

## Scripts for Contacting Families at the Start of the School Year

The purpose of creating a script is not to read verbatim, but to mentally practice ways to connect with families.

- What is the feeling you want to communicate?
- Are you establishing, maintaining, or restoring your relationship?
- What is the key information you want to learn?
- What is the key information you want to share?

### Below are examples of scripts to start the school year

Example 1: Text (useful if you have an out of state or unfamiliar number)

Hi \_\_\_\_\_, my name is \_\_\_\_ and I will be \_\_\_\_ (student's name) teacher this year. I'm looking forward to having him/her in our class. Is there a time when we might connect over the phone or in-person so I can learn about (\_\_\_\_student's name) and your family?

Example 2: Postcard or note to the student

Hi \_\_\_\_\_(student's name), My name is \_\_\_\_ and I will be your teacher for \_\_ grade. I'm looking forward to meeting you and your family and a fun school year. If your family would like to set-up a time to talk with me on the phone or at school you can reach me at \_\_\_\_ (phone) or \_\_\_\_ (email.)

Example 3: Phone

Hi \_\_\_\_\_, my name is \_\_\_\_ and I will be \_\_\_\_ (student's name) teacher this year. I am reaching out to parents to get to know your child and family as we start the school year. Is this a good time for me to ask a few questions?

- What is important for me to know about \_\_\_\_?
- What is (student name) looking forward to most this year?
- What are some of your child's strengths?
- What is the best way to share information or get your ideas?  
(Communication types, best days & times?)
- Is there anything that might be helpful for me to know about your family or home situation?
- Is there anything on your mind as we get ready for the new school year that you'd like to share to help me best support \_\_\_\_?



Example 4: Together with a colleague who has lived in the community for a while

Hi \_\_\_\_\_. We hope to work closely with families and students this year. I wanted to make sure you met (teacher name). He is new to the community and is really looking forward to teaching (grade and class). Are there any important or helpful tips you could share to help (name) in connecting with our local families?

Advice from Teachers Using Relationship-Building Strategies:

“I realized sharing a little about my own interests and being myself really helps me when talking with families.”

“Keep trying. I get more answers now than I did at first and conversations are definitely less awkward.”