Principal Name Here

Vice-Principal Name Here

Newsletter Date

Volume 1, Issue 1

school house

## Upcoming Events

* Event One
* Event Two
* Event Three

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School Newsletter Template

# Principal’s News

The purpose of a newsletter is to provide specialized information to a targeted audience. A school newsletter can be a great way to develop a strong relationship with parents.

First choose a short title for your newsletter— something like "School News," or “Back to School.” As you choose the title, also take time to think about the newsletter’s theme. What important messages do you want to send parents and families?

Next, establish how much time and money you can spend on your newsletter. These factors will help determine how frequently you publish the newsletter and its length.

Use the body of your school newsletter to keep parents apprised of major assignments and class events, as well as of any school district news. Share news for specific grade levels, and tell parents about upcoming events, new faculty, and school policies. You can also provide explanations of how projects and daily work conform to the state standards.

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## Dear Parents

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Next, establish how much time and money you can spend on your newsletter. These factors will help determine how frequently you publish the newsletter and its length.

Use the body of your school newsletter to keep parents apprised of major assignments and class events, as well as any of school district news. Also share news for specific grade levels, and tell parents about upcoming events, new faculty, and school policies.

Page 2 of 4

crayons

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## Kindergarten News

Caption describing picture or graphic.

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## First Grade News

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Use the body of your school newsletter to keep parents apprised of major assignments and class events, as well as of any school district news.

## Second Grade News

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Next, establish how much time and money you can spend on your newsletter. These factors will help determine how frequently you publish the newsletter and its length.

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## Third Grade News

Grade Level News

School Newsletter

“To catch the reader’s attention, place an interesting sentence or quote from the story here.”

book with apple

## Sixth Grade News

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Next, establish how much time and money you can spend on your newsletter. These factors will help determine how frequently you publish the newsletter and its length.

Use the body of your school newsletter to keep parents apprised of major assignments and class events, as well as of any school district news.

## Fifth Grade News

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Next, establish how much time and money you can spend on your newsletter. These factors will help determine how frequently you publish the newsletter and its length.

Use the body of your school newsletter to keep parents apprised of major assignments and class events, as well as of any school district news.

**Grade Level News**

**Page 3 of 4**

School Newsletter

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Use the body of your school newsletter to keep parents apprised of major assignments and class events, as well as of any school district news.

## Fourth Grade News

Caption describing picture or graphic.

We’re on the Web!

**Web site address**

logo placeholder

**School Name**

Street Address

Address 2

City, ST ZIP Code

**Phone:**

(555) 555-0125

**Fax:**

(555) 555-0145

**E-mail:**

E-mail address

Your school motto here.

## New Students

## New Staff

School Name

Street Address

Address 2

City, ST ZIP Code

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Next, establish how much time and money you can spend on your newsletter.

Recipient Name

street address

address 2

City, St zip code