

COMMUNICATING WITH PARENTS: PART I

6.1. Vocabulary

Ex. 1. Match the words to their definitions.

1. update	a. a website specifically created for a class where students can find information and resources.
2. conversation	b. a written document detailing an event or occurrence that happened.
3. class webpage	c. a message sent electronically through the internet.
4. stay in touch	d. a short message sent from one cell phone to another.
5. email	e. to make something current or bring it up-to-date.
6. cell phone	f. a talk between two or more people.
7. classroom phone	g. a small electronic device that you can use to make calls, send messages, and access the internet.
8. incident report	h. to maintain communication with someone.
9. text message	i. a telephone located in a classroom for making calls within the school or to outside numbers.

Ex. 2. Complete the sentences with the given words:

phone, email, stay (2), webpage, classroom, report, conversation, update, text, cell, touch (2), in, message, incident

My teacher gave me her _____(1) _____(2) number so we could _____(3) in _____(4).

Please call the _____(5) phone if your child is running late.

The class _____(6) has all the important information about upcoming events.

Let's have a _____(7) about your child's progress at school.

Could you send me an _____(8) with the details of the class field trip?

The teacher filled out an _____(9) _____(10) when my child got hurt at recess.

It's important for parents and teachers to ____ (11) ____ (12) ____ (13) throughout the school year.

I received a ____ (14) ____ (15) from the teacher reminding me about parent-teacher conferences.

The teacher will ____ (16) the class webpage with any changes to the schedule.

6.2. Reading

Ex. 1. Read the text.

Communicating with Parents

One of the most important parts of being a teacher is staying in touch with parents. There are many ways to do this, from parent-teacher conferences to school websites. In kindergarten, however, there isn't always time for long conversations with parents. Here are some quick and easy ways that teachers can communicate with parents of young children.

Use a cell phone or classroom phone

Many teachers have a cell phone. This is a good way to quickly talk to a parent. If a child has an accident at school, for example, you can call the parents right away and tell them what happened. But remember, don't use your cell phone during class! Some schools also have classroom phones. These are phones that only parents can call. You can give your parents the number, and they can call you if they need to.

Send text messages

Text messages are another quick way to communicate with parents. You can use them when you don't have time to talk on the phone. A lot of parents prefer text messages because they're fast and easy. You can send a message to all of your students' parents at the same time, or you can send a message to just one parent. For example, you can write something like "Good morning! Just a reminder, we have a field trip tomorrow."

Update the class webpage

Some schools have webpages for each class. On these pages, you can post pictures, videos, and important information about the class. This is a great way to show parents what their kids are doing in school. It's also a good way to tell parents about upcoming events. For example, you can post a message that says "Our next class party is on February 14th. Please bring a small snack to share." Even if your school doesn't have class webpages, you can still create your own. There are many free websites where you can make a class page.

Write emails

Most parents have email addresses. Email is a good way to communicate with parents when you have a lot of information to share. For example, if you want to tell parents about what their kids are learning in school, you can send an email. If a child has a problem at school, you can also write an email to the parents. For example, if two students are fighting, you can write an email that says "I just wanted to let you know that there was a small fight in class today between John

and Sam. I talked to both of them, and they said they were sorry." Make sure to keep a copy of every email you send. You might need it later for your records. These are just a few ways that teachers can communicate with parents. Remember, no matter how you stay in touch, it's important to talk to parents as much as possible.

Ex. 2. *Answer the questions.*

1. What are some ways that teachers can communicate with parents of young children?
2. How can teachers use cell phones or classroom phones to communicate with parents?
3. Why do some parents prefer text messages as a form of communication?
4. What can teachers post on class webpages?
5. Can teachers create their own class webpage if their school doesn't have one?
6. When is email a good way to communicate with parents?
7. Why is it important for teachers to talk to parents as much as possible?

6.3. Communication

Ex. 1. *Read three dialogues between a teacher and a parent. In pairs, act them out.*

Dialogue 1

- Hi, Ms. Johnson! This is Maria's mom.
- Oh, hello! How are you?
- I'm fine, thank you. But Maria is sick today.
- Oh no. What's wrong?
- She has a fever.
- OK. Thanks for telling me. Please tell her to get better soon.
- I will. Goodbye, Ms. Johnson.
- Goodbye, and please call me if she doesn't come tomorrow.

Dialogue 2

- Hi, Mr. Brown! This is Mrs. Jones.
- Oh, hello! How are you?
- I'm fine, thank you. I want to talk about the field trip next week.
- Yes, of course. What would you like to know?
- Well, when are we leaving?
- We are leaving at 9:00 a.m. on Monday.
- OK. And when are we coming back?
- We are coming back at 3:00 p.m. on Friday.
- Great! And how can I contact you during the week?
- You can email me or call my cell phone. Here is my number.

- Thank you. I'm very excited!
- Me too. See you next week.

Dialogue 3

- Hi, Ms. Lee! This is James's dad.
- Oh, hello! How are you?
- I'm fine, thank you. But I want to talk about an incident at school today.
- OK. What happened?
- Well, James got into a fight with another student.
- Oh no. Is he OK?
- Yes, he's fine. But I think we need to talk about this.
- Yes, I agree. Can we meet tomorrow after school?
- No, I can't. But I can meet on Friday morning.
- OK, let's meet then. Thank you for calling.
- You're welcome. Goodbye, Ms. Lee.
- Goodbye, and please tell James that I want to talk with him too.