

Dear Parent:

My name is Ms. Bernadette Woods. I will be teaching your son/daughter this school year. I would like to take the opportunity in this letter, with attachments to provide you with information needed to make sure your child successfully completes his/her course work.

Attached to this letter are the course syllabus and the class rules. The course syllabus provides you with all the necessary information concerning the following:

1. Book title
2. Course description
3. Grading policy
4. Course Goals
5. Outline of course topics
6. Requirements
7. Supplies
8. Classroom Procedures
9. Tutoring

The syllabus also contains important information for contacting me either by e-mail or by the school telephone.

The Class rules attached provide information on the expectations for classroom behavior. Please read the class rules carefully and make sure that your son/daughter understands the rules. Please do not hesitate to contact me if you have any concerns about your son/daughter.

I look forward to meeting with you at the Open House scheduled for September 5, 2007 at 7:00pm.

Sincerely

Ms. Bernadette Woods

Attachments