



Getting Started – What You Need To Do

Identify eligible children within your local authority that you wish to enrol and establish how many of those children you want to sign up for Letterbox Blue and how many for Letterbox Red.

Create a Letterbox Club database for your local authority in order to administer the Letterbox Club from your local authority. This database should have the names of the children enrolled, current addresses, blue/red, maths level from school records (or your own testing).

Appoint someone from the LACE team to be the designated Letterbox Club Administrator.

This person will liaise with the Letterbox Club team in London to coordinate numbers of parcels required, delivery and despatch. They will also be responsible for personalising each Letterbox Club parcel by adding in the maths game (See Maths Games section for further details) at the child's own level and personally addressing the child letter for each parcel.

Appoint a senior staff member to oversee testing and evaluation for your cohort of children. Also to write to carers/schools as appropriate (template supplied by email – see sample letters).

NB Testing is not a compulsory requirement of Letterbox Club 2009 but many authorities have opted to evaluate Letterbox Club for their own records and to support funding applications for future years. (See Assessment & Evaluation Section for further details)

