

SAMPLE EMAIL FOR TEACHER MEETING (delete as appropriate)

Hi Mr/Ms _____

I am/We are Jane Doe & John Smith, and **I/We** have volunteered to be Room Parents in your classroom this year.

I/We would like to put a date in the diary very soon to discuss any assistance you need from us this coming year, in terms of help for class parties, field trips etc.

Below are a few topics that **I/we** would like to cover with you in the meeting:

- Review the class list for any changes/new families etc for contact purposes;
- Discuss field trip schedule and establish chaperone needs;
- Discuss Class Party Schedule (Halloween, Holiday, Valentine, End-of-Year etc) & establish volunteers/resources required;
- Food restrictions – to ensure no problems with any food at class parties, **I/We** understand that **I/we** now need to co-ordinate directly with you regarding any food allergies that you may have in your classroom;
- How do you allow children to celebrate their birthday in your classroom (if at all);
- Any other volunteer needs you may have in the classroom.

Please also feel free to add anything else to this list that you would like to discuss. If you could let **me/us** know **I/we** look forward to meeting you soon.

FOR 6th GRADE ONLY:

I/we understand that you work very closely with the other class in your team – Mr/Ms _____ - so if you would like to do a combined meeting that would be no problem.

Many thanks

Jane Doe: emailaddress@gmail.com

John Smith: emailaddress@gmail.com

