

Parent Letter From Teacher: End of the School Year (Sample)

Be Personal I flinch whenever I see letters going out headed: “*Dear Parent or Guardian.*” It’s an oxymoron. How can they be *dear* if they’re mentioned so anonymously? Given you’ve been teaching their child all year, it’s worth the effort to address parents *individually*. Besides, it fits. After all that time, it would be rude not to mention them personally.

Are You For Real? I know this seems obvious, but only write something if it’s true. Drafting *suck up* letters to parents would be beneath you and is probably pointless anyway. By all means, be positive. But keep your precious integrity and say less if needs be.

Remember Your Voice Your unique “voice” and thoughts are definitely best. So don’t be afraid to let yourself show, even in your letter to parents. Keep it professional but let your warm and personable self, show.

Is That an Order? Sometimes, with the best of intentions, teachers cross the line. Instead of *suggesting*, they *direct* parents. This is embarrassingly bad. Parents deserve respect. Which is why some “*parent letters from teachers: end of the school year samples*” are bossily offensive. Personally, I recommend teachers treat parents like clients. Whether you feel you know better or not, giving respect dignifies everyone.

So... here’s a parent letter from teacher: end of the school year sample:

Good morning Mary & Tom,

Thank you. Working with your son Tyler has been a delight. Given his willing attitude and dedication, you must be so proud of him. Together with his classmates, Tyler has investigated all kinds of themes this year, including:

- Spaceflight
- How the government works
- The science of the human body
- Life in pioneering times
- And much more.

At Tyler’s request, I’ve gathered a few vacation activity ideas he might enjoy to engage and get him thinking:

- 1) Take a regular weekly trip to the local library. Tyler can choose a few books he likes, fiction and non-fiction. He could also bring along a few friends.
- 2) Tyler could consider beginning a top secret *not to be revealed diary*, of everything fiercely mysterious.
- 3) Tyler could do some cooking and perhaps prepare some family meals. Whether done together, or solo, it could be fun discovering some tasty recipes.
- 4) *Can he build it? Yes he can!* Tyler might like to try assembling a cool kit or two. Either that, or help put together your next fine print buy that declares, “some assembly required.”

- 5) How about Tyler doing some sleuthing at the museum? Or maybe gazing at some funky gallery art works? Tap into some local freebies and it's amazing what you'll find.
- 6) Perhaps it's time Tyler went to work on something radical. He could plan it, draw it, and explain how it works. Then...he can put it together, designing with wire, papier-mâché, string, video, wood, or whatever. Just be sure he takes photos to prove it.
- 7) Then again, Tyler could begin a business with friends. There's car-washing, window cleaning, recycling...you name it. Best of all, he can be inspired imagining what his earnings could buy!

Whatever Tyler ends up doing, I want to encourage him to make the most of his time by having fun, being a practical help at home, and getting involved. Thanks again, Mary and Tom, for your support this past year and if I can be of any other help to you, please let me know.

Warm regards...

FIRST OF YEAR LETTER TO PARENTS

My Pledge to Students

The following is a list of goals that I have set for myself this year. I will make every effort to live up to these goals:

- 1) I will greet students each morning with a smile, and will be generous with my smiles throughout the day.**
- 2) I will look for opportunities to reward and praise students for their work and good behavior.**
- 3) I will not show favoritism, and will try to be fair to all.**
- 4) I will use fair and appropriate methods of discipline.**
- 5) I will try to make classroom instruction as interesting as possible and look for new and diverse ways of presenting materials.**
- 6) I will maintain a positive atmosphere for learning.**
- 7) I will treat my students with respect and will not embarrass them in front of their classmates.**
- 8) I will make myself available and approachable to students.**
- 9) I will recognize the individuality of my students and will provide opportunities for each of them to experience success. I pledge to work forward making this a very successful year for us all.**

Letter To Parents

Dear Parents,

It's school time again! I am very happy to have your child in my classroom. I believe that by all of us working together we can make this a very successful year. I consider it of prime importance that you be an active part of your child's education.

You are invited to phone me or visit the school any time that you have a question concerning your child's progress. I will keep you informed by sending home a weekly sampling of your child's work, as well as a progress report during the 5th week of each 9 week grading period.

If you have expertise in a specific field, an unusual hobby, or have a different culture that you would like to share, please let me know. I would be happy to visit with you about the possibility of your sharing with our class.

It is important that you and your child be informed of my standards of classroom behavior so everyone knows what is expected. I have always found parents to be very supportive of good classroom behavior so their child has a good environment for maximum learning. I am attaching a copy of our classroom rules, as well as my own personal pledge to you and your child. If your child develops any difficulty conforming to the rules, I will notify you.

As well, I hope that you will advise me if at any time your child has a problem, academic, social, or emotional. Should your child become discouraged about school, please communicate with me so that we can identify the cause of the problem.

I consider it a great privilege and responsibility to be your child's teacher this year, and look forward to meeting each of you.

Sincerely,

TEACHER NAME



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Section 6: Sample Letters to Parents

Preparing my seniors for the real world, a career, as future citizens and parents has been rewarding and what has brought me back into the classroom each year. — Mike Graf

Sample #1

Dear Parents,

My name is Ms. Jones and your son/daughter is enrolled in my psychology class this semester. I am looking forward to an exciting year. It is my goal to provide all students with an educationally challenging, yet fun, experience in my classroom.

Psychology is a very demanding course. We will cover 19 chapters in 18 weeks. There will be homework assignments almost daily. Each student will need a single subject notebook, a pocket folder, blue or black pens and pencils. These materials should be brought to class every day. We cover a lot of material in one class period so locker passes will not be issued.

Hopefully, your son/daughter has brought home their course syllabus and you have both read and signed the syllabus contract. I have written this contract to ensure that both the students and their parents understand how this course will run. If you have any questions regarding the syllabus or the course, please contact me.

I have extremely high expectations of all my students, and for that I will not apologize. I am asking for your help to maintain those expectations by checking with your son/daughter periodically to make sure that his/her work is being done. I am available to help students individually before school, during my prep periods, and after school. I have included a copy of the course syllabus with this letter. If you would like me to notify you of test dates and/or update you on your son/daughter's progress, please fill out and return the e-mail form included with this letter. Please do not hesitate to contact me at 123-456-7890 x 4303 or jane.jones@anyschool.k12.wi.us if you have any questions or concerns during the year.

Thank you,

Sample #2

Dear Parents:

I am your child's 5th grade teacher, and I am delighted to have your child in my class this year. I am looking forward to a very successful year and I know you are too. I have high expectations for your child and I will do all that I can to help your child achieve those expectations.

You can help. I will be expecting all work assigned in class to be completed. Of course, all children do not work at the same pace. Some children will get their work done in class and some will not. Whether or not your child gets his or her work done in class has no effect on their grade. If your child does not complete an assignment in class, he or she will be required to complete it at home. The way you can help is to ask your child every school day if schoolwork needs to be done, and if so, make sure your child completes the assignment.

In addition, I will be assigning projects in various subjects throughout the school year. Projects are to be completed at home. Your help and support will not only make your child more successful in school this year but will instill good study habits that will last a lifetime.

Finally, I want you to know that one of my most important goals this year is to keep the lines of communication open with you. I am available every day to talk with you between 8:00 a.m. and 8:30 a.m. and between 3:30 p.m. and 4:00 p.m. Please don't hesitate to contact me at 123-456-7890 ext. 674 or joe.smith@anyschool.k12.wi.us if you have any questions or concerns during the year.

Sincerely,

[Back to Table of Contents](#)



Introduction Letter to Parents from a New Teacher

Find information on how new teachers can write introductory letter to parents.

A teacher is not only responsible for imparting knowledge to students, but also has a hand in developing and molding their attitude and personality. Since they are so involved in the lives of their students, it is important for them to communicate with parents. An introductory letter to parents from a new teacher at the beginning of the academic year is very important to develop a rapport with the parents for the rest of the year. This letter enables the teacher to create a good impression as parents realize that the teacher is genuinely interested in the growth of their children. It also helps in making parents comfortable to talk to the teacher about the problems that their children face. Although there are many benefits of writing an introductory letter, not many teachers know what exactly to write, to make a good impression on the parents. Therefore, here is a sample for your reference, followed by guidelines to help you write an effective one yourself.

Sample Letter

Dear Parents,

My name is Karen Winget, lead fourth grade teacher and I am really glad to welcome you and your child to my classroom this year. I graduated from the University of California with major in English literature and later did my diploma in Early Childhood Education from the same University. I have taught in the Elementary grade for five years, though I have worked at Sunshine School for the past three years. I am interested in reading and have my blog which I see as a window to express my opinions. Apart from that, I am always on a quest to meet new people and learn about their language and culture.

I am looking forward to meeting as well as knowing each student of my class and their parents too. This year will be a challenging one for your children as compared to last year, however, I will try to make the classes more interesting as well as easier, so that each child understands as well as enjoys them. Moreover, I do not just want to stick to academics. Rather, I am planning activities to develop the creative skills and interests of students. I hope to make this academic year, an educational as well as a fun-filled year for the students.

If you would like to meet me to discuss your child's performance or any other problems that he/she is facing in class, you can feel free to meet me during lunch break hours, between 9.15 to 10.00. It will be appreciated if you tell me a day before to fix the meeting. Apart from this, you can also e-mail me at karie_1234@sunshine.com to discuss any concern you have about your child.

Yours Sincerely,
(Signature)
Karen Winget

Guidelines

An introductory letter from a new teacher is a way of welcoming the students and parents to one's

class and hence, the tone of the letter should be very polite. The letter should make the students and parents excited for starting the new academic year with the teacher. However, teachers should see to it that the letter is written in a formal as well as a professional way.

In the beginning of the letter, the teacher should introduce herself to the parents by mentioning her educational background as well as her previous experience. The teacher can talk about where she attained her teacher's degree from and how many years she has worked as a teacher in the same school or some other school. Mentioning whether the teacher was in some other profession before becoming a teacher is also a good idea. It is fine to write about the teacher's additional qualifications and whether she is currently pursuing some course.

The next part of the letter should mention what the students and parents can expect during the academic year. Here, one can also mention one's teaching style and talk briefly about the syllabus that will be covered during the year. One can also mention the activities that will be taking place in the class as well as in the school like projects, picnics, educational trips, etc. This helps in developing the enthusiasm of students and they will surely look forward to start the new year in school. One can also discuss some specific things or concerns like homework, studies, etc. in this letter.

The letter must end by encouraging the parents to communicate with the teacher, if they feel the need to do so. It is important to mention the time during which parents can come to meet the teacher in the school. Mentioning the teacher's e-mail id is a good way of telling parents that they can communicate with the teacher about any concern that they may feel necessary. Communication through e-mail makes the teacher-parent interaction easier.

Please note the school might have a prescribed form of introductory letters to be sent by teachers to the parents. One important thing that teachers should remember is that they should take permission of the chief administrator of the school before sending letters in any other format.

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