

Teacher/Parent Communication Plan

Example provided by Jayne Martin, Lower Elementary teacher, Valley Montessori School

Consider:

- What information are you, or would you like to be, communicating with parents?
- How you are already communicating with parents?
 - Type of communication
 - Frequency of communication
- What have been the challenges for you and for parents?
- What are other teachers doing, both in your school and in other schools?
- What are other organizations doing that you think are successful, and that you might want to use?

What	When	How	Notes
Before school starts			
Teacher Introduction (example)	1 month before school starts	Email and private class Facebook page	1. Let them know about me professionally and personally 2. Give them my contact information, and when I will respond to messages
Welcome Message			
Meet the Teacher	Week before school starts	One on one meeting to have a face-to-face introduction. Have a quick opportunity to get to know the child/family. <ul style="list-style-type: none"> • playground picnic style blankets socially distant • scheduled via Sign-up genius or other scheduling app 	Can also be a chance to do/send materials home for beginning of year assessments such as reading, handwriting, math (elementary and up)
Communication Survey			
Parent Agreement (how we want to interact as a		Parent handbook	Outline school policies and procedures

group – what do we each need?)			
During school			
Parent Discussion Group (example)	Monday/Wednesday/Friday	WeChat class group	Check in, answer questions, share something that happened in class that day. Could be a photograph, art, or text. If photos will be shown, beforehand, get parents' written permission to use.
Weekly Update		All school newsletter	<p>Updates from HOS</p> <p>Updates from level administrator</p> <p>Classroom section for</p> <ul style="list-style-type: none"> • curriculum overview of the week/month • special events • classroom needs, reminders or requests
Montessori Information	<p>beginning of the school year</p> <p>1-2 times/year</p> <p>Once a year</p>	<p>Back to School Night</p> <p>Curriculum Information Events</p> <p>“Montessori Journey” parent education experience</p> <p>Parent Education Events</p>	<p>Classroom orientation (Zoom if remote required)</p> <p>Teacher introductions</p> <p>Parent introductions (encourage getting to know each other outside of school to facilitate play dates etc.)</p> <p>Brief overview of the plane of development</p> <p>Overview of a child's day and week in the classroom</p> <p>How can parents get involved?</p> <p>Communication expectations</p> <p>Provide parents with information about child's current level and next level if transitioning</p> <p>Intensive day-long parent</p>

			Guest speakers
Parent Discussion Group	Monthly	“Coffee Time” or “Town Hall” style with teachers	Level administrator/HOS should also participate
Connecting Live			
Individual Meetings	Weekly	Sign-up Genius/other scheduling app for “Office Hours”	In the event of distance/hybrid models. Address specific parent questions and concerns.
Daily Update	Daily	Montessori Compass or other platform	Most applicable for early childhood. <ul style="list-style-type: none"> • infant/toddler trackers for diapering, napping, eating habits • photos of work child participated in with explanations of material
Weekly Classroom Update	Weekly	Email	More applicable in a distance learning/hybrid model (onsite model covered in all-school email) Updates on: <ul style="list-style-type: none"> • weekly lesson schedule • follow up work materials needed/to be provided • tips and tricks for parents to support their child with the work • links to Zoom/other platform meetings with times and log information