

LETTER TO SANTA

Teacher notes

THE ACTIVITY

Children write a real letter for a real reader. The pupil sheet (page 2) gives sentence starters for their name and age, the kindest thing they did this year and their Christmas wish, with space for a picture and a signature.

Print page 2 once for each child. Choose “page 2 only” in your printer settings for the class copies.

A LESSON IN FOUR STEPS

1. **Share (10 min):** read a letter together and spot the greeting, the questions and the sign-off.
2. **Plan (5 min):** talk to a partner about a kind thing they did and what they would love.
3. **Write (20 min):** fill in the sheet. Confident writers can add more on the back.
4. **Draw and sign (10 min):** add a picture for Santa and sign it.

POSTING THE LETTERS TO SANTA

Santa/Father Christmas
Santa's Grotto
Reindeerland
XM4 5HQ

Post by Wednesday 9 December 2026.

- Royal Mail asks for a stamp on each envelope, and the child's full name and address on the back so Santa knows where to reply.
- Replies aren't guaranteed. Santa says he will try to reply to as many children as possible.
- Many schools send letters home for families to post. If you post them from school, agree it with parents first. Using the school's address keeps home addresses private.

ADAPTING IT

- **Younger children:** scribe for them, or put a word bank on the board.
- **Older children:** write a full letter on lined paper, including a question for Santa.
- **Everyone:** circle one of Nice, Mostly Nice or Super Nice.

OTHER LANGUAGES AND FORMATS

- Braille, large print and British Sign Language replies can be arranged by emailing santamail@royalmail.com.
- Letters in Welsh go to Sion Corn, Ogof Sion Corn, Gwlad Y Ceirw, XM4 5HQ.

◆ FOR THE OFFICE OF SANTA CLAUS ◆

MY LETTER TO SANTA

Dear Santa,

My name is and I am years old.

This year, I have been **(circle one)**:

NICE

MOSTLY NICE

SUPER NICE

The kindest thing I did this year was...

.....

.....

For Christmas, I would really love...

.....

.....

On Christmas Eve I'll leave you and a carrot for the reindeer. 🥕

A PICTURE FOR SANTA



Thank you, Santa!

Love from,

.....
YOUR NAME

Pop me in an envelope for the post, or leave me by the fireplace on Christmas Eve! ❄