

Sample Welcome Letter

Dear Parents,

Welcome to the third grade. We are looking forward to a busy and exciting year in our classroom. Here is some information to help you and your child during the first days of school.

The Third Grade Team

The third grade is being taught this year by Mrs. Smith (3A), Miss Barnes (3B), and Mr. Clarke (3C). Our assistant is Mr. Adams.

We will be working together in our team planning and creating collaborative learning activities, and are looking forward to meeting all of the students in the third grade.

Our Schedule

Below is an overview of our weekly schedule. Notice that class begins at 8:30. All students are expected to be in class at that time to begin their morning work. Students who are tardy may have difficulty completing their assigned morning work on time.

Class begins:		8:30
Monday	Spanish	10:20–11:00
Tuesday	Library	9:00–9:40
Wednesday	Music	1:00–1:40
Thursday	P.E.	12:30–1:10
Friday	Art	10:30–11:10
Lunch		11:30–12:00
Recess		12:00–12:20
Dismissal		3:15

If you need to take your child out of school early, please send a note indicating the time of dismissal. Similarly, if your child will be going home with another student, a note is required in the office.

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Homework

I will be sending home a complete homework policy packet tomorrow. Included in this packet is my complete homework policy, a suggested list of supplies to keep at home, strategies for parents and students to make homework a less stressful time, and a contract for the students to sign regarding their homework. The contract must be brought back to school signed by both the student and parent or guardian no later than Monday.

Please be sure to read and review the packet with your child. We have gone over the homework policy in class, so the students are already familiar with the information. Homework is a very important part of school and should be taken seriously. After reading the homework policy, please feel free to contact me with any questions.

Parent Volunteers

Parents have already been inquiring about volunteering. Before I can have parents come into the classroom to help out, we must get the school year underway. Volunteering will begin around mid-October. In the meantime, please watch for my volunteer letter that I will be sending home soon. Parents are welcome to volunteer in our classroom, and I look forward to working with you in our class.

Finally, please feel free to contact me throughout the school year with any questions or concerns you may have. You can reach me through email at teacher@tips.com, or by phone at 888-8888 ext. 876. Please leave a message with your phone number and let me know the best time to reach you. My school hours are from 8:00–3:30, but I'm often here before and after school so I can return messages.

It is my hope that we can work as partners throughout the year in order to ensure an enriching and fun school year for your child.

Sincerely,

Miss Barnes

