

PARENT COMMUNICATION · ALL GRADES

# Book Bag Notes

20 quick templates

## How to use

Print this pack on coloured paper (different colour from school letters — makes them stand out in the bag). Cut into individual notes. Tick the relevant one, fill in the blanks, sign, drop in the child's book bag. Faster than email for many parents. Especially useful for parents who don't check email regularly.

## Achievement notes

#	Template
1	[Child] had a brilliant moment today: _____. We thought you'd want to know!
2	[Child] was a wonderful friend today — they helped _____. Just sharing the good news.
3	[Child]'s work in _____ today was outstanding. So proud.
4	[Child] showed real courage today by _____. We wanted you to know.

## Reminders / requests

#	Template
5	Please remember: PE on _____. Kit needed.



#	Template
6	Reading book hasn't come back this week — could you please send it tomorrow?
7	Reminder: _____ trip on _____. Slip and £____ needed by _____.
8	Homework due back _____. [Child] hasn't completed this — please help if possible.
9	Water bottle hasn't been in this week. Could you please send one?
10	Please send in: _____ for next week's project.

## Health and illness

#	Template
11	[Child] has been complaining of _____ today. Just letting you know.
12	[Child] had a small fall at break — knock to _____. They are fine. Just FYI.
13	[Child] hasn't eaten much of their lunch today. Just letting you know in case they're hungry later.
14	There is a _____ going around the class. Just for your awareness.

## Behaviour / friendship

#	Template
15	[Child] had a difficult moment today. We've talked it through. They are OK now. Happy to chat if useful.
16	[Child] and _____ had a falling-out today. They've made up. Just sharing.
17	Could we have a quick chat at pickup tomorrow? Nothing urgent — just want to share something.



#	Template
18	[Child] has seemed a bit tired/quiet this week. Anything we should know?

## Lost / found

#	Template
19	[Child] has lost _____. Could you please check at home? We'll keep looking here.
20	Found in school: _____. Could you check whether it's [child]'s?

## Print and laminate the cover sheet

Print the templates onto A4. Cut into 1/4-page notes (or 1/8-page for the shorter ones). Keep a stack on your desk. Sign at the end of the day, drop in book bags during last 5 minutes. For parents who prefer email, you can use the same wording — just paste into a quick email instead. For parents who don't read English easily, consider printing a translated version once. Most can be saved and reused.

