

Room Parents. This email is to inform you that you will have, or already have, a new student assigned to your homeroom class. Below is an announcement email ready to forward to your email list of class parents.

Please copy and paste the text into a new email that is intended to be from you. Make sure that you add your name to the bottom of the email as a signature.

Feel free to add your own touch to the email, and we encourage the homeroom teacher to add their flare/comments. If you chose to customize the email, we ask that you save a master copy. Each time you send an announcement it should be the same for all new students.

After you forward the email, please contact the new parents with a personal introduction as their assigned Room Parent.

Our hope is that this is an easy to use format for Room Parents to pass on the announcement. Please let the New Families Committee know improvements or suggestions. Thank you for your work, New Families Committee
srush1970@live.com

_cut and paste below line into a new email

**We have a New Student In Class! Help us welcome
[____student name goes here_____]**

We are happy to announce that a new student has been added to your child's homeroom class. Please be a part of welcoming [____ student's name ____] and their family to Vanderlyn and our community. Let me introduce to you

New Child's name:

They are from the _____

Parent's name:

Contact Number:

Parents, we encourage you to ask your child about the new student in class. This is a great opportunity to talk about how hard transitions to new schools can be and what you can do to help the new student feel welcomed. The information provided was given with the permission of the parents. Feel free to contact them personally, possibly to arrange a play date after school so the kids can get to know each other. Thank you for the support in making our new families to Vanderlyn feel welcome. Teaching our children about being a part of a community is a great lesson to learn at school. Together we can make a difference by welcoming [_student's name ____].

Sincerely,

Room Parent Name here

Teachers Name here [optional]

Information coordinated and forwarded by PTA New Families Committee. Questions or Comments please contact srush1970@live.com