

Homeroom Parent Email Templates

Introductory Email

Dear Parents,

My name is Jane Doe and I will be the homeroom parent for Mrs. Smith this year. Throughout the school year, I will be sending information to the families about activities in the classroom, as well as important WPTO news and fundraisers. If you would like me to use another email address or add another address, please let me know.

Please contact me with any questions. I look forward to a wonderful year with all of you!

Kind regards,

Jane Doe

Email to solicit for class party volunteers

Dear Parents,

I am seeking volunteers to fulfill _____'s classroom parties. Please note the party dates and times listed below. By way of (email or insert SignUp.com link), please let me know which party you are interested in volunteering for.

District policies only allow 4 volunteers per party (1 Party Coordinator and 3 Party Volunteers). Slots will be filled on a first come first serve basis. You may rank in order your preference of parties should your first party preference be full. You will only be selected to attend one party per student per year.

Please also state if you would be interested in the Party Coordinator position when you select your party preference. The party coordinator is responsible for making sure all party volunteers are contributing to the party plans and for sending the final party plans to (insert teacher name) for final approval.

Once all volunteer slots have been filled, I will send out the final party assignment list. I will contact all party volunteers approximately one month prior to each party to give further instructions.

Thank you and contact me with any questions!

Regards,

Jane Doe

2018-2019 Classroom Parties (adjust dates/times as needed and delete those not pertaining to your class)

Halloween	Wednesday, Oct. 31	2:30-3:15pm
Winter Holiday	Friday, Dec. 21	2:30-3:15pm
Valentine's Day	Thursday, Feb 14	2:30-3:15pm
End of Year*	Thursday, May 30	Third Grade
	Friday, May 31	First Grade
	Monday, June 3rd	Kindergarten
	Tuesday, June 4th	Second Grade

**times of AM Kindergarten and End of Year parties to be determined by the classroom teacher*

Class Party Volunteer Email (sent by HR parent to party volunteers)

Greetings End-of-Year Party Planners!

Thank you for volunteering to organize **Mr/Mrs. Teacher's Name's End of Year Party!** The party will take place on **Tuesday, May 30, 2:30-3:15pm**. You may arrive at the school at 2:20 pm to sign in at the office and set up in the classroom.

The parent volunteers for this party are:

Year End Party Parents:

Parent Volunteer #1 email address - **Party Coordinator**

Parent Volunteer #2 email address

Parent Volunteer #3 email address

Parent Volunteer #4 email address

Just a few reminders for the party:

- There are **21** students in **Mr/Mrs. Teacher's name** class.
- No food is permitted during the party. This also applies to games, activities and goodie take-home bags.
- Parties should be kept simple, age-appropriate and comparable with what other classrooms in the same grade are doing.
- All games and craft supplies will need to be provided by the party committee. If additional donations are needed, please use the below list of party supply donors.
- For the party content, you have **45 minutes**. Consider 3-4 stations (mix of games/crafts/story). The time goes very quickly so adjust the number of activities planned according to how long they will take.
- Do as much prep work at home prior to the party as possible (assign groups, unwrap games/prizes, cutting, etc).
- You may take your child home with you at the end of the party after signing him/her out.

The party coordinator may begin reaching out the the assigned volunteers to begin planning the party. **Once you have your plans, please communicate these in detail with M/M teacher's name (teacher@pinerichland.org) 3 weeks prior to the party so that she can make sure your plans are within school guidelines and make suggestions/adjustments as needed. Please copy me on this email as well.**

Some helpful party planning websites are:

- www.orientaltrading.com (almost all crafts are packaged individually)
- www.kaboose.com
- www.familyfun.go.com
- www.amazingmoms.com
- www.freekidcrafts.com
- www.allfreecrafts.com

Thank you all so much for volunteering your time...it is much appreciated!!

If you have any questions about party guidelines, please don't hesitate to contact me via email (**HR parent email**) or phone (**HR parent phone if you would like to include**).

Happy Planning!

HR Parent Name

Teacher Donation Email (use for both winter holiday and end of year gifts)

Dear Families,

The holidays/end of school year will be here before we know it. With this in mind, I wanted to reach out to the families of our class to ask for any contributions towards a class gift for our teacher, [REDACTED]. This is strictly a **voluntary discretionary** donation. If your family is interested in participating, please send to school in an envelope to my attention, [REDACTED].

I do have a list of [REDACTED]'s favorite items, but feel free to send me any gift ideas you may have. I will email everyone about the gift after it is purchased. Please send in all donations no later than Friday, December 16th, 2016.

Please share any thoughts or ideas for a gift.

Thank you!
