*Carer/parent name*

*Address 1*

*Address 2*

*Address 3*

*Date*

Dear [carer/parent name],

We’re really pleased that [child name] will be taking part in the Letterbox Club over the next six months. They’ll receive a parcel each month containing books, activities and stationery. The Letterbox Club is run by BookTrust, a national reading charity that aims to build children’s confidence and enjoyment of reading.

We would like you and [child name] to complete the short surveys we have included with this letter. They should only take 5-10 minutes to fill in and will help us find out how you and your child feel about reading and maths. There are no right or wrong answers so please answer the questions as honestly and accurately as you can.

We will also be sending you a similar follow-up survey after your child has taken part in the Letterbox Club.

You don’t have to take part but we hope you do as your answers are important to us. Please fill in the surveys and send them back to us.

If you have any questions, or you move address, please get in touch with [ contact name/ your LACE coordinator].

Thank you!

[Local authority virtual school/school name]