

PARENT COMMUNICATION · ALL GRADES

Weekly Summary Email

5 lines, every Friday

When to use

If your school doesn't run formal class newsletters, or you simply don't have time for them, this 5-line email format gives families useful weekly updates in 5 minutes of teacher time. Send Friday afternoon. Same format every week.

Template

Subject: [Class] update — week of [date] Hi all, Quick weekly update from [class]. This week we focused on: [one sentence]. Highlight was: [one sentence]. Next week we'll: [one sentence on focus]. Practical: [one specific request — wear PE kit Monday / check book bag for spellings / etc.]. Calendar: [one date or 'nothing major next week']. Have a brilliant weekend. [Name]

Why short works

1. PARENTS ACTUALLY READ IT. A 5-line email gets 80%+ open and read rates. A 2-page newsletter gets 30%. 2. IT'S SUSTAINABLE. You can write this in 5 minutes on a Friday afternoon. Long newsletters become a chore, then stop happening. 3. IT BUILDS HABIT. Same format, same time, every week. Parents start expecting it. They scan it instinctively. 4. IT KEEPS YOU HONEST. Forces you to identify the ONE THING worth sharing each week — not 17 minor updates. 5. IT BUILDS RELATIONSHIP. The casual personal tone ('Have a brilliant weekend') signals you're a person, not just a school role.



Common variants

<p>The Friday Three</p> <p>Three bullet points only — what we did, what's next, one specific request. Fits in a single phone screen view.</p>	<p>The Photo Friday</p> <p>One photo of work or class, with one or two sentences of context. Very visual, high engagement.</p>
<p>The Highlight Reel</p> <p>Three things the children said this week — quoted directly. Parents love hearing children's voices.</p>	<p>The Picture Of The Week</p> <p>An image of one piece of classwork, with the question/learning behind it. 'Children solved this problem this week — try it at home and see what they say.'</p>

What to include and what to skip

INCLUDE: Specifics, requests, dates, highlights, occasional photo. **SKIP:** Behavior generalisations ('children have been working hard'), corporate language ('we are pleased to announce'), apology phrases ('please excuse the late notice'), anything boring.

