8 Meadow Road,

Haywards Heath,

RH16 3NL

Friday 16th June 2021

Dear Mr.Hateley,

I am writing to you because I have some recommendations for how we can improve the school.

Firstly, I believe that we could use the outdoor space more effectively. We are lucky enough to have a great deal of space at St.Wilfrid’s but not all of it is being used. For example, the area of ground where the old swimming pool was located has been left empty. Perhaps we could use this for outdoor games such as table tennis or cricket? The sand pit is badly damaged but this could become a lovely area for children to explore at playtimes.

Secondly, the toilets need significant development. They are currently old and damaged. If these areas were improved, children would be better behaved when using the bathrooms. The mirrors are often dirty and need cleaning regularly. The cleaning team need to be given more time to sanitise these areas.

Finally, children are currently eating their lunch inside even though the weather is excellent. Perhaps all year groups could eat on the field using the picnic rugs and tables? If children were allowed to eat outside they would be calmer in the afternoons and learn more as a result.

I hope you agree with my ideas and make the necessary changes to improve our school.

Yours sincerely,

Ruth Whaley

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| Date | Formal language (no contractions) |
| Introductory sentence | Yours sincerely (if you know the person) |
| Different paragraphs for each point | Your address (top right corner) |
| First person (I , we) |  |

SoS for formal letter writing:

* Your address (top right corner)
* Date
* Introductory sentence
* Paragraphs for each point
* First person ( I, my, we)
* Yours sincerely (if you know the person)
* Yours faithfully (if you don’t know them)