Santa's Office

The Educational kit

2026 EDITION





This December, you and your super elves will step inside Santa's workshop for three magical weeks.

The educational kit

Summary

Introduction and schedule 3

Week 1 · The office doors open 4

Workshop 1 · Become santa's mailroom apprentice 5

Workshop 2 · Create and decorate your envelope 6

Workshop 3 · Follow your envelope's journey 7

Week 2 · At the heart of Santa's workshops 8

Workshop 1 · Create your super elf hat 9

Workshop 2 · Make your own candy cane 10

Workshop 3 · Craft your Christmas tree 11

Workshop 4 · Make a gingerbread chain 12

Week 3 · The workshop prepares for the big night! 13

Workshop 1 · Let's prepare supplies for the journey 14

Workshop 2 · Help secure Santa's route 16

Workshop 3 · Make the Christmas lights shine 17

Workshop 4 · Spread the magic of Christmas 18

NOTE: **Before printing, remember to disable double-sided printing for certain activities.**

Welcome to Santa's office

This kit has been designed to guide you and your students throughout December on an immersive adventure into the heart of Santa's office.

If your class has not yet sent its letter to Santa, we invite you to start with Workshop 1 of the kit: writing your collective letter. If your letter has already been sent, you can continue directly with Workshop 2.

Once your letter has made its way to Santa's village, a bit of his magic will settle in your classroom. You will then become the chief elf of your class, and your students will join the team of super elves.

Together, you will help the office elves prepare for Christmas by guiding your super elves through the various missions assigned to them.

The week-by-week schedule

1 · Week 1 · The office doors open

Workshop 1 · Become santa's mailroom apprentice
Workshop 2 · Create and decorate your envelope
Workshop 3 · Follow your envelope's journey

2 · Week 2 · At the heart of Santa's workshops

Workshop 1 · Create your super elf hat
Workshop 2 · Make your own candy cane
Workshop 3 · Craft your Christmas tree
Workshop 4 · Make a gingerbread chain

3 · Week 3 · The workshop prepares for the big night!

Workshop 1 · Let's prepare supplies for the journey
Workshop 2 · Help secure Santa's route
Workshop 3 · Make the Christmas lights shine
Workshop 4 · Spread the magic of Christmas

Week 1

The office doors open

In this first week, you and your class push open the doors of Santa's office by entering through the mailroom. This is where all the Christmas adventures begin: every letter sent by children from around the world is received and carefully sorted before being passed on to Santa.

As the chief elf, you guide your super elves in discovering the secrets of the office and help them understand the importance of each letter sent to Santa. Throughout the activities, they lend a hand to the mail teams and realize that everyone can contribute to keeping the magic of Christmas alive.

By the end of this first week, your super elves will understand the significance of their mission and the valuable role they play within Santa's team.

Week 1 schedule

1



Workshop 1 · Become santa's mailroom apprentice

You guide your future super elves in discovering the work of the elf secretaries by drafting a large collective letter to Santa together. Together, you select the ideas to share before preparing the mail for its grand journey.

2



Workshop 2 · Create and decorate your envelope

You assist your super elves in making and decorating their envelopes to transform the classroom into a true mailroom of Santa's office.

3



Workshop 3 · Follow your envelope's journey

You invite your super elves to follow the incredible journey of the letter to Santa's village. Together, you follow its path on a map and discover the various stages that allow it to reach its destination.

The visuals on this page were generated using artificial intelligence.

The office doors open

Become Santa's mailroom apprentice

This week, you guide your future super elves in discovering the mailroom: a first step into Santa's world, even before exploring all its secrets.

Objective: **To write a collective letter, collaboratively, based on everyone's wishes.**

1 Behind the scenes of Santa's office

You start the session by explaining to your future super elves that at the North Pole, elf secretaries sort thousands of letters every day: by country, by city, or even by name.



To share in class

Do you know how Santa manages to read all these letters? He is helped by elf secretaries who sort them with great care: by country, by city, or even by name.

2 I sort my ideas

Before starting to write, you create a sorting chart with your future super elves: number of children in the class, number of children who want to talk about a toy, an animal, a book… You then invite them to discuss and choose the ideas that will appear in the collective letter. (See Appendix 1.)

3 I write the collective letter

With your future super elves, you draft a collective letter based on the selected ideas. For the younger ones, you can rely on this simple template:

- A greeting ("Hello Santa!")
- A sentence introducing the class
- A sentence about what the class enjoyed doing this year
- The wishes sorted together in step 2
- A thank you sentence
- A closing phrase ("Big hugs, see you soon!")

4 I write the return address

Once the letter is finalized, slip it into an envelope and write the school's address on the back together. Explain that this information lets Santa know where to send his reply, and that it's important to make a habit of including it on every letter.

What you'll need

- A large poster or board for sorting
- Colourful markers and stickers
- Letter paper
- Materials to display the sorting chart in class
- An envelope
- The complete address of the school

Santa's advice

You can invite your future super elves to copy the sentences on the board, or have them write in capital letters, depending on the level of the class.



The office doors open

Create and decorate your envelope

You assist each future super elf in making and decorating their own envelope, using the template from the kit. (See Appendix 2.)

Objective: **To develop the fine motor skills and creativity of each student.**

1 I fold my envelope

Using the kit template, your super elves fold and assemble their envelope before decorating it.

2 I decorate my envelope

I let my imagination run wild to decorate my envelope in the colours of Christmas.
I use stickers, coloured pencils, markers, glitter, or even Christmas stencils.



To share in class

Did you know that in Santa's workshop, no two envelopes are alike? Each decorating elf has their own style, their own way of drawing. No envelope is printed by machine: they are all handmade, one by one.

3 I display my creation

Once the envelopes are decorated, you can display them in the classroom to recreate the atmosphere of the mailroom.

What you'll need

- The envelope template from the kit (kraft or white)
- Scissors and glue
- Coloured pencils, markers, stickers, glitter…

Santa's advice

You can stretch a string or set up a board to display the envelopes in the classroom.



The office doors open

Follow your envelope's journey

You guide your super elves in preparing the route of the envelope, city by city, to the office of Santa Claus.

Objective: **To awaken students' interest in geography through the journey of the letter.**

1 I identify my starting point

On the map (see appendix 3), you help your super elves locate their country: the starting point of the letter's journey.

2 I trace the path

You display a map of Europe or the world in the classroom. With your super elves, you trace the path their envelope will take until it reaches Santa Claus's office.



To share in class

Once dropped in the mailbox, your envelope will travel very, very far. Santa's sorting elves have organized a delivery network around the world. Your letter will pass through cities, countries, perhaps even mountains or frozen seas, before arriving at the office.

3 I discover the geography of the journey

You can extend the workshop by observing with your super elves the countries and landscapes crossed: mountains, forests, seas... A great opportunity to explore the world together.





What you'll need

- A map of Europe or the world (displayed or printed)
- A red marker to trace the route
- Star-shaped stickers to mark the stops



Santa's advice

You can invite your super elves to imagine the landscapes crossed by the letter during its journey.



Week 2

At the heart of Santa's workshops

Well done, **chief elf**!
Since sending your letter to Santa, your class has become part of his team of **super elves**.

This week, the doors of the office workshops open before you. Each day, you guide your **super elves** on a new mission inspired by the work of the village elves: to make, create, and prepare Christmas with their hands, imagination, and lots of good cheer.

Week 2 schedule

1



Workshop 1 · Create your super elf hat

Every super elf needs their official hat! You help your super elves make their own hat before joining Santa's workshops.

2



Workshop 2 · Make your own candy cane

The elves decorate the village paths with pretty candy canes. You suggest to your super elves to shape their own from salt dough to bring the magic of Christmas into the classroom.

3



Workshop 3 · Craft your Christmas tree

Around Santa's workshops, a great enchanted forest comes to life. Help your super elves create small trees from air-drying clay to expand the village forest.

4



Workshop 4 · Make a gingerbread chain

As the holidays get closer, the workshops fill up with handmade decorations. Create a festive gingerbread chain with your super elves to bring even more Christmas magic to the classroom.

The visuals on this page were generated using artificial intelligence.

At the heart of Santa's workshops

Create your super elf hat

This week, you guide your super elves in the workshop of Santa's tailors. Each one makes their official hat, similar to those worn by the assistants of Santa's office.

Objective: **To make their super-elf hat and develop fine motor skills through cutting, folding, and assembling.**

1 I make my hat

You assist each super-elf in transforming a simple paper bag into a real hat by following the various steps of production. (See appendix 4.)



To share in class

At Santa's office, every elf has their hat. It is thanks to it that we recognize the team members. Today, it's your turn to make yours. Once on your head, you will be ready to take on all the missions of the super elves!

1. I cut one side of a large paper bag, then remove the handles and the bottom. I unfold it to get a large rectangle.
2. I roll the paper to form a cone about 20 cm in diameter at the base. I staple the cone to hold it, then twist the tip of the hat.
3. I cut off the excess paper at the base to get a straight edge.
4. I paint my hat in the color of my choice, then let it dry completely.
5. I cut out two ears from pink paper. I slightly fold their base, then glue them on each side of the hat. Finally, I draw the details of the ears with a black marker.

What you'll need

- A large paper bag
- Safety scissors
- A stapler (used by the teacher if necessary)
- Glue
- Paint
- Brushes
- Pink paper
- A black marker

Santa's advice

You can suggest to your super elves to wear their hats during all the activities of the educational kit. After each new mission accomplished, they can add a sticker, a star, or a stamp to track their progress throughout the adventure.



At the heart of Santa's workshops

Make your own candy cane

You suggest to your super elves to make a candy cane out of salt dough, which they twist and then paint in the traditional Christmas colours.

Objective: **To work on fine motor skills through a craft gesture.**

1 I make the salt dough

- I mix the flour and salt in a large bowl.
- I gradually add warm water while mixing.
- I knead the dough with my hands until I get a soft and homogeneous ball.

2 I shape and twist

Invite each super elf to roll two ropes of salt dough, then twist them together to create the classic candy cane shape.
Let the creations air-dry for several days or bake them gently in the oven at a low temperature.



To share in class

In Santa's workshop, there is a very special candy-making elf. He is the one who makes the candy canes that Santa slips into stockings. Each twist is made by hand, and none are exactly alike. Today, you too become a candy-making elf.

3 I paint in Christmas colours

Once the dough is dry, you invite your super elves to paint their cane in red and white, the traditional colours of the Christmas candy cane.

What you'll need

- Salt dough (1 cup of fine salt, 2 cups of flour, 1 cup of warm water)
- Red and white paint, paintbrushes
- A tablecloth to protect the tables Varnish glue (optional, for shine)

Santa's Advice

To go further, you can tell your super elves the legend of the Christmas candy cane before starting the workshop.



At the heart of Santa's workshops

Craft your Christmas tree

You guide your super elves in shaping a small tree from air-drying clay. They then let it dry for several days before painting it.

Objective: **To discover shaping and experience a time of collective creation.**

1 I shape my tree

From a block of air-drying clay, each super-elf shapes a small tree, by hand or with a cookie cutter for the younger ones. You then place the creations on a drying tray, ensuring to write each person's name.



To share in class

In Santa's workshop, there is a huge tree that the elves decorate together at the very beginning of December. It signals that the big preparations are starting! This year, you will make the trees that will enlarge the enchanted forest.

2 I paint and display

Once the trees are dry, you invite your super elves to paint them. All creations then join "the workshop forest," displayed in the classroom until the end of the month.

What you'll need

- Air-drying clay
- Shaping tools (sticks, cookie cutters)
- Trays for drying
- Green paint and brushes (for the painting session)

Santa's Advice

You can ask your super elves how trees are decorated in other countries or invite them to imagine their ideal tree.



At the heart of Santa's workshops

Make a gingerbread chain

You invite each super-elf to colour and decorate their own gingerbread character from the printable template. (See Appendix 5.) You then assemble all the creations to form a large collective garland.

Objective: **To encourage individual creativity and a time of collective making.**

1 I decorate my gingerbread

You distribute a template to each super-elf that they can colour and decorate in their own image.



To share in class

In Santa's workshop, there is a very talented elf. Every year, he prepares gingerbread in the shape of characters to decorate the workshop. But this year, he needs your help: you will create your own gingerbread, unique and in your image.

2 We assemble the chain

You guide your super elves in cutting out their template. You then connect the characters with string or glue to form a collective chain to hang in the classroom.

What you'll need

- The gingerbread template from the kit (to print)
- Markers and coloured pencils
- Scissors
- String and hole punch to assemble the chain

Santa's Advice

You can assemble the gingerbread figures hand in hand to form a large chain. Each character represents a super-elf from the class, bringing the whole team together as Christmas approaches.



Week 3

The workshop is getting ready for the big night!

For this third and final week, the countdown has begun. In Santa's village, the workshops are busier than ever. The elves are finishing the last preparations before the big departure, and they need all the help they can get.

As the **chief elf,** you now guide your team of **super elves** in their final missions. Preparing supplies, checking Santa's route, or helping the elves find the homes of the children... every action counts to ensure the magic of Christmas can reach everyone.

Week 3 schedule

1



Workshop 1 · Let's prepare supplies for the journey

Today, you accompany your super elves in the kitchens of the baking elves. Before the sleigh departs, they prepare the supplies that will accompany Santa on his long journey.

2



Workshop 2 · Help secure Santa's route

Even the best elves always take a moment to check that everything is ready before the big departure. You assign your super elves the task of finding the right path to the chimney.

3



Workshop 3 · Make the Christmas lights shine

A small light can make all the difference on the big night. You assist your super elves in making a lovely candle holder that will help Santa spot the houses where the children are waiting.

4



Workshop 4 · Spread the magic of Christmas

Magical colouring pages to bring a smile

You show your super elves that the magic of Christmas also lies in the little gestures that warm the hearts of others.

The visuals on this page were generated using artificial intelligence.

The workshop is getting ready for the big night!

Let's prepare supplies for the journey

Today, you accompany your super elves in the kitchens of the baking elves. Before the sleigh's big departure, they prepare the treats that will accompany Santa on his long journey. Each cookie is made with care to give him energy during his trip around the world.

Objective: **Develop fine motor skills by following a recipe and discover the steps to make a cookie.**

1 I discover the job of the baking elf



To share in class

In Santa's kitchens, the baking elves are already hard at work. They mix the ingredients, cut the cookies with pretty cookie cutters, and fill the large boxes that will go in the sleigh. Everything must be ready before the big night! Today, it's your turn to put on your super-baking elf apron and prepare delicious gingerbread men.

2 I prepare my gingerbread men

Ingredients and equipment

Ingredients

- 250 g of flour
- 100 g of melted butter
- 100 g of sugar
- 80 g of honey
- 1 egg
- 1 teaspoon of baking powder
- 1 teaspoon of cinnamon
- 1 pinch of salt

Equipment

- An apron
- A mixing bowl
- A wooden spoon
- A rolling pin
- A gingerbread-shaped cookie cutter
- A baking tray lined with baking paper

3 Preparation steps

1. I put on my apron.
2. I pour the flour, sugar, baking powder, and cinnamon into a mixing bowl.
3. I add the melted butter, honey, and egg.
4. I mix until I have a smooth dough.
5. I lightly flour the work surface and roll out the dough to about 5 mm thick.
6. I cut out pretty gingerbread men using a cookie cutter.
7. I place them on a baking tray lined with baking paper.
8. I bake the cookies at 180 °C for 8 to 10 minutes, until they are slightly golden.
9. I let them cool.

The workshop is getting ready for the big night!

Let's prepare supplies for the journey

4 I decorate my gingerbread men

1. I mix icing sugar with a few drops of water or lemon juice.
2. I draw the eyes, the smile, the buttons, and add some decorations if you wish.

Ingredients

- 100 g of icing sugar
- A few teaspoons of lemon juice
- Sprinkles, sugar pearls, or small candies for decoration.

Santa's advice

The best cookies are not necessarily the most perfect, but those made with patience, teamwork, and lots of good cheer!









The workshop is getting ready for the big night!

Help secure Santa's route

The big departure is approaching. The final preparations are complete, the reindeer are eager, and the sleigh is just waiting for a signal. Before Santa takes off into the sky, you entrust your super elves with an essential mission: to ensure that the path to the children's homes is perfectly clear.

Objective: **Develop observation skills, logic, concentration, and spatial awareness.**

1 I receive my mission as a super-elf



To share in class

Before the big departure, there is one very important mission left. The scout elves must ensure that Santa can reach every chimney without getting lost.

Today, this mission is entrusted to your team of super elves. It's up to you to find the right path to guide the sleigh to its destination!

2 I guide Santa to the chimney

You distribute an illustrated maze to each super-elf. (See Appendix 6.)

Using a pencil, each must find the path that allows Santa and his sleigh to reach the chimney without taking the wrong roads.

What you'll need

- One maze "I help Santa find his way" per student
- A pencil
- An eraser
- Coloured pencils or markers to decorate the landscape

Santa's advice

Before starting, invite your super elves to carefully observe the maze and imagine Santa's journey.

You can ask them a few questions:

- Why does Santa need to find the right path?
- What could happen if he takes the wrong road?



This scenario allows students to verbalize their strategies before solving the maze and enhances their immersion in the world of Santa's workshop.

The workshop is getting ready for the big night!

Make the Christmas lights shine

The big departure is approaching. As Santa flies over the sleeping villages, the little lights shining in the windows help him spot the houses where the children are waiting. Today, you will help your super elves make a lovely candle holder to illuminate the magic of Christmas.

Objective: **Develop creativity, fine motor skills, and the reuse of everyday objects.**

1 I discover the secret of Christmas lights



To share in class

The big night is approaching. The sleigh is loaded, the reindeer are ready, and the elves are finishing the final preparations.

But do you know the secret that helps Santa find the children's houses? It's neither the stars nor the moon... It's the little lights that shine in the windows.

Each light is like a message saying: "Here, the magic of Christmas is welcome." Today, your team of super elves will make candle holders to shine this light and guide Santa on his journey.

2 I make my Christmas candle holder

1. I carefully clean and dry my glass jar.
2. I choose the colours and decorations I want to use to transform my jar into a Christmas candle holder.
3. I decorate the jar with paint, coloured paper, stickers, glitter...
4. I let my candle holder dry completely before handling it.
5. If I wish, I add a nice ribbon around the jar for extra decoration.
6. With the help of an adult, I place a candle inside the candle holder.
7. I set my candle holder near a window to help Santa spot the houses where he is expected.

What you'll need

- One clean glass jar per student (yogurt jar)
- Paint, glass markers, or coloured transparent paper
- Glue
- Stickers, glitter, ribbons, or other Christmas decorations
- Brushes
- A candle

Santa's advice

Encourage your super elves to explain why they chose their decorations and what they would like Santa to feel when he sees their candle holder. Ideally, for classroom use, replace a wax candle with an LED candle.



The workshop is getting ready for the big night!

Spread the magic of Christmas

You help your super elves discover that the magic of Christmas is not only hidden in the presents. It also lives in the little gestures that warm the hearts of others.

Objective: **Develop creativity, attention to detail in their work, and raise awareness among students about solidarity, sharing, and caring for others.**

1 I discover the magic colouring



To share in class

Santa always confides a secret to me before the big night. He reminds me that the most beautiful gifts are not necessarily found in packages. Sometimes, a drawing, a gesture, or a smile is enough to brighten someone's day.

This year, he entrusts you with a very special mission. Your colourings will not stay in the workshop. They can be given to elderly people living near your school, to remind them that at Christmas, no one should be forgotten.

2 Magic colourings to bring a smile



1. I observe the numbers or calculations

- Preschool: I observe the number written in each area. (See Appendix 7.)
- CP / CE1: I calculate the result of each small operation before starting to colour. (See Appendix 8.)

2. I find the right colour

Using the legend at the bottom of the page, I choose a colour for each number. Example: 1 = yellow, 2 = green... (The legend can be adapted by the teacher.)

3. I colour each area

I colour all parts with the same number or the same result with the corresponding colour.

4. I observe the magic appearing

As the colours come together, a symbol of Santa's workshop gradually reveals itself. Mission accomplished!

5. I add a little note

Once the colouring is finished, you invite your super elves to write a little note underneath their drawing.

What you'll need

- One magic colouring per student
- Coloured pencils or markers

Santa's advice

La Poste supports the French charity 1 lettre 1 sourire, which helps older people feel less alone through letters, drawings and thoughtful messages.



Why not inspire your super elves to spread some kindness too? Contact a local care home or retirement home to see whether your class could share their colouring pictures and messages with the residents.

If a visit isn't possible, go to pere-noel.laposte.fr to send a colouring picture and a short message online to an older person in France. A lovely way to brighten someone's day and share the magic of Christmas!

Appendices

APPENDIX 1

Sorting table

From this table, gather and sort the class ideas to share with Santa before writing the collective letter.

Sorting table

Class:

Number of Super elves:

Date:

Our ideas for the letter	How many?	Our examples / our words	Shall we keep this idea?
			☐ Yes ☐ No
			☐ Yes ☐ No
			☐ Yes ☐ No
			☐ Yes ☐ No
			☐ Yes ☐ No
			☐ Yes ☐ No
			☐ Yes ☐ No
			☐ Yes ☐ No
			☐ Yes ☐ No

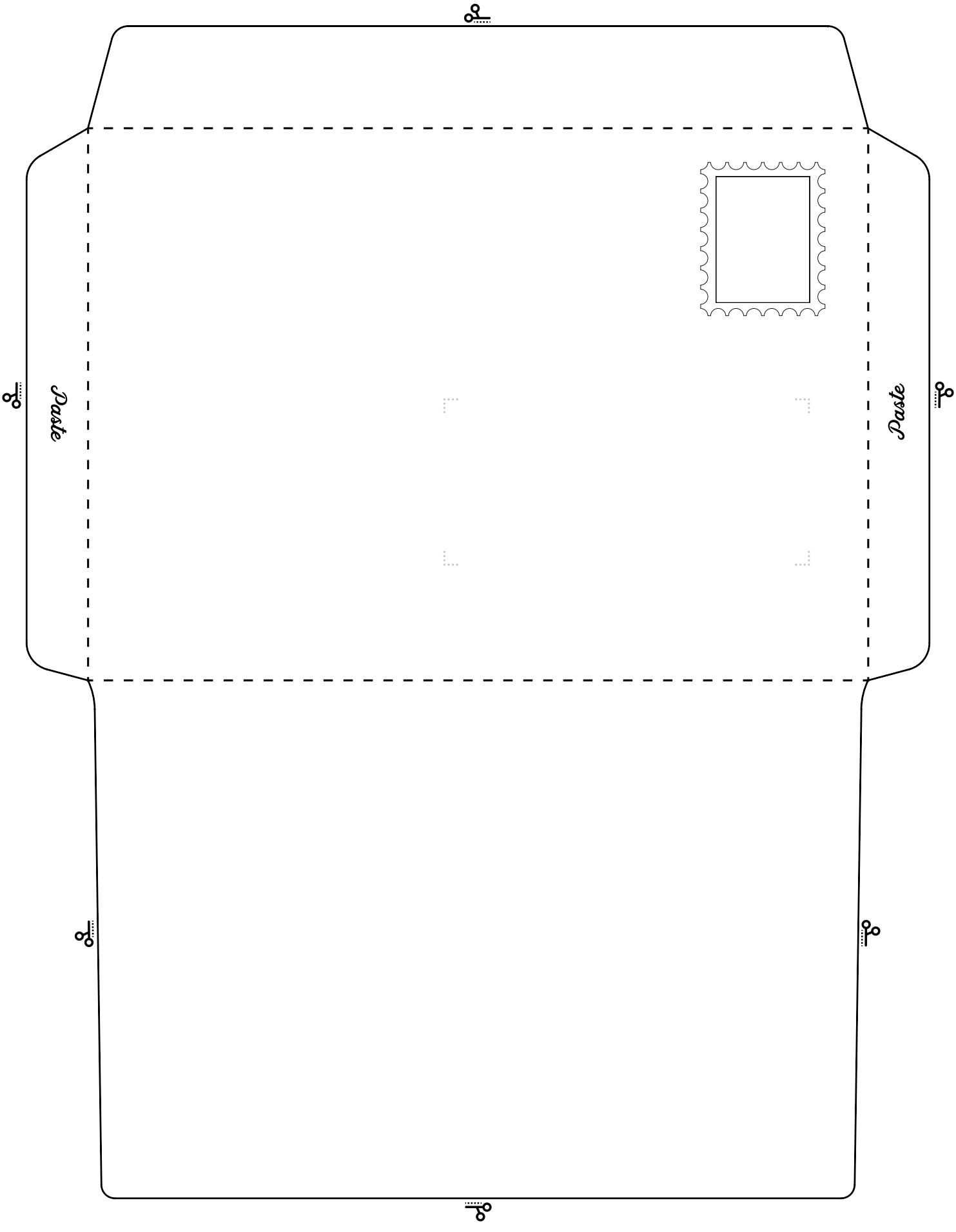
The 3 ideas we absolutely want to tell Santa Claus about:

1
2
3

APPENDIX 2

Envelope template

Cut, fold, and assemble your envelope from the template, then decorate it according to your wishes.



APPENDIX 3.1

The journey of my envelope

Trace the path of the envelope until it arrives at Santa's office.



APPENDIX 3.2

The journey of my envelope

Trace the path of the envelope until it arrives at Santa's office.

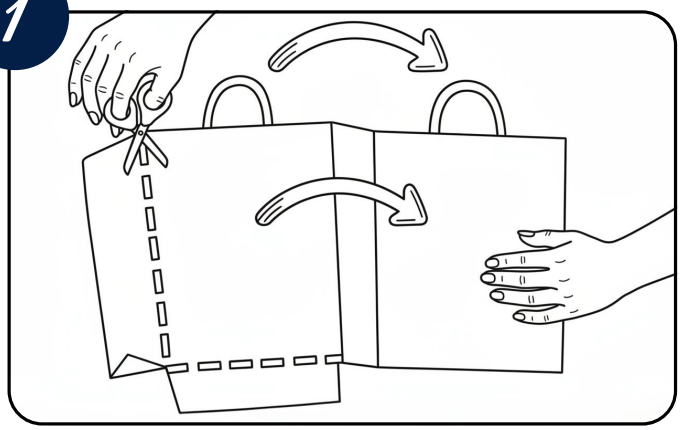


APPENDIX 4

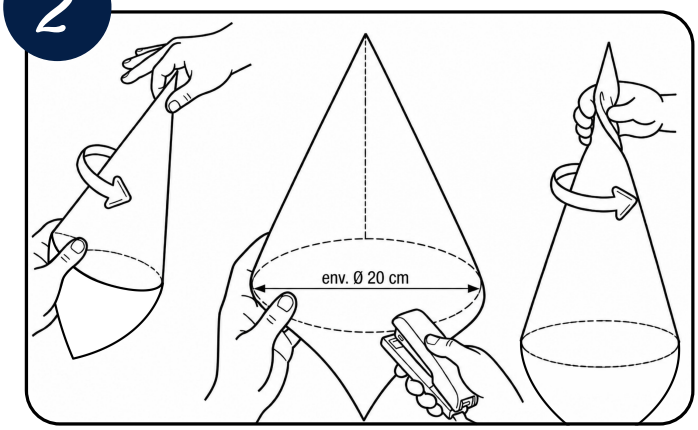
My super elf hat

Follow these five simple steps to create your own super elf hat.

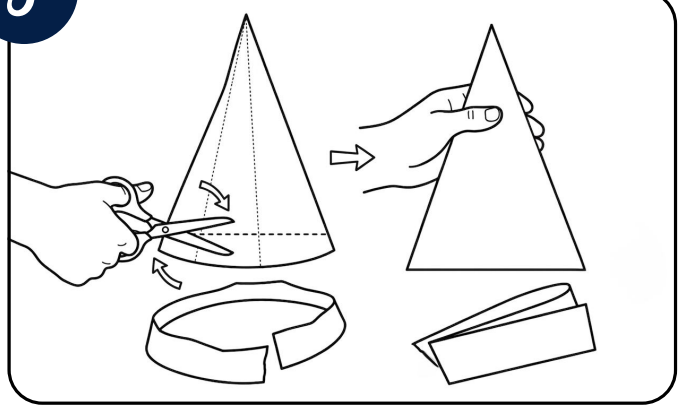
1



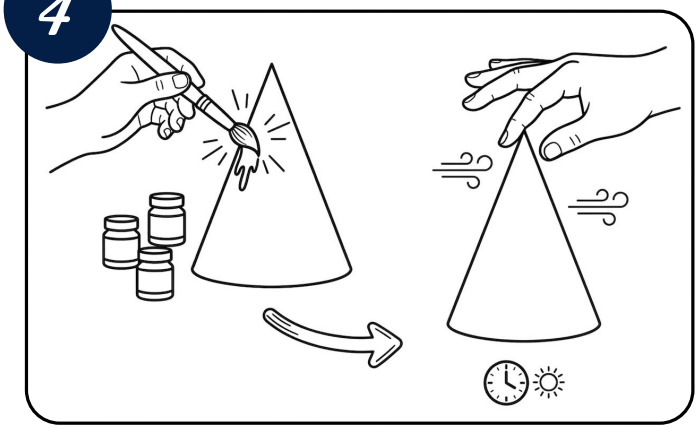
2



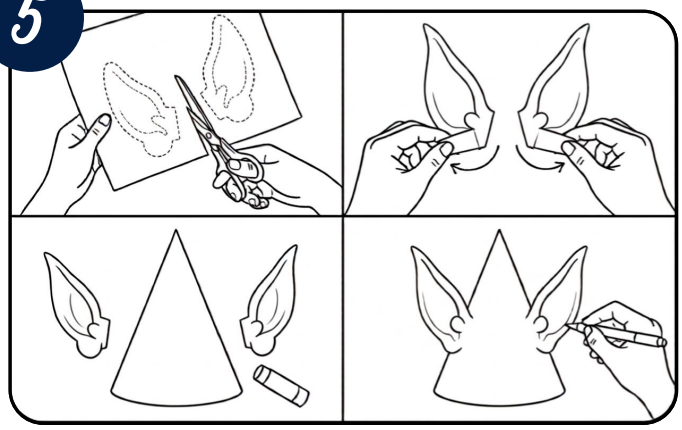
3



4



5



The visuals on this page were generated using artificial intelligence.

APPENDIX 5

Make a gingerbread chain

Decorate the gingerbread
and make a chain together!



APPENDIX 6

Christmas Maze

Help Santa find his way to the chimney









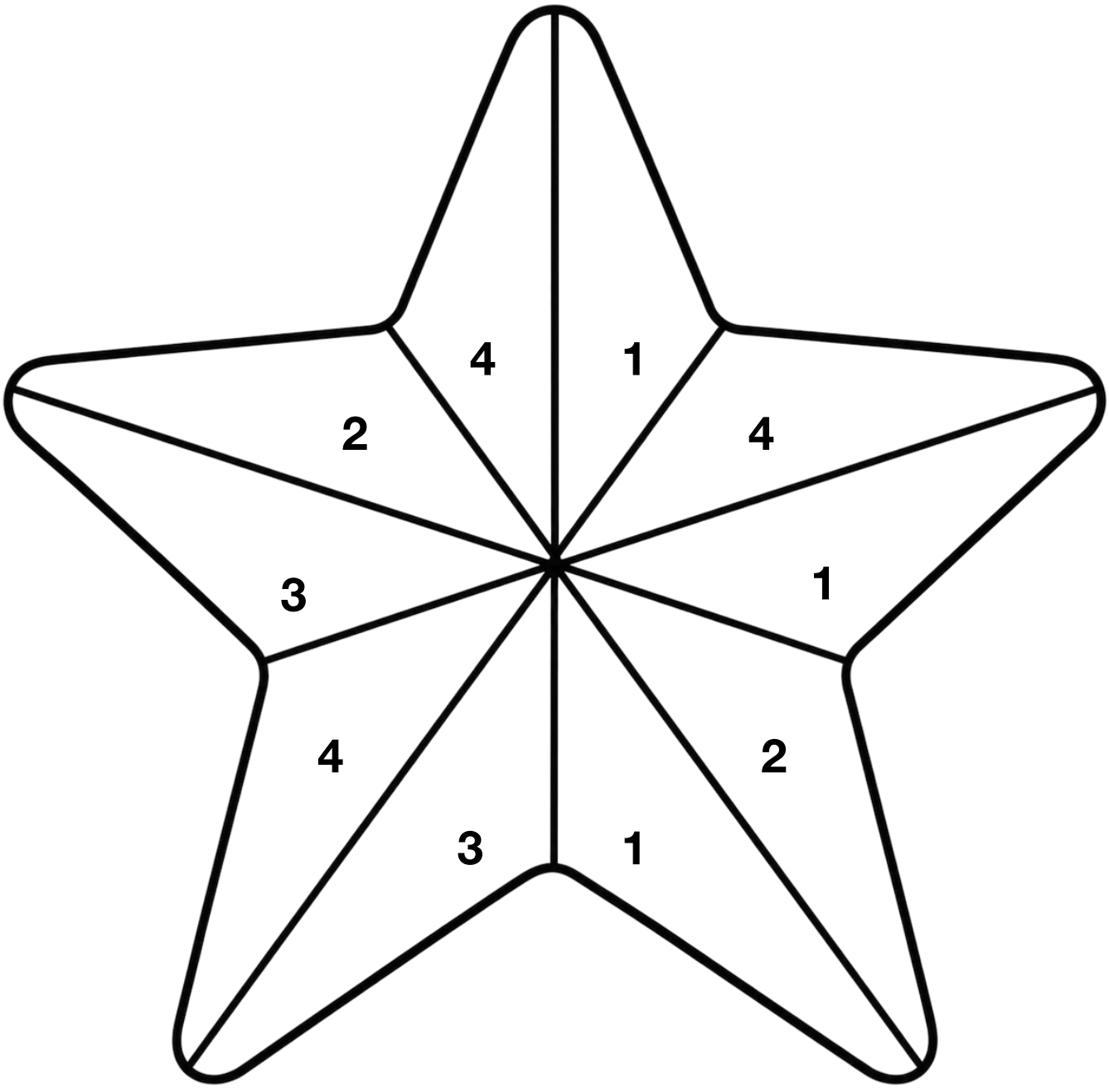




APPENDIX 7

My magic colouring

Add colours to the magical world
of Santa's Office

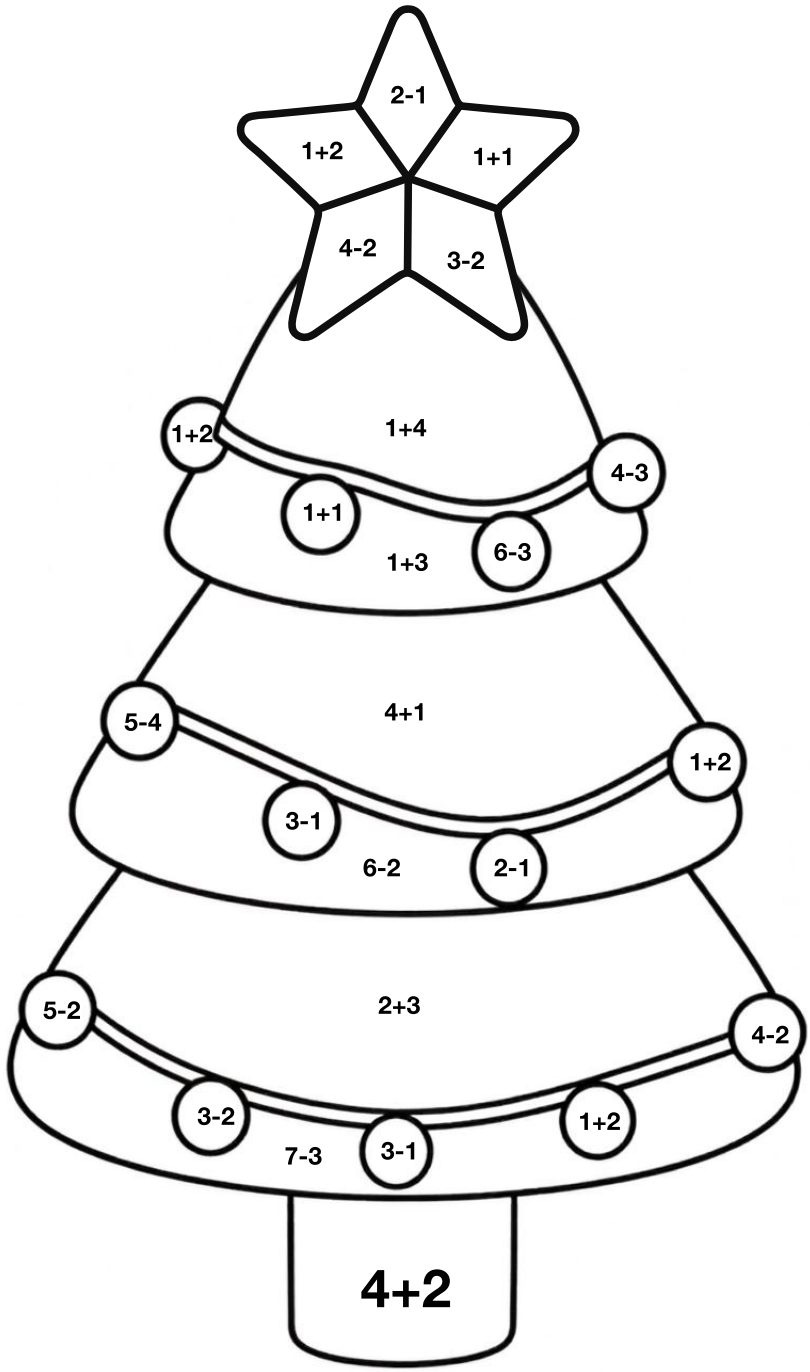


1 : ☐ 2 : ☐ 3 : ☐ 4 : ☐

APPENDIX 8

My magic colouring

Add colours to the magical world of Santa's Office



1 : ☐ 2 : ☐ 3 : ☐ 4 : ☐ 5 : ☐ 6 : ☐