

(School Letterhead)

Date

Dear Parents,

I am pleased to be your child's (subject and/or grade level) teacher for this coming school year. I have been a teacher at this school since XXXX (or, I am new to this school, or XXX) and want to assure you that I aim to do my very best so that your child receives the quality education you expect. I know your child will achieve academic success if we work together throughout the year. My goal is to prepare your child to (master the challenges of grade/subject or XXXX) so that he/she will be ready for the next level of schooling, and ultimately complete high school prepared for college and the world of work. Our partnership will help your child understand that we both want him/her to succeed and that we are working together. Working together – the home and the school – will definitely have an impact on how well your child enjoys school and learning, and how well he/she performs his/her responsibilities as a student. As partners, we have shared goals and high expectations for your child, and I invite you to communicate with me whenever you have a question or if you have any concern that affects your child's learning. I hope you will also allow me to contact you whenever I have a question or concern.

I am enclosing the school and classroom rules so that you can review these with your child. These rules are important as they enable all children in my class to become successful learners. They also allow me to focus on teaching and learning, and to be the best teacher I can be for every child.

I know your child will have a productive educational experience because of our joint commitment and our strong partnership. I look forward to meeting you at our Back to School Night, which will take place on XXXXXX. In the meantime, if you need to contact me, please feel free to call me at XXXXXXXX or reach me by email at XXXXXX.

Sincerely,

Mary Smith, Teacher