

***Letter writing is integrated into the Kenyan Primary Education Syllabus
and the Ontario Literacy Curriculum***

Note: full involvement in this program is one prerequisite for latrine building consideration

To be included in the Pen Pal Letter Writing Program...

1. A Pen Pal Coordinator must be selected such as the Head teacher or a delegate representing your school. Send the Pen Pal Coordinator's name to Connecting Countries Adopt-a-School via email. info@connectingcountries.net
2. The Coordinator must have a reliable contact number: cell phone and/or email (best way) Send this contact number to Connecting Countries Adopt-a-School via email.
3. Your Canadian Pen Pal "Partner" school will pay ONLY the postal fees for return mail to Canada from your students. These funds will arrive using "MoneyGram". Your school must have a secure "Pen Pal Postage Fund" bank account where funds to cover the postal fees can be deposited. Send the following info. to Connecting Countries Adopt-a-School via email.

1. *the **account number** where your Pen Pal funds will be deposited*
2. ***whose names** are the account registered under (must have at least 2 signing names)*
3. *who has **access** to this account and the funds in it (at least 2 names)*
4. ***name and location** of the Bank where the account is found*

4. The Letter Mailing Schedule and Mailing Procedure (see below) is suggested:

Letter Mailing Schedule

Canada to Kenya: October/November Kenya to Canada: January/ beginning February
Canada to Kenya: beginning April/May Kenya to Canada: May/mid-June

Kenyan School Mailing Procedure

- a) The teacher collects his/her class's letters for Canada and secures them together. Attach a cover page with the following information:
*Canadian school's name, Canadian teacher's name, Canadian class's grade, number of Kenyan return letters- (there **MUST** be at least one return letter for each Canadian student, use the names lists sent to you by the Canadian school).*
- b) Give secured letters to the Pen Pal Coordinator (Head teacher or delegate).
- c) All your school's letters going to the same Canadian school can be placed in one envelope, if possible. Only include paper. Refrain from sending small gifts.
- d) Using the return envelope supplied by your Canadian school, print clearly the name and full address of the Canadian school and your school's return address on the front of the mailing envelope. Also the words "PAPER ONLY"
- e) Each Pen Pal Coordinator (Head teacher or delegate), will mail the Canadian envelope using the funds available in your "Pen Pal Fund Account". Please obtain and file safely 2 copies of the Postal Receipt, clearly showing the cost of mailing your letters.
- f) Inform Connecting Countries Adopt-a-School when your letters are mailed, cost of mailing and number of letters using info@connectingcountries.net

Receiving Canadian Pen Pal Letters

1. Adopt-a-School will email you the date the letters from Canada were mailed and remind you of the grade at your school that will receive the letters.
2. Canadian schools will mail their letters in an envelope to your school. Inside the envelope, you will find: Canadian Pen Pal letters organized into classes, the Canadian teacher's name, school name/address and number of letters, a return envelope for your letters, and lists containing the names of the Canadian Pen Pal writers.
3. When the letters arrive at your school the receiving students will have a Canadian Pen Pal from a similar grade and of about the same age. Your return letters can now be addressed using specific names of students.
4. Please allow your students ample time to read thoroughly the Canadian Pen Pal letters. They will contain plenty of information about their province and Canada, their school and their lives. Also there will be questions asking for information about Kenya, your school your student's lives. Encourage your students to answer the questions, ask new questions, describe themselves, and share information about their school, family and Kenya
5. The Canadian letters will allow your students to:
 - a) practise reading to extract specific information
 - b) practise reading widely for pleasure
 - c) practise reading to improve comprehension

Pen Pal Letter Writing:

Writing letters offers your students an enriched opportunity to:

- i) practise writing using the English language,
- ii) practise conveying a specific message in written form,
- iii) practise writing to a specific audience,
- iv) practise writing using a prescribed format.

Note: Adopt-a-School expects that **each** student who receives a letter will write a return letter. We encourage students to write individual letters, that they personally create. Avoid writing copies of the same letter. Your students are encouraged to share information about themselves, their culture, their families, school, etc. (these letters are to build relationships get to know one another) * Include hand drawn pictures, these enhance the letter.

1. Students should address their letters in a friendly manner:

For example... * To My New Friend Bobby Jones or * Dear Mary Brown

2. Students should sign off their letters in a friendly manner along with their **full** name

(signed and printed). * From Your New Friend, or * From Your Pen Pal,
Elias Ndome Mary Kariuki

3. Also, your teachers are encouraged to write to the Canadian teachers. We find that this is good professional development.

Our goal is to have your school use this program as an educational aid to enrich literacy education and at the same time allow your students to learn about other people and cultures in a personal way as set down within the Kenya's Primary Education Syllabus.