

Communicate in a way that is convenient for parents

Creating an effective weekly newsletter

Create a

Descriptive headlines for each item (Example: a parent ought to be able to skim through the headlines and see which paragraphs they can skip and which they need to read.)

For a sample template, see [_____](#).

Make it weekly

Tell your parents now (and several more times this year and at your "back to school" event next fall) that you are committing, as a school, to tell them everything they need to know once a week in a newsletter to be published every [pick a day of the week: preferably Monday or Friday]. They need to know when it will be published so they know to look for it. Then you can point out: we are committing to publishing this on our end, and as partners in your child's education we expect you to commit to reading those parts of it that apply to your family. (And yes, I'm sure you'll find a much kinder way to say that.)