

# Introductory Letter to Students

(Primary)


Dear \_\_\_\_\_,  
*Student's name*

Welcome to \_\_\_\_\_ grade! I am glad you are a part of our class. We will be sharing an exciting year together, learning about \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I cannot wait to discover what interests you have to share with the class.

 Welcome aboard!

\_\_\_\_\_ *Teacher*

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# Introductory Letter to Students

(Intermediate)

Welcome!

I am happy to welcome you to my class this year. I am looking forward to an exciting year as we share our ideas, talents, and interests.

We will decide on our class rules together. Please begin brainstorming on the paper provided when you finish reading this letter.

This year we will be learning \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please feel free to tell me about any special interests or knowledge that you have. I am always happy to explore interesting new topics as the year progresses.

If you ever have any questions or concerns, do not hesitate to bring them to my attention. All problems can be solved with openness and teamwork.

Here's to a wonderful school year!

\_\_\_\_\_ *Teacher*

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# Introductory Letter to Parents

Dear Parents,

I am pleased to take this opportunity to introduce myself to you and to welcome your child to my class. A good learning experience is built on a cooperative effort among parent, child, and teacher. I look forward to the work and growth we will all accomplish this year.

My expectations for conduct and academic standards are high. With your participation both in and out of the classroom, we can look forward to a productive, creative, and enjoyable year together. In the past, I have had many parents volunteer their time in the classroom, and I encourage this because it provides opportunities for more children to receive personal attention. If you are interested in volunteering, please let me know. This can be done on a weekly, bi-weekly, or occasional basis. Any help you can give will be warmly appreciated.

You can also help by providing me with any information that will aid me in better understanding your child. Some things I am interested in include the following:

- Important experiences that may be affecting your child's state of mind (death in the family, a best friend moving away, loss of a pet, etc.)
- Special medical needs
- Study habits at home
- Television viewing habits
- After-school activities and special interests
- Feelings toward school
- Conflicts among family members

Although I am interested in anything that could be affecting your child, it is not necessary for you to reveal personal information. Please know that anything you do say will be kept in the strictest confidence.

Again, welcome! Please feel free to contact me about any questions or concerns you may have. My classroom door is always open, and messages can be left for me with our school secretary, to which I will respond as soon as possible.

Sincerely,

\_\_\_\_\_

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# Getting to Know You

**Directions:** Walk around the room and talk to your new classmates. Find someone to match each group of words below. Write that person's name on the blank line. You may use a person's name only once. You may also use your own name but only once as well.

Find someone who . . .

1. has a pet \_\_\_\_\_
2. enjoys singing \_\_\_\_\_
3. can play a musical instrument \_\_\_\_\_
4. knows karate \_\_\_\_\_
5. likes to use a computer \_\_\_\_\_
6. is able to swim \_\_\_\_\_
7. enjoys reading books \_\_\_\_\_
8. was born in a foreign country \_\_\_\_\_
9. wears glasses \_\_\_\_\_
10. has an older brother \_\_\_\_\_
11. has a younger sister \_\_\_\_\_
12. likes to eat yogurt \_\_\_\_\_
13. has won a race \_\_\_\_\_
14. has read a *Clifford the Big Red Dog* book \_\_\_\_\_
15. can shoot a basket from the free-throw line \_\_\_\_\_

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