

Structure for Calling Home: To Build Relationships


Introductory phone calls home to families can be a powerful tool to build relationships before any concerns arise in the classroom. Unfortunately, many families are unaccustomed to receiving positive or relational phone calls from educators. Use the following structure to connect with the families of your students in a meaningful way.

- 1 **Greeting**
 - “Hello, this is *(your name)*. I teach at *(name of school)* and have the pleasure of having *(student name)* in *(name of class)*.”
- 2 **Reason for calling**
 - “I am calling today to introduce myself. I’ll be seeing *(student name)* almost every day for the next year and was hoping to spend a few minutes today getting to know you and your family before the school year gets underway.”
- 3 **Share a story that provides insight into your classroom and personality**
 - “I first knew I wanted to be teacher when...”
 - “My passion for *(subject area)* comes from...”
 - “Something unique that *(student)* might notice about my teaching style is...”
- 4 **Questions to better understand the student and their family**
 - “What do you hope to see *(student name)* accomplish in *(grade level)*?”
 - “What is the best experience you or your student has had with a teacher?”
 - “What are some challenges you have had with a teacher or school in the past?”
 - “Is there any information you would like to share about your student that would help me connect with him/her?”

5 An invitation

- “Throughout the school year, there will be opportunities in my classroom for family volunteers to *(opportunity for family involvement)*. Please let me know if you are interested in supporting.”
- “If you are interested in seeing *(student name)* in action, feel free to come by and observe our class anytime.”
- “*(School name)* is always looking for new ways to engage parents and families. Are you interested in becoming part of our *(family organization)*?”

6 Best way to contact in the future

- “Is this phone number a good way to contact you in the future?”
 - “Ideally, how often would you hope to hear from me about *(student)*?”
 - “Do you prefer text messaging, phone calls, or email about *(student’s)* progress?”
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