

Sample Winter Holiday Letter to Families (Insert vacation dates, contact information, signature and logo)

Dear Families,

As we prepare for the upcoming December winter break, we want to share how grateful we are for each of you. Together we have worked to establish routines of showing up to school and create a school community for everyone.

We know the winter season is busy, and we appreciate your efforts to avoid taking extra days off around the winter break. Our teachers will be teaching and our students will be learning right up until vacation starts on (*date*) and the first day back on (*date and time*).

Every school day matters. When students are healthy and able to attend, it gives them the chance to keep learning, connect with friends, and grow both socially and academically.

(*Optional: Add a school calendar that includes upcoming events in Januar*y.) Please use the school calendar on the back of this letter to help plan your vacations. Your support makes such a difference in helping children feel connected and prepared.

If your family or your child needs support, please reach out to(*Insert contacts*)for help.

We look forward to seeing you again when school resumes on **(*Insert dates in bold*).**

Thank you for partnering with us!

Sincerely,

(***Insert name and title)***