Insert your school logo

*This letter is designed for principals to send to families and students. Ideally, district administrators can add links to district-wide guidance and resources before sharing it with building administrators. It can then be personalized for a specific school.*

Dear Parents and Students,

The staff at \_\_\_\_\_\_\_\_school are excited to welcome you to a new school year filled with opportunities to learn and engage!

Getting into the habit of daily attendance is more important than ever. It helps to:

* reduce stress
* make it easier to connect with friends and teachers
* support learning
* Please call us if you need help with attendance. [Insert phone number and person’s name]

We are working to make our school environment a place where everyone can be safe, healthy and learning. We will do our best to listen and partner with you so that our children have a successful year. Let's work together to:

**Keep Safe** – Key steps include: [*District leaders, add bullet points here for district-wide policies and practices to create a positive school climate and maintain a clean environment. School leaders can add specific points that only pertain to their buildings.*]

**Keep Healthy** – Make sure students get sleep, eat well and exercise. If you are not certain whether to send your child to school due to illness, call [*District /school fill in contact and number of advice nurse or health worker*] to discuss the situation.

**Keep Connected** – Families, join us at one of our gatherings this fall [*add link to school event calendar*]. Students consider joining a study group, club or afterschool activity. You can find a list here [*add link to list of clubs and afterschool programs*]

**Keep Learning** – If your child has to stay home because of Covid-19, (teacher or designated staff person) will be in contact with a plan for learning at home.

* Do not hesitate to reach out to me with questions or concerns.
* Please make sure we have your correct email and the best phone numbers where we can reach you.

Sincerely,

Principal [add your name here]

*Revised August 2022*