



Communication Templates

Keeping communication clear, focused, and collaborative — even when emotions are high

Why Thoughtful Communication Matters

When concerns arise, communication between home and school can quickly feel overwhelming or emotional — especially when everyone is trying to advocate for a student's needs.

Clear, respectful communication helps:

- Keep the focus on the student
- Reduce misunderstandings
- Build trust between families and educators
- Create space for collaboration instead of conflict

These templates are meant to be starting points, not scripts. Families and educators can adjust the wording to match their voice while keeping communication productive and supportive.

General Tips for Home–School Communication

Before sending a message, consider:

- Keep the focus on observations and impact, not blame
- Use neutral language when possible
- Be specific about what you're noticing or requesting
- Aim for collaboration, not confrontation

Helpful phrases:

- "I'm hoping we can work together to..."
 - "I wanted to check in about..."
 - "I'm wondering if we could explore..."
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Helpful Reminders for Families & Educators

- It's okay to ask for clarification or follow-up
- Written communication can be revisited — take your time

- Collaboration works best when everyone feels heard
 - Pausing before responding can prevent misunderstandings
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When Additional Support Is Helpful

If communication feels stuck, tense, or unproductive, having a neutral support person can help refocus conversations and clarify next steps.

THRIVE Student Support & Behavior Consulting supports families and schools by:

- Preparing families for communication and meetings
- Helping teams clarify concerns and goals
- Supporting collaborative problem-solving

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Template 1: Raising a New Concern (Family to School)

Subject: Checking In About [Student Name]

Hello [Teacher/Team Member Name],

I hope you're doing well. I wanted to reach out to check in about something we've been noticing with [Student Name].

Recently, we've observed [brief, specific concern — for example: increased frustration with homework, difficulty transitioning after school, changes in behavior]. I wanted to share this in case you're noticing anything similar at school.

I'm hoping we can work together to better understand what might be contributing and discuss any supports that could help [Student Name] feel more successful.

Thank you for your time and support. I appreciate all you do for [Student Name].

Warmly,
[Your Name]

Template 2: Raising a New Concern (Educator to Family)

Subject: Checking In About [Student Name]

Hello [Parent/Guardian Name],

I wanted to reach out to share an observation about [Student Name] and see if you're noticing anything similar at home.

Over the past [time frame], I've noticed [specific, neutral observation — for example: difficulty staying engaged during independent work, increased need for breaks]. I wanted to check in and gather your perspective so we can best support [Student Name].

Please let me know a good time to connect or if email works best for you. I appreciate your partnership.

Best regards,
[Your Name]

Template 3: Ongoing Concern or Pattern (Family to School)

Subject: Follow-Up on [Student Name]

Hello [Teacher/Team Member Name],

Thank you for your continued support of [Student Name]. I wanted to follow up regarding an ongoing concern we've discussed previously.

We're still noticing [brief description of the concern], and I wanted to check in about how things are going at school and whether any adjustments or additional supports might be helpful.

I appreciate the team's efforts and would welcome the opportunity to collaborate on next steps that support [Student Name]'s learning and well-being.

Thank you for your time,
[Your Name]

Template 4: Requesting a Meeting or Team Discussion

Subject: Request for Meeting to Support [Student Name]

Hello [Team/Teacher Name],

I'm writing to request a meeting to discuss how we can best support [Student Name] moving forward.

I believe it would be helpful to review current supports, share observations from home and school, and discuss any next steps that might help [Student Name] feel more successful.

Please let me know your availability and the best way to schedule a time that works for the team.

Thank you for your collaboration,
[Your Name]

Template 5: When Emotions Are High (De-Escalation Focused)

Subject: Checking In and Seeking Clarity

Hello [Name],

I wanted to reach out to make sure we're on the same page regarding [Student Name]. This situation feels important, and I want to ensure we're communicating clearly and collaboratively.

My goal is to better understand what's happening and how we can work together to support [Student Name]. I appreciate your willingness to partner and look forward to finding a path forward.

Thank you,
[Your Name]
