Dear **PARENT**,

My name is Ms. Jones and your son/daughter is enrolled in my psychology class this semester.

I am looking forward to an exciting year. It is my goal to provide all students with an educationally challenging, yet fun, experience in my classroom. **COURSE** is a very demanding course. We will cover 19 chapters in 18 weeks.

There will be homework assignments almost daily. Each student will need a single subject notebook, a pocket folder, blue or black pens and pencils. These materials should be brought to class every day. We cover a lot of material in one class period so locker passes will not be issued. Hopefully, **STUDENT** has brought home their course syllabus and you have both read and signed the syllabus contract. I have written this contract to ensure that both the students and their parents understand how this course will run.

If you have any questions regarding the syllabus or the course, please contact me. I have extremely high expectations of all my students, and for that I will not apologise. I am asking for your help to maintain those expectations by checking with **STUDENT** periodically to make sure that his/her work is being done. I am available to help students individually before school, during my prep periods, and after school.

I have included a copy of the course syllabus with this letter.

If you would like me to notify you of test dates and/or update you on **STUDENT**‘s progress, please fill out and return the e-mail form included with this letter. Please do not hesitate to contact me at 0208 456 7890 Ext 4303 or email me at: jane.jones@anycollege.ac.uk if you have any questions or concerns during the year.

I look forward to hearing from you.

Kind regards