

Section 1:

#1 "My name is Ayman Rafi, a proud Year 5 and SVC student, and I'm writing to share an exciting idea that I believe will greatly benefit our school community. I would love your support in transforming our dry, patchy grass area into a stunning Agrostis turf soccer field!"

Strengths:

- Your introduction clearly states who you are and presents your proposal with enthusiasm.
- You've included specific details about the type of turf (Agrostis), showing research and knowledge.

Unclear purpose → Your opening lacks a clear statement about why you're specifically writing to the principal. While you mention your idea, you don't explicitly state that this is a formal proposal requiring approval or consideration. This leaves the purpose of your letter somewhat ambiguous.

Exemplar: *My name is Ayman Rafi, a proud Year 5 and SVC student, and I'm writing to formally request your consideration of a project that I believe will greatly benefit our school community.*

#2 "Budget: • The total cost is approximately \$26,794, but this will be significantly reduced thanks to the help of passionate volunteers ready to assist. • Other schools on the West Coast have done similar projects, with great success. In fact, when I visited one of them, I saw how happy the students were—one even scored a volley so smooth it inspired me to imagine the same joy here!"

Strengths:

- You've included a specific budget figure, which shows you've done preliminary research.
- You've strengthened your case by mentioning similar successful projects at other schools.

Insufficient financial detail → You mention a substantial cost but provide very little information about how this would be funded. You state volunteers will "significantly reduce" the cost but don't explain by how much or who these volunteers are. The principal needs more concrete financial information to properly evaluate your proposal.

Exemplar: *The total cost is approximately \$26,794. With the help of parent volunteers from our P&C Association who have building experience, we estimate this cost could be reduced by 30%. Additionally, I've researched three potential funding options including: a community fundraising event, applying for the School Environment Grant, and contributions from local businesses.*

#3 "Next Steps: Would you be available on Thursday at 1:50 PM to meet and discuss this idea further? I've prepared a short presentation with pictures, a budget breakdown, and a timeline to help visualize this plan."

Strengths:

- You've shown initiative by preparing additional materials to support your proposal.
- You've suggested a specific meeting time, making it easier for the principal to respond.

Incomplete conclusion → Your conclusion lacks a strong summary of the main benefits and doesn't clearly state what you're hoping the principal will do next (beyond meeting with you). This makes your closing feel abrupt rather than persuasive.

Exemplar: *I would appreciate the opportunity to meet with you on Thursday at 1:50 PM to present my detailed plan. My presentation includes photos, a comprehensive budget breakdown, and a realistic timeline. If this project receives your approval, I believe it would transform our playground experience while supporting our school's goals of creating better learning spaces and improving supervision efficiency.*

■ Your letter shows impressive initiative for a Year 5 student, particularly in identifying a school problem and proposing a specific solution. However, your proposal would benefit from more depth in several areas. First, consider explaining exactly how this turf would be maintained long-term, as principals must think about ongoing costs. Also, you could strengthen your case by mentioning specific safety benefits of turf over patchy grass, such as reduced injuries from falls. Your budget section needs more detail about where the money would come from—perhaps suggest fundraising ideas or community partnerships. Additionally, try expanding your evidence section by including a brief quote from a teacher or student at the other school you visited. Remember that the principal must justify large expenditures, so providing stronger connections between your proposal and educational benefits would make your case more compelling.

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Section 2:

Dear Principal,

My name is Ayman Rafi, a proud Year 5 and SVC student, and I'm writing to share an exciting idea that I believe will greatly benefit our school community. I would love your support in transforming our dry, patchy grass area into a stunning Agrostis turf soccer field! #1

This idea would bring many benefits to our school: • Students will enjoy a cleaner, safer, and more enjoyable place to play and exercise. • Teachers won't have to worry about dirty shoes while on duty or when responding quickly to emergencies. • Staff will find it easier to supervise students, thanks to the clean and clear visibility the new turf provides.

As you always remind us, our school goals include: • Creating a better space for learning and play • Making staff monitoring easier • Helping teachers respond quickly by avoiding muddy shoes

This project aligns perfectly with those goals!

Project Details: • The turf installation would take around two weeks, during which access to the grass area will be restricted. • Students can watch the transformation as part of an engaging experience, especially during breaks. • Work would continue during the school holidays, including installing goalposts and final touches.

Budget: • The total cost is approximately \$26,794, but this will be significantly reduced thanks to the help of passionate volunteers ready to assist. • Other schools on the West Coast have done similar projects, with great success. In fact, when I visited one of them, I saw how happy the students were—one even scored a volley so smooth it inspired me to imagine the same joy here! #2

Next Steps: Would you be available on Thursday at 1:50 PM to meet and discuss this idea further? I've prepared a short presentation with pictures, a budget breakdown, and a timeline to help visualize this plan.

Thank you so much for your time and for considering my proposal. I'm excited about the opportunity to work together to make our school even better. #3