

2T's
Communication with Parents Plan

Since communicating with parents is a top priority, I have developed a plan that will help ensure open communication with parents.

Weekly emails/Newsletters will be sent at the end of every week foreshadowing important events and reminders for the following week. Such events will include special school activities, test dates, upcoming projects, LA focus walls, and special updates and documents.

Project plans and rubrics will be shared via the weekly email as well.

Any changes to the content of the weekly email will be announced via email as well (change of test date etc.).

Parents are encouraged to email myself with any comments or concerns and will receive a response within 24 hours of receiving the email (not including weekends, holidays, or unexpected absences).

Parents will be asked to email the office with any changes to dismissal procedures. Parents can CC. myself, however, the office should be notified in case of my unexpected absence.