



### **Pen Pals 4 Pupils – The Key Points**

- 1) Pen Pals 4 Pupils is a Mapped Helix campaign open for schools to allow their students to become pen pals with children in another school across the UK.
- 2) Schools can register for the campaign on the designated landing page by no later than Monday May 22.
- 3) The campaign is open to years 3-5 and a school can enter more than one year group.
- 4) Those schools that register by midnight on Wednesday May 11 will be eligible to attend a virtual creative writing masterclass with renowned children's author Chris Smith at 1.30pm on Monday May 15.
- 5) Schools will be notified which school they have been paired with no later than Monday June 5. Contact details of the two schools will be shared with each other.
- 6) 'School A' will need to send their first pen pal letters to 'School B' by no later than Friday June 23,
- 7) 'School B' will then give each of their pupils in the participating classes a letter from 'School A' to create pen pals.
- 8) Pupils at 'School B' must respond by sending a pen pal letter to their pupil at 'School A' no later than Monday July 10. These will be addressed to individual children from 'School A' as per the original letter sent.
- 9) The two schools will then liaise with each other over continuing with the pen pal scheme in the 2023-24 academic year, with Mapped Helix on hand to support.
- 10) It is the school's responsibility to ensure the letters sent and received are of an appropriate nature before being shared with pupils.
- 11) Any costs incurred for postage and packaging by school will be the responsibility of the individual school sending the letters.
- 12) Any school which signs up for the Pen Pal scheme by Wednesday May 11 will be entered into a competition to win one of five Mapped Helix prize bundles which includes stationery and a signed copy of Chris Smith's new book, Clarity Jones and the Magical Detective Agency. This prize is non-transferable and there is no cash alternative.
- 13) Any queries from schools on this campaign should be directed to [marketing@mappedhelix.co.uk](mailto:marketing@mappedhelix.co.uk)