

About this tool

Email is one of the most common ways families communicate with their child's school. It can be helpful for sharing information, asking questions, confirming next steps, or following up after meetings.

This tool provides examples of emails that families sometimes use when communicating with teachers or school staff.

When to use this tool

- introducing yourself to your child's teacher
- sharing information about your child
- asking questions or seeking clarification
- raising a concern
- requesting a meeting
- following up after a conversation or meeting

How to use it

1. Identify relevant email script for your situation.
2. Adapt the wording so it sounds natural for you.
3. Keep emails brief and focused on your child's needs.

Email Examples

Requesting a meeting

Subject: Meeting request about [child's name]

Dear [teacher's name],

I hope you are well. I was hoping we might be able to arrange a time to talk about how things are going for [child's name].

I would appreciate the opportunity to discuss a few things and hear your perspective.

Please let me know a time that might work for you.

Sharing information about your child

Subject: Information about [child's name]

Dear [teacher's name],

I wanted to share a little information that may help support [child's name] at school.

We have noticed that [brief explanation].

Some strategies that seem to help are:

- [strategy]
- [strategy]

I hope this information is helpful and please let me know if you would like to discuss further.

Asking for clarification

Subject: Question about [topic]

Dear [teacher's name],

Thank you for your recent update about [child's name].

I just wanted to check that I have understood correctly. Could you please clarify [question or topic]?

I appreciate your help.

Raising a concern

Subject: Checking in about [child's name]

Dear [teacher's name],

I wanted to check in about something that [child's name] has been finding difficult recently.

They mentioned that [brief explanation].

I would really value your perspective and would appreciate the opportunity to discuss how we might support them with this.

Following up after a meeting

Subject: Summary of today's meeting

Dear [teacher's name],

Thank you for meeting with me today to discuss [child's name].

I wanted to briefly summarise what we discussed to make sure I've understood everything correctly.

From our conversation, we agreed that:

- [strategy or support]
- [next step]
- [follow-up]

Please let me know if I have misunderstood anything.

Thank you again for your time and support.

Following up on a previous discussion

Subject: Follow-up regarding [child's name]

Dear [teacher's name],

I just wanted to check in about the strategy we discussed for [child's name].

I would be interested to hear how things have been going in class and whether there have been any updates.

Thank you for your support.

Requesting a review of strategies

Subject: Checking in about supports for [child's name]

Dear [teacher's name],

I wanted to check in about the strategies currently in place for [child's name].

I would appreciate hearing how things have been going in class and whether any adjustments might be helpful.

Expressing appreciation

Subject: Thank you

Dear [teacher's name],

I just wanted to thank you for the support you've been providing to [child's name].

We really appreciate the work you are doing and the updates you've shared.