Message to parents — printable skeleton

Fill in the five parts in order, then turn them into a message. One or two sentences per part is enough.

To · Subject · Date

1. A real strength you have seen in the student

2. One specific fact
a number or a date, no verdict

3. One request of the home

4. What the school will do, and when you will write again

5. How to reply, and when

Situation	The fact you state	The one request
Falling behind	The skill, and the result in the latest short quiz	A short practice at home each evening
Behaviour	What happened, as actions, with the day and lesson	A calm talk with the student about it
Repeated absence	Number of days, the latest date, what was missed	The reason, so you can agree on catching up
Excellence and thanks	Exactly what the student did, and when	Tell the student you wrote
Meeting invitation	The topic in one sentence, the length, who attends	Confirm one of two times
Homework change	What changes, when, and why	Note how long the homework took

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