

PARENT COMMUNICATION · GRADES K–6

Class Welcome Pack

Your year in [Year/Grade ____]

When to send

End of week 1 or week 2 — once you've met the children and the dust has settled. Sending too early (before children have even started) overwhelms families.

Page 1 — Class basics

Topic	Detail
Class teacher	_____
Teaching assistant(s)	_____
School day times	_____
Best ways to contact me	Email / phone / note in book bag / catch at door
When I'll get back to you	Within 24 hours during school days
Important class info platform	(Class Dojo / Seesaw / Google Classroom etc.)

Page 2 — Our year ahead

Topics we'll cover List 4-6 main topics or themes for the year. Specific titles are best ('Ancient Egypt' beats 'history').	Key skills to build What will the year focus on developing? Multiplication facts? Independent writing? Reading stamina? Be honest about priorities.
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Key trips and visits Anything in the diary already. Costs to expect. Help needed (volunteer drivers, packed lunches).	Special weeks Book Week, Science Week, Sports Day, Christmas show, etc. Dates if known.
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Page 3 — Daily practicalities

Item	Detail
PE day(s)	_____
Reading book changes	_____
Spellings sent home	_____
Homework — type and frequency	_____
Reading record / planner	_____
Snack policy	_____
Water bottle expectations	_____
Lost property	_____

Page 4 — How you can support at home

The single most important thing READ TO/WITH YOUR CHILD. Every day if possible. 10 minutes is plenty. This single habit is the strongest predictor of academic success.	Talk about their day Not 'how was school?' (gets 'fine') — try 'who did you sit with at lunch?' or 'what made you laugh today?'
Practical home support Spelling practice 3x a week, times tables 5 mins a day (Y3+), a regular bedtime, healthy breakfast. Simple, but it adds up.	Don't worry about everything Your child doesn't need to be brilliant at every subject. We're not aiming for perfection — we're aiming for genuine engagement.
Tell us early If something happens at home that affects your child — illness, bereavement, family changes — please tell us. We don't need details, just a heads-up.	Trust the relationship If you have a worry, get in touch. Small worries unraised become big ones. We'd rather hear from you in October than December.

Customising tips



1. Add your school's logo / branding. 2. Add a photo of yourself. Families love a face. 3. Adjust the tone for your community. Some need formal, some need warm. Most need both. 4. Give to school office for translation if needed for EAL families. 5. Print on coloured paper so it stands out from random school letters.

