Newsletters convey timely information in a small amount of space, usually targeting a specific audience. A weekly or monthly newsletter can be a highly effective way to communicate with families. By keeping a newsletter to one or two pages in length, families are more likely to read it in its entirety and keep it handy for future reference.

Using **bold** or ***italics*** gives emphasis and draws the reader’s eye to a heading or topic. As you design your newsletter, consider putting information in the same place each time so that your readers know where to look. For example, publish your **“Upcoming Events”** information on the front page of the newsletter in a boxed in or shaded area.

Just remember, if translation services are required for your written materials, pre-planning is important.

**Suggested Newsletter Topics**

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| --- | --- | --- |
| **School-wide Newsletters** | **Classroom Newsletters** | **Linked to Learning** |
| * Notes from the principal * Notes from the school nurse * Testing information and dates * Site Council recruitment and dates * Parent organization information * Event or deadline reminders * Latchkey information * Contact information * Website information | * What we’ve been learning * What we will learn next week  (or next month) * Things to bring to school * Testing information and reminders * Scheduled activities in the classroom * Field trips | * Facts about … * “Ask Me” question … * Activities to do at home * Homework tips * Student features * Articles written by students * Articles written about students * Quotes about family engagement topics |
| **Calendar Reminders** | **Thank You’s / Accolades** | **Families** |
| * School calendar * School-wide events * Sporting events * Field trips * No school days * Early dismissal information * Parent-teacher conferences * Concerts * Pictures * Deadline information * Grade-level reminders | * Student / Family of the week * Thank you’s to volunteers * Thanks you’s for donations * Community partner recognition * Birthdays * Student achievements outside of the classroom * Perfect attendance * Honor Roll * 25 Books Campaign * State Assessment honors * Extra-curricular honors * Student recognition | * Featured families * Featured family activities (reports) * Healthy living tips / recipes * Pictures from family events * Highlight a social service or community resource * Requests for volunteers |