



A simple instruction guide

1. Find the address of your local care home: <https://www.cqc.org.uk/what-we-do/services-we-regulate/find-care-home>.
2. Help your child to write a chatty letter about their day/ life/pets etc. and include drawings if they enjoy doing them. Handwritten letters are the most appreciated. **Ask your child to sign with their first name only.**
3. Please begin the letter with 'My dear new friend' and address the envelope to 'My dear new friend', Care of (Manager's name).
4. To explain the initiative to the care home, please include the covering note with the letter explaining that your child wanted to write to an older adult.
5. If your child would like a reply to their letter, provide their first name and the name of their school rather than sharing your home address with someone you don't yet know. Remind children that not everyone will be able to reply, but they will be very pleased to receive their letter.
6. If you choose, as a parent, to include your child's home address in case a new friend wants to respond to the letter, please be aware of the following [guidance from the NSPCC](#).
7. Take a moment to think of all the postal workers who will be involved in delivering your letter to the care home. Royal Mail is one of the UK's essential services, providing a lifeline to communities everywhere. Delivering letters has become even more crucial as a way of keeping the country together and businesses operating and helping many people who may not have the option to leave their homes.
8. You can buy stamps at the supermarket or from the [Royal Mail shop](#). Alternatively, you can buy postage via the [Royal Mail App](#), or online via the [Click & Drop](#) tool.
9. Post the letter or deliver it as part of your usual daily walk! If you are self-isolating, you might want to take a photo of your child's letter and email it to the care home instead.
10. If you wish, share a photo of your child's letter on Twitter or Instagram @MyDearNewFriend #MyDearNewFriend

Never share your child's full name or contact details on social media.

For more fun reading and writing activities to do at home visit Family Zone:
www.literacyfamilyzone.org.uk

@MyDearNewFriend
#MyDearNewFriend