

Figure 2.10 *Sample Letter Home*

Dear Families,

Hi! My name is Ms. Emily Veric and I am your child's teacher this year. I am looking forward to a very exciting and productive year. I have been a teacher for 6 years, but this will be my first year teaching fourth grade. As the year goes on, I am looking forward to meeting you and getting to know you and your student.

I want you and your student to know that my major goals for this year are that all students in my class will:

- Develop skills in written expression so they can communicate in both narrative and expository styles.
- Master all basic addition, subtraction, multiplication, and division facts and correctly apply those facts when doing computation and problem-solving.
- Learn to work cooperatively in groups and sometimes take the leadership role.
- Learn to plan long-range projects and bring them to completion, including two major reports and two major projects.
- Speak in front of groups with confidence and style.
- Stay focused on written tasks and bring those tasks to completion.

I will be sending home a classroom newsletter every other week, starting next Friday. In that letter, I will tell you about my Guidelines for Success and my classroom rules. This letter will also be posted on the school website. To read it online, go to www.ourschool.edu and click on the link for "Mrs. Veric's Class."

If you want to speak with me for any reason, please don't hesitate to give me a call. The best time to call is between 3 pm and 4 pm on Monday, Tuesday, Thursday, and Friday at 555-1234. Or call any time between 8 am and 4 pm and leave a message, and I will get back to you. You may also send me an e-mail through the school website.

Please feel free to let me know any information that may help me to be successful with your child, and let me know the best way (and time) to reach you.

Good-bye for now, and let your child know that we will have a great year in Room 17.

Sincerely,

Ms. Veric

Ms. Veric
4th Grade Teacher