To __________

(Introduction)
My name is ______ and I will be your buddy when you join Westbrook in September. I hope you have been doing well during lockdown and are looking forward to coming to school soon.

(First paragraph)
Talk about yourself more.
Include
- Age
- Family
- Hobbies
- Favourite things at school
- Favourite things at home
- Your personality (chatty/tells jokes/playful)

(Second paragraph)
Talk about Westbrook
Include
- What it’s like in reception/what can the children expect when they join?
- What was your favourite thing in reception?
- What is school like? (assemblies, ICT suite, concerts, summer fair, sausage sizzle)
- What are the teachers like?
- How will you help them in school? (playtime, eating at lunch, reading with each other, sharing things)

(Finishing sentence)
Examples:
Looking forward to seeing you
Enjoy the summer holidays
Hope you are looking forward to joining Westbrook
Keep safe

From ___________