

Family Communication: Starter Kit

Planning Guide:

Consider the following questions (take notes on ideas!)

What does communication look like...

- In September?
- In January?
- In May?
- Throughout the year?

How will you make the initial connection to families?

What will you include in your welcome video/newsletter?

Consider these:

- Introduce yourself
- Share your education story
- Tell what your favorites are
- Provide a “sneak peek” for what students will learn
- Encourage families to respond to you

Tech. Tool Tips

- Consider using Sign-up Genius to have families register for conferences (free and premium versions.)
- Class Dojo has a general section for messages to all families, and private messaging. There’s also student portfolios. This area allows students to upload videos, photos, worksheets and save it.
- Canva- Free with educator email, Canva has excellent visuals to design memorable presentations, newsletters and more.

Consider what information you wish to include in the weekly newsletter.

Some common questions to address:

- What important school events are coming up?
- When are book orders due? (or other money)
- Will there be any assessments this week?
- When are projects due?

Sample newsletter provided:

Classroom News

Ms. Malinowsky's Class

Upcoming Events Week of: 6/14/2021 and 6/21/2021

- Scholastic Book Orders can be made and shipped to home through 6/30/2021
- All grades will be collected and entered by 6/15/2021 for MP4.
- Abbreviated Sessions begin 6/21-6/24/2021

Reminders

- Please check Google Classroom daily for homework assignments
- Complete 10-15 min of iReady Reading & Math each day. Do Teacher Assigned "blue box" lessons first.
- Daily schedule and other announcements are on our Google Site

Education is the most powerful weapon which you can use to change the world- Nelson Mandela



Reading- We will finish our work in Unit 6 with our mystery novel Nate the Great.

Math- We will finish Lesson 25 , Add and Subtract Lengths. We will work on Lesson 26 until the end of the year.

Writing- We will work on narrative writing in Writing Workshop format We'll also continue with grammar and punctuation lessons. Students are encouraged to write daily in their journals.

Science - We will finish our Unit 2 studies on plants. We will work on our plant packets. We will work on Unit 3 topics until the end of the year.

Generate a conference form to be prepared.

Consider including the following information:

- Students current grades
- Recent test scores
- Guided reading levels
- Areas of strength (mention first)
- Challenging subjects/areas
- Suggested strategies to practice at home
- List of resources/materials
- Behavior notes- be objective!

Remember to set office hours and use the “schedule send” for emails and messages. This allows you to respond when you are able, and send the message at appropriate times.

I'd love to hear from you- Remember; Communication Keeps Us Connected!

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