

PARENT COMMUNICATION · ALL GRADES

First Day Welcome Letter

A warm welcome to your class

When to send

Send by post, email, or via the school office in the **LAST WEEK OF AUGUST** — before children start. This signals: I've been thinking about your child. I'm ready. I care. For older year groups, you can also send a version directly to the children. They love getting post addressed to them.

Letter template (parent-facing)

Dear [parent name], I hope you've had a wonderful summer. I'm writing to introduce myself and welcome [child's name] to [Year/Grade ____]. I'm [your name], and I'll be [child]'s class teacher this year. I'm really looking forward to getting to know [child]. I'll be at the classroom door every morning from [time], and I'm always happy to chat at pick-up too. A few practical bits to know for the first day: • School day: [start time] – [end time] • Drop-off: [door / location] • What to bring: book bag, water bottle, [PE kit on PE days — Day] • Snack: [if relevant — what's allowed] • Lunch: [packed lunch or school dinners — how to arrange] In our class this year, we'll be: [3-4 bullet points of headline things — topic, key trips, special projects] If there's anything you think I should know about [child] — anything that helps them, anything to watch out for, any specific concerns — please email me at [email] or pop a note in [child]'s book bag in the first week. I can't wait to meet [child] on [first day date]. Warm regards, [Name] [Class] [School]



Optional: A version for the child

Hi [child]! My name is [Mr / Mrs / Ms ____]. I'm going to be your teacher this year in [Year/Grade ____]. I'm really looking forward to meeting you on [date]. I think we're going to have a great year. A few things you might want to know: • Our classroom is [location]. • We've got [specific exciting thing — a class teddy, a topic the child will love]. • On [day] we do [favourite-sounding subject]. If you're feeling a bit nervous about starting, that's normal. Lots of children are. I'll be at the door waiting for you on the first day, and we'll figure it out together. See you soon! [Mr / Mrs / Ms ____]

What makes this work

1. WARMTH FIRST. The letter should feel like a person, not a school administrator. Say 'I,' not 'we.' Use the child's name. 2. SPECIFICS, NOT ABSTRACTIONS. 'Our class will...' beats 'I'm committed to ensuring high standards.' 3. INVITE CONTACT. The line 'if there's anything you think I should know' opens the door for families with concerns who otherwise wouldn't get in touch. 4. NO LECTURE. This isn't the place to spell out behavior expectations or homework policy. Save those for later. 5. KEEP IT SHORT. Half a page is plenty. Long letters don't get read.

