

# Parent Email Checklist

Quick checklist and mini-templates for professional, effective parent communication.

COMMUNICATION

## One-minute checklist

- Choose tone: **warm / neutral / firm-kind** (match the situation)
- Evidence included: **specific & verifiable** (dates, brief examples)
- Next step clear: **who/what/when** in one sentence
- Reading level: **A2–B1** (short sentences, plain words)
- Names, dates, attachments checked
- Confidentiality respected; avoid sensitive details by email

*Tip: Aim for 120–160 words. Busy parents skim.*

## Mini-templates

### Positive note

Hello [Name],

I wanted to share a quick positive update about [Student]. Today [specific action] showed [strength].

We'll keep encouraging this. Thank you for your support.

Warmly, [Your Name]

### Follow-up after call

Hello [Name],

Thank you for speaking with me today. As agreed, we will [action] by [date]. I'll update you on [what] next [when].

Best, [Your Name]

### **Sensitive issue**

Hello [Name],

I'm writing to share a concern about [Student]'s [area]. Today [brief, specific event]; they are safe. Next, we will [support]. Could we schedule a short call this week?

Kind regards, [Your Name]

### **Reminder / nudge**

Hello [Name],

A quick reminder that [Student] needs [item / action] by [date]. Please let me know if any support would help.

Thanks, [Your Name]

### **Appreciation**

Hello [Name],

Thank you for [support]. [Student] benefited by [impact]. We appreciate working together.

Warm wishes, [Your Name]

## **Common pitfalls (and fixes)**

- Long paragraphs → **One idea per paragraph**
- Jargon → **Swap for plain words**
- Emotion in the moment → **Draft, pause 10 mins, then send**