**[School Name]**

[Street Address] [City, ST ZIP Code] [phone] [email]

September 1, 2017

**Dear [Recipient Name]:**

We welcome your child, [Name], to [grade/class]! I’m excited about the opportunity to get to know you, as well, and I’m looking forward to a happy and productive school year.

This year we will focus on the following curriculum areas:

* [Curriculum area]

Please have your child bring the following supplies to school before [Date]:

* [Supply item]

My homework policy is [homework policy].

My grading policy is [grading policy].

Upcoming school events you should be aware of include:

|  |  |
| --- | --- |
| [Event] | [Date] |
| [Event] | [Date] |

Please mark these dates on your calendar. I hope you will make it a priority this year to attend as many school-sponsored events as possible.

We welcome visitors to our classroom, and we always appreciate parents volunteering to help out. Some volunteer opportunities that will be available this year are:

* [Opportunity]

If you have any questions or concerns, please contact me by email or phone. I also welcome appointments to meet in person. You can contact me at [phone number] or [email address].

Let’s work together to make this the best year ever!

Sincerely,

[Your Name]

[Title]