

Dear Families,

During this time off from school (***insert dates***) for Winter break, we want to express our gratitude for everyone who has helped keep our students safe, healthy, connected and learning. We thank:

* Our students and families who are persevering through hard times.
* Our teachers who have gone above and beyond to help make school a welcoming place where students can learn.
* Our administrators who have pulled double duty and filled in for their colleagues.
* Our many, many healers and helpers - the support staff and community volunteers who provide the extra hands and attention our children need.

May these days off be restful and healing. Many of you are grateful to see the faces of loved ones whom you have missed during the pandemic. Many are grieving empty seats at the table. Some are struggling to put food on the table or may have no table at all.

* **If your family or your child need support, please reach out to** (*insert contacts*)for help.
* We look forward to seeing you again when school resumes on **(*insert dates in bold*).**
* **As long as your child is healthy, please encourage showing up to class when school is in session.** Every day of school is an important opportunity for students to learn as well as connect to peers and their teachers.

Thank you for partnering with us to help your child learn, thrive and succeed.

Sincerely,

***Insert Name***