PARENT CONTACT PACK · 1 OF 3

Getting in Touch

1 The best way to reach me

- [ ] A note in the homework journal
- [ ] The school app
- [ ] Email
- [ ] Phone the school office

2 When I'll reply

Usually within _____

I read messages during _____

I don't check messages after _____

I teach all day, so I may not see a message until after school.

3 Something urgent on the day?

Please phone the school office, not me. They will get the message to me straight away.

Office number _____

4 To meet me

Ask for an appointment and I'll find a time that suits us both. A quick word at the door is lovely, but it's not the best time for anything big.

Best days _____

5 Worried about your child?

If you're worried, please tell me early. Small worries are easier to sort out together. Write to me or ask for a meeting.

Teacher _____ **Class** _____

✂ **Tell me about your child** Cut off and send back to school. Only share what you're comfortable with.

Child's name _____ **From** _____

Something they love _____

Something that helps them settle _____

Anything else I should know _____

A template for teachers. Follow your school's policies and store returned slips securely.

Calm Reply Starters



For the email you don't know how to answer. Pick one. Finish it your way.

Before you reply

- Upset? Wait an hour.
- Reply in school hours.
- Short. Facts, not feelings.
- Tricky? Talk, don't type.
- Child safety? Tell your DLP.

02

Thank you for getting in touch about...



03

I can hear how worried you are about...



04

Here's what I've noticed in school...



05

I'd like to understand more. Could we meet on...



06

I can't talk about other children, but here's what we're doing...



07

I'll look into this and come back to you by...



08

Here's what we'll try next in class...



09

It would help me to know what helps at home...



10

Thanks for raising this. I'll talk to the principal and come back to you by...



11

Let's agree what we'll each do this week...



12

Thank you for your patience while I...



A template for teachers. Please follow your school's own policies.

Tricky Conversation Planner

Before a hard meeting. Facts, a plan, a next step.

Child _____ **Parent(s)** _____ **Date** _____

1 What is this about? One sentence.

2 What I've seen Facts and dates.

3 What's going well Start here.

4 Questions I'll ask them

5 Who else should be there?

- ☐ Principal or deputy
- ☐ Special education teacher
- ☐ Just me
- ☐ Other:



6 What we agreed Fill in during or straight after.

School will

Home will

We'll check in again on _____

Write only what you'd be happy for the parent to read. Parents can ask to see notes about their child.

If anything raises a child protection concern, speak to your school's Designated Liaison Person the same day.

A template for teachers. Please follow your school's own policies.