



# Teacher/ Family Contact



Establishing and maintaining contact with parents is very important throughout the school year for three main reasons:

1. In order to be effective partners in their child's education, families need to know what is happening in their child's class and in the school context.
2. Regular communication with families provides a means to discuss growth and positives regarding their children not just a platform to address issues and negatives.
3. Sustained communication develops a relationship with the families built on a foundation of trust and support. This foundation will assist in working collaboratively on more difficult concerns should they arise.

## Tips for Maintaining Teacher/ Family Contact

- ◆ **Establish Contact:** at beginning of year (2nd week) introduce yourself face-face, through phone call or email personally to each family (not a group email). Establish best contact methods for each family and share something positive about their child you have observed.
- ◆ **Allow for in Class Volunteer Opportunities:** allows families to observe how their child is interacting in a school context.
- ◆ **Clear & Meaningful Language:** ensure that families and students can understand what is being communicated. Families will listen first with their hearts.
- ◆ **Ensure Consistent Follow Through:** Parents and teachers each want to see that the other will actually do what they say they will do.
- ◆ **Positive News Phone Calls:** share something positive regularly (every 2-3 weeks) .
- ◆ **Periodic Postcards:** have the child fill out their address on several postcards at the beginning of the year so you can quickly write a postcard with your positive interactions
- ◆ **Occasional Emails:** keep to a minimum or for more general group notifications. Do not use to address issues or concerns.
- ◆ **Weekly & Biweekly Newsletters or Blogs:** positive way to keep the families informed and update on what is happening in classroom and aware of classroom events.
- ◆ **Daily or Weekly "Reflection":** "Today I was proud that..." a way to share successes with the parents.
- ◆ **Weekly Learning Portfolios:** students take home samples of their work to assist families in sharing their accomplishments.
- ◆ **Discuss Concerns in a Timely Manner:** allow time to schedule face-face or a phone call to address issues as they arise rather than leaving them for interview time.



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