

PARENT COMMUNICATION · ALL GRADES

Mid-Year New Starter

Welcome letter template

Why this matters

Mid-year new starters often have a rougher landing than September starters. The class has settled. Friendships are formed. Routines are unspoken because everyone already knows them. The new family is jumping on a moving train. A personal letter from the class teacher in the first week — separate from official school admissions paperwork — signals that someone has noticed THIS child arriving, not just an admin event.

Letter template

Dear [parent name], Welcome to [school name]. I'm so pleased that [child's name] is joining our [Year/Grade ____] class. I'm [your name], [child]'s new class teacher. I wanted to write a quick note to introduce myself and let you know we're ready for [child]'s arrival. [CHOOSE ONE OPENING:] [For UK / domestic move:] We know that moving school can be unsettling. We'll do everything we can to help [child] feel at home quickly. [For international move:] We know that joining a school in a new country is a lot. We'll do everything we can to support [child] — and you — through the transition. A few things to know: • [Child] will be in [class location] with me and [TA name if relevant] • School day: [times] • PE days: [days] • I've paired [child] with [buddy's name], who'll show them around in the first week • In the first few days, we won't push [child] too hard — we'll let them settle and get a feel for the class. If there's anything I should know about [child] — what helps them settle, anything they're worried about, anything you'd like us to know — please drop me a line. The more I know, the better I can support them. I'd also love a chance to meet you in the first week or two if possible. We can do this at drop-off, pick-up, or by phone — whatever works. Warm welcome, [Name]

What to do alongside the letter



<p>Pair with a kind buddy</p> <p>Not the most academically able — the kindest. Brief them privately.</p>	<p>Don't single them out on day 1</p> <p>A whole-class spotlight on a new child can be mortifying. A quiet 'we have a new friend joining us today, this is X' is plenty.</p>
<p>Quick orientation tour</p> <p>Show them the toilets, water, peg, where the office is, where to line up. 10 minutes.</p>	<p>Light first-week workload</p> <p>Don't pile on full timetable for the first 2-3 days. Allow time to settle and observe.</p>
<p>Check in privately on day 3</p> <p>'How's your week going so far?' Catches problems early.</p>	<p>Send a positive note home end of week 1</p> <p>'[Child] has settled in beautifully. Particularly enjoyed [specific thing].' Reassures the family.</p>

