

LETTER WRITING AT TŌKU ARA

Every week you will need to have a letter written to your **parents, or caregivers**. *You will be notified when this needs to be completed by.*

The letter must be a minimum of two A4 pages.

Letters must be written in black or blue ink.

Address the back of your envelope:

Your Name

Tōku Ara

389

Opoutere Rd

Opoutere



Address the front of your envelope:

Name and surname of your parents or caregivers

Whangamata Area school

The following items you can ask for in your letters home, that are allowed through **Tōku Ara Customs** are:

Books, Magazines, clothing, sports equipment, toiletries, stationery, footwear

PROTOCOLS

- We do not accept letters to and from friends or other adults other than your parents or caregivers.
- There is no limit on the amount of letters you can write but they must fit into an envelope that you provide.
- Parents/caregivers will be advised through the private messenger group by Rebecca Hill when and where mail can be collected by parents.

Mail Management

Mail Process	
<u>Letters to STUDENTS</u>	<ul style="list-style-type: none"> ● Parents will bring letters to the Office and will be put into the Toku Ara MailBox. ● RH will collect, and record. ● RH will bring mail out to the Lodge.

	<ul style="list-style-type: none">• RH will monitor and send parents a reminder email to write a letter to their child.
<u>Letters to PARENTS</u>	<ul style="list-style-type: none">• A staff member will collect all letters from Tōku Ara once a week.• Office who will contact home for parents who have a letter to collect.• Parents out of town with no siblings at school will be mailed their letter.