**Class Parent - Sample Welcome/Introduction Letter**

*The below is a sample only. Feel free to make your own modifications but we ask that the general content and subjects which is* ***bolded*** *is included in some way. This should be sent home through your teacher in paper form in each student’s backpack in the class. Once the Class Lists have been compiled and emails collected, you can communicate via email going forward.*

Hello Parents!

We are your Class Parents for the year. We are [*include names and roles if assigned*]. Our goal is help our teacher(s) feel supported and have the resources they need to succeed in the classroom.

In order to do this, we need your help.

**Class Fund:** Please consider making a voluntary donation to the Class Fund. [*We are accepting a suggested voluntary contribution of $xx.xx* ***OR*** *The amount you donate is up to you.* ***OR*** *You will hear from us shortly about the Class Fund.*] All donations are voluntary but any amount helps. The class fund helps supplement classroom supplies, including art supplies, celebrations, prizes, miscellaneous class trip expenses and community projects. We will maintain the monies we collect now to cover these expenses for the school year.

**Teacher Gifts:** We do expect to have 2 additional request for voluntary donations for teacher gifts. One in December and one at the end of the school year.

**Parents As Learning Partners:** One Friday of every month, our school hosts PALP. PALP is a great way to participate in the classroom. Teachers invite parent(s) into the classroom to teach for the first period which is from 8:00am to 8:50am. We need volunteers for each PALP date below:

October 13th

November 10th

December 8th

January 12th

February 9th

March 9th

May 11th

**Class List:**  Let’s all stay connected. We will be sending out a Class Directory with every student’s name and related parent contact information. Help us make this information complete. When you receive this Directory, please send it back to us if your information is not complete or is missing.

**School and PA Email Lists:** If you want to receive timely emails regarding your child’s grade or school level events and issues, be sure to join our email list at: [pa101.org/joinemail](http://pa101.org/joinemail). Also follow the PA on Twitter: @pa101q

**PA Meetings:** We encourage all parents to attend the PA meeting. Be sure to check out and subscribe to the calendar: [PS 101 Calendar](http://pa101.org/pa/plan-ahead/calendar/)

**Lots of Valuable Information** is at [www.pa101.org](http://www.pa101.org/) and [www.ps101q.org](http://www.ps101q.org/).

We look forward to a great year of learning and growing for our children, and a community- building experience for us all.

Your Class Parents,

[*Names & Contact Details*]