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| Teacher/Parent Communication Plan | | | |
| 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 |  |  |  |
| Communication Survey |  |  |  |
| Parent Agreement (how we want to interact as a group – what do we each need?) |  |  |  |
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| 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 |  |  |  |
| Montessori Information |  |  |  |
| Parent Discussion Group |  |  |  |
| Connecting Live |  |  |  |
| Individual Meetings |  |  |  |
| Daily Update |  |  |  |
| Weekly Classroom Update |  |  |  |
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