

Email Template for School Questions

A respectful structure for contacting a teacher or principal

Keep the message focused

A useful school email is respectful, factual and specific. Describe the concern, its impact and the action you are requesting. Avoid sending confidential medical or assessment records through ordinary email unless the school confirms a secure method.

Before sending

- [] Use a clear subject line and the staff member's correct name.
- [] Separate observed facts from assumptions or conclusions.
- [] Include only the examples needed to understand the issue.
- [] Ask for one reasonable next step and a follow-up date.
- [] For classroom matters, start with the teacher unless safety, urgency or school procedure requires the principal.
- [] Read the message once for tone, length and privacy.

Adaptable email template

Copy and personalize

Subject: [Child's name/initials] - request to discuss [specific topic]

Dear [Teacher/Principal name],

I am writing about [brief topic]. I have noticed [specific, factual examples and dates]. My main concern is [impact on learning, well-being or access].

Could we please [clear request: speak, review work, clarify a process, or meet]? I would also appreciate understanding [one or two focused questions].

Please let me know a suitable next step and when we can follow up. Thank you for working with us to support [child].

Sincerely,
[Parent/guardian name]

Follow-up record

Date sent

Response received

Agreed action

Next follow-up