Our school's parent-communication rhythm

Fill in the “Ours” column with what your school decides, pin the page in the staff room, and send a copy to parents.

Message	Suggested	Ours: sender · day · channel
Weekly class note	Class teacher · Thursday · five lines · class channel	
Personal line	Class teacher · a quarter of the class each week · one or two sentences · private message	
Principal's monthly letter	Principal · first Sunday · one page · email or app	
Report	Teachers and principal · mid-term and end of term · one page per student	
Urgent channel	The office only · same day · two sentences · text or call	

Who sends on the urgent channel, and what it is used for (only)

When parents' messages are answered, and where parents write

Families who need a call, a voice message or another language

Date to ask parents after six weeks · who collects the answers

From the String blog — string.education. Print it, copy it and share it as you like.