

# Parent Email Playbook

***Warm, professional emails for common school situations—starters, closers, and tricky topics.***

## How to use this pack

1. Copy a **starter**, add specifics, then choose a **closer** that matches the tone.
2. For sensitive topics, start with empathy; keep the focus on the **next step**.

### Starters

- **\*\*General update:\*\***

*Hi [Parent/Carer], I wanted to share a quick update about [Student]'s progress in [Subject] this week.*

- **\*\*Positive note:\*\***

*Hi [Parent/Carer], [Student] made a great effort with [specific] today—please celebrate this win!*

- **\*\*Concern (supportive):\*\***

*Hello [Parent/Carer], I'm reaching out to partner with you on [Student]'s [behaviour/work completion]. Here's what we've tried so far...*

### Closers

- **\*Thanks for your continued support.\***
- **\*I'm happy to adjust the plan—please let me know what works at home.\***
- **\*Let's touch base again on {{date}} to review.\***

### Tricky topics (short examples)

- **\*\*Late/Incomplete work:\*\***

*We're focusing on routines. Our plan: 1) checklist in planner, 2) 10-min start-up, 3) teacher check-in. Could you help reinforce the checklist at home?*

- **\*\*Behaviour redirection:\*\***

*We're practicing "ready to learn" routines. I'll prompt a short break if needed and reset expectations positively. Any strategies that work well at home?*

- **\*\*Sensitive hygiene:\*\***

*A quick confidential note: we noticed [Student] may benefit from a reminder about [topic]. We'll address it discretely at school.*

## AI Assist Prompts (copy/paste)

- "Draft a warm, professional parent email about {{topic}} with a positive tone and a concrete next step. 7–9 sentences."
- "Shorten to 100–120 words. Keep names and dates. Avoid jargon."