

Tips for Classroom Newsletters

When creating newsletters; ask yourself the following questions:

How does the newsletter communicate effectively with parents and families to inform and enhance support for children's learning?

- How did I inform parents about their child's learning?
- What insight have I given parents into their child's learning?
- Does the newsletter encourage two-way communication? Have I provided a place for parent input – more than just signature? Have I provided a place for parent comments, questions, goals for their child, or concerns? Do you sometimes ask questions for them to consider and answer?
- How have I involved students in the newsletter? Have they helped create the newsletter? Are students featured in the newsletter through quotes and photos? Have I provided a place for student input?
- Have I discussed the curriculum and methods used to teach it?
- Have I previewed upcoming activities and curriculum? Have I asked parents for involvement in the upcoming activities in the classroom?
- Did I thank parent volunteers who participated in classroom activities?

Create the newsletter so that it is reader friendly and attractive.

Use clip art, different fonts and sizes to enhance its attractiveness.

Include photos of student work or students displaying their work. Include student quotes and examples of written work from students.

Don't use the newsletter as an opportunity to give parents the school calendar. Even though it is necessary to include important dates, it is more valuable to explain the curriculum, units taught, upcoming units of study and methods used to teach!

Add space for parent comments. (VERY IMPORTANT)

You might even want to ask a question of the parents to get feedback.