

# Report

## Our School

introduction  
who?  
What?  
Where?  
When?

topic sentences tell  
you what that part  
is going to be  
about

Our school is called Lee Park Primary, and it is in Longton near York. Lee Park has seven classes, from Reception to Year 6, and there are 198 pupils in the school. It was built in 1965.

present  
tense

organised  
into  
categories

this part is  
about the  
playground

Lee Park has a big playground, with special sections for the infants and the juniors. In the infant playground there are lots of shapes painted on the ground, like hopscotch squares and a map of Britain, for people to play on. There is also a special area for sitting quietly. The junior playground has play areas marked out as well including football and netball pitches.

capitals for  
names and  
places

this  
part is  
about  
the  
field

We also have a school field. This is next to the school down a little lane. In the summer we are allowed to play on the field too, but in winter it is too muddy. However, when it snows, Mrs Carr (our headteacher) sometimes lets us go on the field.

words to show  
these are  
examples

this  
part is  
about  
the  
hall

The school has a big school hall that we use for assembly and for some lessons, such as gym and drama. We also use the hall for lunches. You can bring packed lunch and sit *at the back* of the hall, or you can have a school lunch. The dinner ladies serve this on *long wooden tables at the front* of the hall. The rest of the time, the tables are stored in a cupboard.

*description  
adds detail*