

YEAR TRANSITIONS · ALL AGES

Meet Your New Teacher

Welcome letter template — for teachers

Why send a welcome letter

A short letter posted home in late August (or sent digitally) does three things: introduces you as a person, settles the children's nerves, and starts the relationship before day one. Children carry the letter around. Parents are reassured. It's one of the highest-return small actions a teacher can take.

Section 1 — Hello and warm welcome

Open with the child's first name if you can personalise it, or a warm general greeting. Tell them you're looking forward to teaching them. Keep it short — three or four sentences.

Section 2 — A little about you

Three or four facts that make you feel real. Pets, hobbies, favourite books, where you grew up, what you do at weekends. Children love knowing teachers are people. Keep it appropriate but show some personality.

Section 3 — What we'll do together

Two or three exciting things you're planning for the year. A topic you'll be exploring, a trip if you can mention one, a tradition of your classroom. Just a teaser — not a full term plan.

Section 4 — What I hope from you

One or two things — be kind to each other, give things your best try, ask questions when you're not sure. Keep it positive. This is not a rules letter.



Section 5 — Practical bits

What to bring on day one, where to meet, any uniform reminders, when you'll see them next. Brief and clear.

Section 6 — Sign off warmly

End with something like 'I can't wait to meet you' or 'See you very soon'. Sign with your name as you'd like to be called by the children.

Length and tone

Aim for one side of A4 / Letter, large friendly font, ideally with a small photo of you. The tone should be warm, slightly playful, and confident — children pick up on uncertainty fast. Read it aloud before sending; if it sounds stiff, rewrite.

