

## Communication at FRCS

FRCS feels strongly that the best way to build the parent/school partnership is to communicate openly and often. The best way for families to stay in touch and on top of classroom performance, activities and events is to:

- Email or call your child's teacher with questions about the classroom, curriculum or academic achievement of your child.

### **FOR WHOLE SCHOOL NEWS, ACTIVITIES, and EVENT INFORMATION:**

- Read your weekly Friday Folder Email! If you are not currently receiving the weekly parent emails, visit our website and add your email address into the box where it says email updates and alerts. You will be automatically entered into our communication email list.
- Visit our website OFTEN!
  - If you can't find what you are looking for, use the SEARCH box located at the top of the page
  - Our website can be translated into SEVEN languages. Click the language of your choice on the top of the page to translate the website.
- Friend us on Facebook!
- Follow us on Twitter!
- Social Media is updated daily as needed. STAY in touch!

### **EMAIL TIPS FOR EFFECTIVE COMMUNICATION**

- Think about the classroom list serve as a group of good friends. They will be reading your emails and processing the information with whatever tone you send. Make it PERSONAL!
- Remove the (FW: ) in the subject line or better yet, create a new and catchy subject line that reflects your support of the information in the email.
- Delete any instructions that are for you to follow in sending out the information.
- Add a personal message about the information that you are sending along to your parent group.
- Invite the parents in the group to ask you questions about your emails to engage them in conversation.
- Ask parents for suggestions on what would be helpful additions to the room parent role!
- Attend the Director's breakfasts and Parent Cafes and take notes to send to your families or solicit a volunteer from your room to help you do this!