

Parent Communication Policy

Date: [Insert Date]

Dear Parents and Guardians,

We believe that effective communication between home and school is essential for student success. This letter outlines our Parent Communication Policy, which aims to foster a supportive partnership between parents and educators.

Communication Channels

- Email: We encourage parents to reach out via email for quick questions and updates.
- Phone Calls: For more in-depth discussions, please feel free to contact teachers or administration.
- Parent-Teacher Conferences: Scheduled twice a year to discuss student progress.
- Newsletters: Monthly newsletters will be sent home to keep parents informed of school events and announcements.

Response Time

We strive to respond to all communication within 48 hours. Your concerns are important, and we aim to address them promptly.

Feedback

We value your feedback and encourage open dialogue. Please do not hesitate to share your thoughts and suggestions with us.

Thank you for your continued support and partnership in your child's education.

Sincerely,

[Your Name]

[Your Title]

[School Name]

[Contact Information]