

School
**COMMUNITY
NETWORK**

Just Connect[®]



COMMUNICATION

Passing Notes:
Teacher to Parent
Parent to Teacher



Teacher Notes to Parents

Many teachers prefer to use written notes and find them to be an extremely convenient way to communicate with families (although, please see also the Information Technology section regarding digital communications). You may choose to send a postcard, brief letter, or note that welcomes families to your classroom. Since families are often overwhelmed with written materials early in the school year, it may help to print notes on colored paper or utilize graphic designs to capture parents' attention. In addition, using larger print and minimizing the amount of written material on the page may also make it more likely that families will read written communication. Families are often more receptive to personalized communication; you can address the note to the family, or include a handwritten note at the bottom of a printed page.

There are several ways to deliver written communication to families; prior to the start of school these letters can be sent to families through the mail. After school begins, many teachers choose to send home written communication with students. A great way to ensure that written communication is received by families is by hand delivering it at orientations, registrations, or when parents come to pick up or drop off children.

Notes to the home can be used to keep parents informed of children's progress. Through the use of these notes, you can make specific, individualized comments about children's skill development and achievement. It is important to recognize at least one positive accomplishment of children when creating progress notes. In addition, you can provide additional ways for parents to facilitate children's learning and achievement. In order to foster two-way communication, you can request that the parent send a note back to you. You can also encourage parents' responses by allocating space for comments or including a few brief questions for return. This practice also keeps you informed of parents' ideas and concerns. However it is important to promptly respond to parents' remarks and/or questions.

A flyer at the beginning of the school year can highlight important information for students and parents about the first day of school, but does not overwhelm them with a lot of writing and information. Information to be included in this communication is the date and time of the first day of school, your name, location of the classroom, and classroom number.

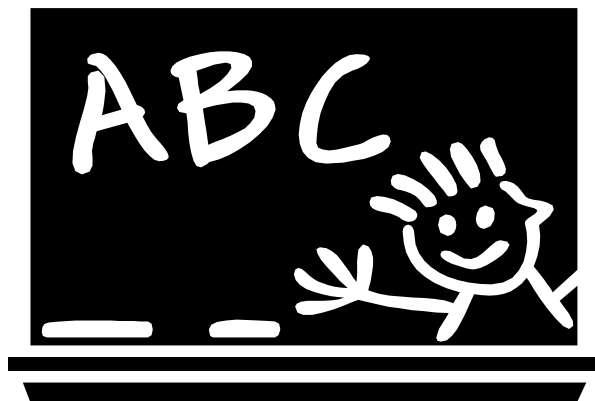
A welcome letter can provide basic information about classroom practices. Within this letter, it is helpful to highlight key information related to classroom routines, homework, and communication practices. As always, it is best to continually encourage parent involvement and remind parents that you are available to discuss questions or concerns.

Welcoming communication efforts can also come from the principal. Many schools utilize a school-wide welcome letter that provides families with orientation information about school policies, but letters from the child's teacher are always especially appreciated by parents.

Parent Notes to Teachers

Happy-Grams or Good News Notes

Print pads of Happy-Grams or Good News Notes for teachers to send notes to parents complimenting students for specific achievements and behaviors. Because teachers also appreciate notes of kindness, distribute pads of the notes to parents or print blank Happy-Gram/Good News forms in the newsletter. Parents can clip the forms from the newsletter and send notes to teachers and other school staff.



Good News Note!

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