After hours club

Your school is exploring the idea of setting up an 'after hours' club. Pupils will be able to use school facilities and take part in a range of activities after school. Your task is to write a letter to your head teacher explaining your ideas for the club and persuading them that it is a good idea.

Hints

Before you start:

- note down ideas to support your argument (e.g. suggestions for activities or how it will be run)
- decide how you will deal with any potential concerns and how you will make your ideas appealing
- think about how you will make your letter convincing.

As you write:

- think about your purpose and audience and use an appropriate level of formality
- choose words and grammatical structures that enhance the meaning of your writing
- try out different ways of expressing your ideas and choose the most effective.

Continue on a separate sheet if necessary.

Check

- When you have finished, check through your writing. Make changes to clarify meaning or enhance the effect.
- Check that everything is grammatically correct.
- Proofread to check spelling and punctuation.