

How to Communicate with Your Child's School

Why Communication Matters

Strong school-family communication helps students succeed. When families and schools work together, children feel supported and are more likely to thrive. This handout offers tips for building respectful and effective relationships with teachers and school staff.

When Should You Reach Out?

- If your child is struggling academically or socially
- When your child shares a concern about school
- If you have questions about schoolwork, behavior, or expectations
- To celebrate progress or positive moments

You do not need to wait for a conference to connect.

Ways to Communicate

- **Email** – Good for questions, updates, or documentation
- **Phone call** – Helpful for urgent concerns or personal conversations
- **In-person meeting** – Useful for problem-solving and collaboration
- **Parent portal or classroom app** – Some schools use tools like Remind, ClassDojo, or Seesaw

Always ask what communication method the teacher prefers.

Tips for Writing or Speaking with the School

- Be clear and specific about your concern or question



- Focus on your child's needs, not placing blame
- Use calm and respectful language
- Request a follow-up if needed

Sample Email:

Hello [Teacher's Name],

I hope you're doing well. I'm reaching out because I've noticed [concern] and would love to hear how things are going at school. I want to support [Child's Name] the best I can. Could we schedule a time to talk or meet?

Thank you for all you do.

Sincerely,
[Your Name]



Preparing for a Meeting

- Make a list of questions or topics to discuss
- Bring any notes or examples from home
- Ask who will attend and what the meeting will cover
- Take notes during the meeting and ask for a copy of any documents



What Parents Say

- "Once I started emailing regularly, the teacher and I became a team."
- "Having a plan for the meeting made me feel more confident."
- "It helped to ask for clarification when I didn't understand something."



Important Reminder



You are your child's strongest advocate. It is okay to ask questions, share concerns, or request support. Schools want to work with you. Open, respectful communication is one of the best ways to make sure your child's needs are being met.