

EYFS · PRE-K / RECEPTION / K

EYFS Parent Communication

Templates for common situations

Why templates

EYFS teachers communicate more with parents than any other primary year group. New starters, settling concerns, daily updates, achievements, behavior notes, transition info — the volume is enormous and the emotional stakes are high. Templates aren't for being lazy. They're for being CONSISTENT and WARM at scale. Adjust each one to the specific child and family. But don't reinvent the wheel every time.

Template 1: Welcome to Reception (start of year)

Subject: Welcome to Reception, [child name]! Dear [parent name], We're so pleased that [child] will be joining our Reception class this term. I wanted to introduce myself ahead of [child's] first day. I'm [your name], and I'll be [child]'s class teacher. Our teaching assistant is [TA name]. We're both excited to get to know [child]. A few practical bits for the first week: • School day runs [time] to [time]. Drop-off at [door / classroom]. • Please send [child] in [school uniform expectations]. • [Child] will need a labelled water bottle, book bag, and PE kit (PE day is [day]). If there's anything we should know about [child] before they start — any worries, anything specific that helps them, any concerns — please email me back or catch me at drop-off. We want to start on the right foot. See you on [date]. Warm regards, [Name]



Template 2: Settling-in update (week 2)

Subject: [Child]'s first two weeks Dear [parent name], [Child] has now been with us for two weeks, and I wanted to share a quick update. [Child] is doing brilliantly with [SPECIFIC: e.g. settling at carpet time, making friends, exploring outdoor area]. They especially seem to enjoy [SPECIFIC: e.g. the construction area, story time]. We're working on [SPECIFIC: e.g. building stamina for whole-class times, being more confident at choosing time]. This is completely normal at this stage and we're not worried. If you'd like a chat about how [child] is settling, please catch me at pickup or email back to arrange a time. We'd also love any insights from you about how things feel at home. Warm regards, [Name]

Template 3: Achievement note (positive)

Quick note: [Child] had a brilliant moment today! [SPECIFIC achievement — e.g. read a CVC word independently / wrote their name unprompted / showed real kindness when [child] fell over]. We wanted to share because we know how proud you'll be. [Child] has been working really hard. Thanks for your support at home, [Name]

Template 4: Concern note (gentle)

Subject: Quick check-in about [child] Dear [parent name], I wanted to share something I've noticed and check in with you. It's nothing major, but I think it's worth flagging early. [SPECIFIC observation — e.g. '[Child] has seemed more tired this week and has had a few teary moments at carpet time.' Or '[Child] has had two falling-outs at the construction area. Nothing serious, but more than usual for them.'] I'm wondering if anything's going on that we should know about — has anything changed at home recently? Sleep, routine, family things? We want to support them well, and any context helps. No need to share anything confidential — just whatever feels useful. I'm at [contact options] if you'd like to talk. Warm regards, [Name]



Template 5: After a behavior incident

Subject: Letting you know about [child]'s day Dear [parent name], I wanted to let you know that [child] had a difficult moment today. What happened: [BRIEF FACTS — what they did, where, how it ended] What we did: [Calm intervention, restorative chat, consequence if any] How [child] is now: [Are they OK? Did they recover?] We're not concerned about a one-off. We just like to keep parents informed so we're all on the same page. [If relevant: 'It would help if you could mention to [child] that we've spoken about this and that tomorrow's a fresh start.' OR: 'No need to mention this at home — they processed it well at school.'] If this comes up again I'll be in touch. Please let me know if you have any questions. Warm regards, [Name]

Template 6: End-of-year transition note (to family)

Subject: [Child]'s journey from Reception Dear [parent name], It's hard to believe [child] is finishing Reception. What a year. [Child] has grown so much. A few things we're especially proud of: • [SPECIFIC — e.g. 'They started the year shy and now lead role-play games'] • [SPECIFIC — e.g. 'Their phonics has come on so much — they're reading simple stories independently'] • [SPECIFIC — e.g. 'They've been a brilliant friend to several other children'] [Child] will be moving to Year 1 with [Y1 teacher's name]. We've written a detailed handover so [Y1 teacher] knows [child] well from day one. If you have any worries about the transition, please let us know. Year 1 is a step up, but we'll support [child] through it together. Wishing you a brilliant summer. With warm regards, [Name]

Tone notes

These templates are deliberately: • **WARM** — every email starts and ends with care • **SPECIFIC** — vague is suspicious; specific is reassuring • **HONEST** — don't dress up problems as positives, but don't dump all concerns at once • **EMPOWERING** — invite the family in, don't lecture them • **BRIEF** — busy parents read short emails. 200 words max where possible. Customise. Use the child's name throughout. Add the specifics that make it real. Templates make these emails consistent; care makes them land.

