# Parent Communication Toolkit: Templates for Every Scenario

*Clear, compassionate emails in minutes.*

## Positive update

**Subject:** Quick good news about **[student]**

I wanted to share a positive moment today… **[specific]**. It shows **[skill]** growing. Thanks for the support at home!

## Missing work

**Subject:** Missing **[assignment]**

**[Student]** is missing **[n]** item(s). Best next step is **[action]**. Please reply to confirm you’ve seen this—thank you!

## Behaviour incident (objective)

On **[date/time]**, I observed **[behaviour]** which affected learning by **[impact]**. I redirected **[strategy]**. Let’s connect if helpful.

## Start-of-year intro

* Who I am, how to reach me
* What we’ll learn + how families can help (1–2 concrete ideas)
* When to expect updates (weekly/bi-weekly)