



SENTENCE STARTERS TO ADDRESS CHALLENGES WITH FAMILIES

Effective communication with families is key when you're addressing challenges. It can sometimes feel tricky to start these conversations, but being open and honest helps build trust between school and home, which in turn supports the student's success.

Approaching sensitive conversations with empathy and clarity can really make a difference in how they're received. The email/call template and sentence starters in this resource can come in handy when you're looking for the right language to reach out to a student's family. These will help you express concerns while keeping the conversation positive and focused on solutions.



Hi, my name is [Your Name], and I'm your child's teacher in [Grade/Class Name] at [School Name]. I'm writing (or calling!) to share an update on [Student's Name] and ask for your partnership.

Friendly intro!

Start positive!

I've noticed [Student's Name] doing well with [specific achievement, e.g., 'reading comprehension,' 'working well with classmates,' 'participating in class activities']. For example, [mention a specific recent success, such as 'they contributed a thoughtful idea in our science discussion' or 'they worked really hard on their project about...'].



I also wanted to talk to you about a couple of things I've noticed recently. It's nothing major, but I've observed that [Student's Name] has been [describe the concern — e.g., having difficulty with completing assignments, not participating in class, etc.]...

State the issue clearly!



When calling, always ask "is now a good time to talk?" before jumping into the conversation.

To acknowledge the need for collaboration



"I'd love to partner with you to find the best way to support [Student's Name]."

"I believe that working together, we can help [Student's Name] overcome this challenge."

"I'd really appreciate your input on how we can best address [specific challenge]."

To show empathy and openness

"I understand how challenging this situation can be, and I'm committed to finding a solution with your support."

"I can imagine this might be frustrating, and I want to work together to find the best approach."

"I want to make sure we're on the same page, so we can work together to help [Student's Name] thrive."



To offer specific collaboration opportunities



"Would you be open to discussing strategies we can try at home and school to help [Student's Name] with [specific issue]?"

"I think it could be helpful for us to set up a regular check-in to monitor [Student's Name]'s progress. Would you be open to that?"

"Perhaps we could coordinate on [specific action, e.g., setting up a routine, offering extra help, etc.] to support [Student's Name]. What do you think?"

To suggest working on a plan together

"Would you be willing to help me create a plan that we can both implement to address this?"

"Let's come up with a plan together so we can make sure [Student's Name] has the best chance of success."

"I'd love to hear your thoughts on how we can best support [Student's Name] moving forward."



To encourage shared responsibility



"I'm confident that if we work together, we can help [Student's Name] make progress in this area."

"Your insights would be really valuable in helping me understand how to better support [Student's Name]."

"Together, we can create an environment where [Student's Name] feels supported both at school and at home."

To propose a follow up meeting

"Let's set up a time to meet and discuss how we can collaborate on this moving forward."

"I'd be happy to meet with you at your convenience to brainstorm some solutions."

"Could we schedule a time to talk more about this and come up with some next steps?"



To reinforce the goal of helping the student



"Ultimately, we both want what's best for [Student's Name], and I'm confident we can make a difference by working together."

"My goal is to help [Student's Name] feel successful and supported, and your involvement will make a huge difference."

"Partnering together, we can provide [Student's Name] with the best possible support to help them succeed and grow."

To wrap up the call or email

"I also want to let you know that I'm here to support both you and your child. If there's ever anything you need, whether it's about assignments, school activities, or if you'd like to check in on how things are going in class, don't hesitate to reach out to me."

"Again, I really look forward to working with you throughout the year. I'll make sure to keep in touch with regular updates. I really value your input and want to make this a great year for [Student's Name]."

