Teacher Letter, Text, Email

Date

Dear Families,

Welcome to the new school year at\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I am looking forward to getting to know you and your student this year. I wanted to take this opportunity to share some information about my class and encourage you to communicate with me.

I am committed to helping every student learn in my class. I believe it is important for families and schools to work together and share responsibility for student success. I value family members’ expertise about their children. Families know a student best and I can learn from you. Also, it is important for the students to know that teachers and families are working together to support their learning. Specifically, I want to share about class communication, expectations, and events for the upcoming year. More specific information from your students will be coming your way in the next few weeks.

**Communication {Include own information; these are examples only}**

* I believe in having two-way ongoing communication with families. I will be {calling, texting, emailing} each of you during the first month of school to introduce myself and ask about any questions or feedback you have for me. Please let me know how you would like me to contact you. I invite you to {call, text, email, write notes, make an appointment} to share information, questions, or concerns about your student. Throughout the year, I will do the same. It is important to share both positive messages and concerns.
* You will have the opportunity to share about your child and your expectations for the year on a *Family Sharing Sheet* which your student will bring home to you the first week of school; this sheet will also be emailed and our class website.

**Class Expectations, Positive Supports, Homework {Include own information}**

* Our class expectations and positive support system will be coming home with your student the first day of school. It will also be emailed and on our class website. It will be helpful for your student to explain to you how the class will operate this year and how we will celebrate successes and solve problems. Our student will see how you and I will be working together to support school success as you discuss this information.
* Homework helps students to practice what they are learning. It also helps families to understand what and how students are achieving at school. . {You can expect……………………}. Students benefit from having their families support homework completion. This may be all of us working together to find a way that works best – sometimes this is at home and sometimes in other settings such as the community resource center or in our afterschool program. Also, once a month the students will ask you to participate in an assignment with them and then share your ideas about the activity. If ever there is confusion, questions, or concerns about homework, please let me know. I will also let you know if I am worried about your student’s homework completion. I want every student to be successful with homework.

**Events {include own events}**

* We will be having several “learning open houses” during the various times (usual class time, before and after school) when you will be invited to come and experience our learning activities.
* Conferences are led by each student and focus on progress, learning and solving any problems. Every family is invited and encouraged to attend with their student. If transportation or childcare is a problem for you, please let me know. We will make every effort to make it work for you and your student.

Thank you for reading this letter. I look forward to hearing from you.

Please return the form below with your comments and contact information; or email me at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; or leave a message at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Sincerely,

8th Grade Science Teacher

Comments and Contact Information:

Family Comments:

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Preferred Contact:

\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_ Text: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_ Mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_ Note home with student

\_\_\_ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_