School Welcome Packet

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A school welcome packet is a collection of documents and resources designed to introduce new students and their families to the school community, providing essential information like welcome letters, school maps, calendars, staff introductions, supply lists, and contact details.

Packets can be tailored for different age groups and purposes, from welcoming new elementary students with basic information to providing high school freshmen with detailed handbooks and activity booklets to help them transition successfully.

Key elements include providing information in the student's native language for English language learners (ELLs) and offering resources to encourage parental involvement.

Key Components of a School Welcome Packet

- **Welcome Letter:** A personal message from the principal or teacher to the student and their family, making them feel welcome and prepared for the school year.
- **Contact Information & Basics:** School name, address, phone number, website, and important contacts.
- **School Map:** A visual layout of the school to help new students navigate the building.
- **Calendars:** A comprehensive calendar including important dates, holidays, early release days, school vacations, and PTO meeting dates.
- **Staff Introductions:** Photos and brief bios of key staff members, such as the principal, guidance counselors, and support staff.
- **Schedules:** A copy of the student's class schedule for the new school year.
- **Expectations & Policies:** Information on the school's rules, behavior policies, and expectations for students and parents.

- **Supply Lists:** A list of necessary school supplies for the upcoming grade or class.
- **Parental Involvement Information:** Details on parent-teacher organizations, volunteer opportunities, and parent-teacher conferences.
- **Language Support Resources:** Information on available translation services and language support programs like ESL classes for ELLs and their families.
- **Activity & Engagement Ideas:** Information on clubs, sports, and other activities to help students get involved and make friends.
- **Parent Compact:** A shared, written agreement that outlines how rules, responsibilities, and partnerships will be split between teachers, parents, and students to ensure everyone succeeds academically.
- **Parent and Family Engagement Plan (PFEP) Condensed Version:** A short version of the PFEP which is a roadmap for how a school or district partners with families to support student success.

Considerations for Creating a Welcome Packet

Target Audience:

Tailor the content to the specific needs of the students and families, whether they are new to the school, new to the country, or just starting at a new grade level.

Translation Services:

For English language learners, provide information and key documents in their native language whenever possible to ensure understanding.

Visual Support:

Use pictures and simplified language with short sentences for important information to make it more accessible.

Accessibility:

Ensure the packet is easy to find and read by printing key information on brightly colored cardstock.

Engage and Support:

Make the packet a welcoming tool to ease the transition to a new school and to encourage active participation in the school community.

Samples:

The Welcoming Packet can be as simple as a three-fold brochure and as complicated as a more extensive booklet.

Elementary

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What Our Educational Programs

Primary Education, Equipping students with strong foundational knowledge and critical thinking skills. Secondary Education, Developing academic potential and social skills.

EXCELLENT FACILITIES

01. Art and Music Studios

02. Healthy Cafeteria

Our School Vision and Mission

Our Vision

To become a leading school in academic and non-academic achievements, fostering students with noble character.

Our Mission

- INNOVATIVE LEARNING ENVIRONMENT.
- DYNAMIC CURRICULUM.
- ACTIVE EXTRACURRICULAR PARTICIPATION

HELLO! WELCOME TO

BORCELLE SCHOOL

A Place of Quality Education and Excellent Character

50% OFF

Our Contact

@reallygreatsite

www.reallygreatsite.com

+123-456-7890

scan here

Open Enrollment

New student enrollment starts on [date]. For more information, visit our website at www.reallygreatsite.com or contact us at +123-456-7890.

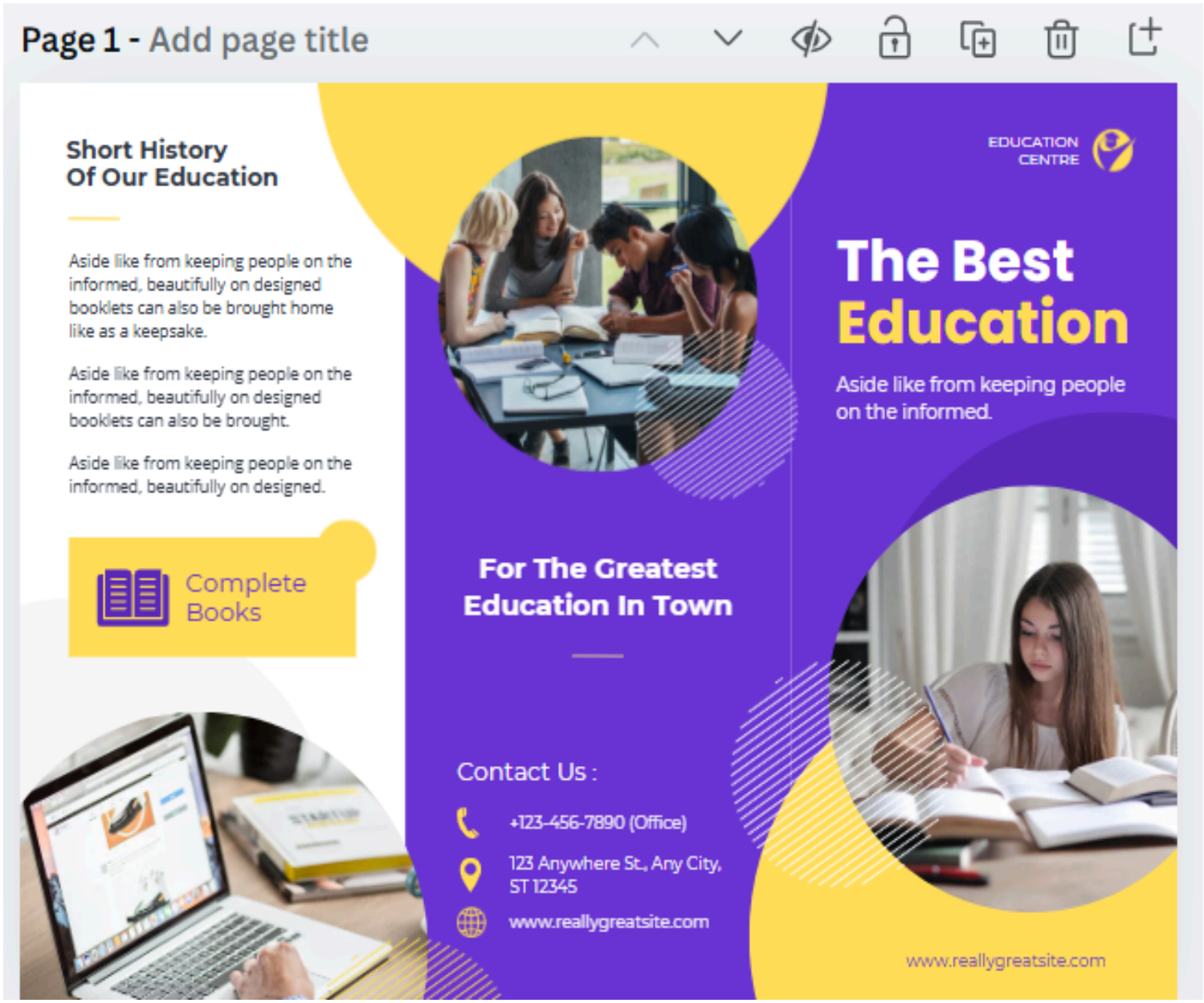
Our School Testimonials

" This school provides the best education and supports my child's character development." - Parents

Achievements

National Science Olympiad Champion, Winner of English Debate Competition, Basketball Tournament Champion

Middle/High School



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The Best Education

Why You Choose Us?

Aside like from keeping people on the informed, beautifully on designed booklets can also be brought home like as a keepsake.

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Our Class For Learning session

What Our Activities?

MODERN INTERACTION

Presentations are tools on that can be used.

COMPLETE FACILITIES

Presentations are tools on that can be used.

Trusted Education

Aside like from keeping people on the informed, beautifully on designed booklets can also be brought home like as a keepsake.

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Excellent Performance
HIGH FIVE
Great Place to Grow
Our School Activities
that will regulate your kids
Debates
Competition
Games
Study
100% Free
Introduction to Our Competency
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