

Lesson 2 My school address

Learning objectives

Children should learn:

- that everyone has a personal address;
- the significance of addresses, including the school address.

Success criteria

Children can:

understand the importance of knowing addresses particularly of their school.

Programme of Study

Develop knowledge about the UK.

Skills and processes

- Enhancing locational awareness through understanding the importance of knowing about addresses.

Prior learning

This lesson draws on the knowledge of the layout of the school from Lesson 1.

Vocabulary

address, postbox, sorting office, location, journey, e-mail, airmail, destination

Resources

- Four envelopes
- Large plan of school showing location of the rooms
- A children's story relating to the journey a letter makes, (e.g. *Postman Pat at the Post Office* by John Cunliffe)
- **Activity sheets:** *A letter's journey*, *A letter to the school (1)*, *A letter to the school (2)*, *A letter to the school (3)*, *A letter to the school (4)*

Further resources

- Writing paper and envelopes
- Shoeboxes
- Set of addressed envelopes

- A collection of different types of letter
- A large addressed envelope
- Picture of a postbox

Cross-curricular links

Literacy

Differentiation

This lesson is mainly teacher led: encourage children to respond in different ways to the common task.

For the sequencing activity children could be grouped to facilitate any necessary in-class support.

Assessment evidence

Children can show:

- from their activity sheet the journey of a letter and the importance of the address.

Starter

Ask the children: *How can we send messages in school and make sure that they are received?*

Discuss the content of simple addresses with the children and construct an address for your classroom using the class name or number and the name of the school.

You may also like to explain that for ease of convenience email is used to send messages around the school.

Share the Learning objectives and the Success criteria with the children.

Introduction

Show the children a range of addresses on a variety of envelopes. These could be images on the IWB or letters you have collected.

Learning activity 1

Addressing a letter

Read out the four letters on the Activity sheets and explain that you were given these by someone who did not know the school. Ask: *Who are the letters for?* (Fill in the headteacher, the secretary, the caretaker, the cook.); Ask: *Who wrote the letters?* (Fill in some appropriate or fictitious names.)

Discuss how to get these letters to the right people. Use the enlarged labelled plan of the school created in the previous lesson to locate the correct person and collect suggested addresses on the board. (Ensure that each address ends with the name of the school.) Ask four children to address the four envelopes and ask four pairs of children to deliver the letters to the appropriate people.

Learning activity 2

A letter's journey

Point out that if these letters had been posted into a postbox they would have been sorted at the sorting office and delivered to school by the postman. Read a story about the journey a letter makes (e.g. *Postman Pat at the Post Office* by John Cunliffe).

Distribute the **Activity sheet: A letter's journey** and explain that the pictures show the journey of the letter to the headteacher. Ask the children to cut out the pictures and to put them in order to show the stages of the journey.

Plenary

Ask if any of the children know their own addresses and invite the children to use the IWB to write a line by line summary of what is needed on the address, and the order in which it appears on the envelope.

Go over the stages of the letter's journey.



Name: _____

Date: _____

A letter's journey

Cut out the pictures and put them in order to show the letter's journey.



Name: _____

Date: _____



A letter to the school (1)

The Pines
29 Holbeach Road
Raithby
Lincolnshire
DN16 1XZ

14 October

Dear _____

I came to look around your school last week with my son David. He thought it looked very exciting and particularly enjoyed watching the boys playing football. We have just moved to a house near to your school and David would very much like to attend. I hope you can find a place for him in class 2.

Yours sincerely



Name: _____

Date: _____

A letter to the school (2)

The Village Bakery
Holbeach Road
Raithby
Lincolnshire
DN16 2AB

14 October

Dear _____

I am sending you some new recipe cards full of ideas for making cookies and muffins. I am sure the children having a school lunch will love these. If you would like to try them out we can supply you with all the ingredients.

Yours sincerely

Name: _____

Date: _____



A letter to the school (3)

The Wood Yard
14 Brook Street
Raithby
Lincolnshire
DN16 2AB

14 October

Dear _____

I will be delivering the wood you ordered for the shelves in the new classroom. I will be arriving in my lorry at 2 o'clock on 21 October. Can you please open the school gates so I can drive straight in. Where would you like me to leave the bill?

Yours sincerely



Name: _____

Date: _____

A letter to the school (4)

10 Smithfield Road
Raithby
Lincolnshire
DN16 2AB

14 October

Dear _____

I am sending you the information you need about the football team to put on the newsletter. When all the parents and the children read how well the team are doing I am sure they will all want to help raise money for the new strip. Can you also thank the head teacher for his support.

Yours sincerely
