

PARENT COMMUNICATION · ALL GRADES

End-of-Year Thank You

Closing the year well

Why end-of-year notes matter

The last week of term is exhausting. The temptation is to coast to the finish line. But a brief, warm thank-you note from you to families — sent in the final week — does more for next year's relationships than you'd expect. Families remember the last impression. A teacher who sent a kind note at the end of Year 4 is remembered fondly when their child is in Year 5. The relationship continues even after the teaching ends.

Template 1: General — to all families

Subject: Thank you, and goodbye to Year [X] Dear families, It's hard to believe we're here. As the year ends, I just wanted to write a quick note to say thank you. Thank you for trusting me with [child]. Thank you for the homework support, the book bag conversations, the parents' evenings, the patience when things were tricky, the celebration when things went well. None of this work happens without families behind it. It's been a real privilege to teach this group. They've been [SPECIFIC class observation — e.g. curious, kind, hilarious, hard-working, deeply themselves]. I'll miss them next year, and I'll be cheering them on from a distance. Wishing you all a brilliant summer. See you when school starts again. With warmth, [Name]



Template 2: Personal note — to specific families

(Send a few of these by hand or by personal email — to families you've worked particularly closely with) Dear [parent name], A personal note as we end the year. This year, [child] has [SPECIFIC achievement / progress / change — e.g. 'grown into the most confident reader in the class' / 'become a really steady friend to lots of other children' / 'gone from being unable to sit at the carpet to leading discussions with brilliant ideas']. I wanted you to know that I've genuinely loved teaching them this year. They are [specific quality you'll miss]. Thank you for everything you've done at home — none of [child]'s growth happens without you supporting it. Sending warm wishes for the summer and beyond. [Name]

Template 3: To families with whom things were hard

(For families where the year had real difficulties — behavior, conflict, hard conversations. Not all teachers do this. The ones who do find it pays back enormously.) Dear [parent name], As the year ends, I wanted to write to you specifically. This year hasn't been easy for us. We've had some difficult conversations and not always agreed. I want you to know I've appreciated your honesty even when it's been hard, and your continued engagement with [child]'s school life. [Specific thing you do appreciate. 'You've never given up on [child]' or 'You've been willing to try things, even when they haven't worked' or 'You've shown up to every meeting even when I know it's been hard.']. I hope next year is smoother for [child]. I'll be passing on a thoughtful handover to [next teacher] so they can hit the ground running. Wishing your family a peaceful summer. With warm regards, [Name]



Template 4: For Year 6 leavers (or end of phase)

(For the year that's leaving the school) Dear families, This is the last newsletter from me to you. Four / six / seven years feels like a long time when it begins. Now we're at the end, and it has flown. This cohort has been [SPECIFIC class character]. They came to us as [reception/Y2/etc — what they were like then] and they're leaving us as [what they're like now]. I've watched them grow from [tiny moment from years ago] to [current moment]. Thank you for trusting us with them all this time. We hand them on now, but they'll always be ours in some sense. Wishing them all every brilliant thing in [secondary / next school]. With deep warmth, [Name]

Practical tips

1. SEND IN WEEK BEFORE THE END. Earlier than you think. The very last week is too busy and chaotic.
2. EMAIL IS FINE. Doesn't have to be hand-written. The point is the message, not the format.
3. PERSONAL NOTES TAKE 5 MINUTES EACH. Pick the 5-10 families where it would mean the most. Not all 30. Most teachers manage 5-10 well-crafted personal notes.
4. DON'T POST ON CLASS GROUP CHATS. Personal communications stay personal.
5. THE EFFORT IS THE POINT. Even an imperfect, brief, warm note beats no note at all. Don't perfectionism your way out of doing this.

