

# Communicating With Families



Families want to be on your side. Here are some ways to start the relationship on the right foot and keep it there throughout the year.

## How to communicate

3. Be assertive yet flexible enough to take suggestions.
4. Be direct and clear.
5. Be friendly and positive.
6. Involve families in decision making.

## Communication pointers

1. Keep a log of all family communication.

## Phone calls

1. Call families early and often.

4. Let families know when and how they can reach you.

## E-mail

1. Ask families for e-mail addresses and whether they want to communicate through e-mail.

## Written communication

1. Regularly send home good news notes,
2. Consider sending short “What we did this week/month” newsletters.
4. As soon as you know the class and school calendars, send them home.
5. Keep copies of all correspondence.
6. Include a place for families to write their own comments and return messages to school.