could have done better was tell the reader more about me.