**TEMPLATE:** Please use this template to create your own weekly newsletter.

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| **Sample Weekly Kindergarten Newsletter** | | |
| **Letter of the Week** | **Annual Bible Verse for All School**  **Here** | **Title of your Newsletter**  **Name**  **Email address**  **Date Going Home**  **I type things that change weekly in a different color or highlight so I have a visual reminder when I go in the next week to edit, cut and paste for the new week** |
| **Classroom Philosophy**  **Things you emphasize with students daily**  **List the bottom line take-aways you hope students will absorb and adopt going forward in their education** | | |
| **School Focus**  **List things your school is focusing on this year in all classrooms** | | |

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| **Sharing – (Include sharing days here)**  List focus letter for the week  List a few weeks out, allowing parents to plan ahead, or have a reference if they lose this week’s letter then they can check last week’s letter. This also covers you if you forget to edit the focus letter in the upper left hand corner above |
| **VIP (Very Important Person or Star of the Week)**  List student name and dates for their special week  List a few weeks out to give parents prior warning in case you forget to send home details and information in a timely manner |
| **Attachments Sent Home**  **With Homework Chart on (Day of the week)** (List any attachments coming home with HW Chart)  **With Weekly Newsletter (Day of the week)** (List any attachments coming home with weekly newsletter)  This really helps parents who will have many questions as a first-time-through-parent of a school-aged child |
| **Special Announcements**  This is a spot for any new news of the week |
| **Volunteer Still Needed**  Don’t be afraid to ask for help |

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| **Save the Date (changes and additions in bold)** |
| Date Day Title Time Description/Details  Events you might include: School Mass, Stations of the Cross, Dress Uniform Days, Free Dress Days, No School Days, Noon Dismissal Days, All School Weekend Masses, Science Fair, School Math Games Night, Auction, etc.  Example:  3/13/18 Tuesday Lenten Mass 1:45 PM Dress Uniform, Canned Food, Parents welcome |

**SAMPLE:** Please review the sample weekly newsletter below as you complete the template above.

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| **Sample Weekly Kindergarten Newsletter** | | |
| **Sharing Letter: N** | **“Therefore, as God’s chosen people,**  **holy and dearly loved,**  **clothe yourselves with compassion, kindness, humility, gentleness and patience.”**  **Colossians 3:12** | KB Kindergarten Bulletin  **Teacher Name** [Teacher](mailto:nmchenrydirks@stfoa.org) Email **Thursday**  **3/1/18** |
| **Classroom Philosophy**  **I like myself just as I am.**  **I can think for myself.**  **I can solve any problem and I am willing to keep trying until I do.**  **I will act on what I know to be true.** | | |
| **All School Focus on Listening and Speaking**  **I can speak clearly and loud enough for everyone to hear.**  **I turn and look at the speaker.**  **I can wait and think before I comment. I can allow thinking time.**  **When someone is speaking, my hand is down and I am listening with eyes, nose, toes and knees forward.**  **I can make connections between what someone else says and what I have to add to the conversation.** | | |

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| **Sharing – Tuesdays and Fridays**  Please bring something beginning with the letter ***N*** for the week of February 26 to March 2.  Please bring something beginning with the letter **O** for the week ofMarch 5 to 9.  No sharing for the week of March 12 to 16. (Teacher In-Service – No school Friday 3/16/18)  Please bring something beginning with the letter **P** for the week ofMarch 19 to 23.  Please bring something beginning with the letter **Q** for the week ofMarch 26 to 30. | | | | | |
| **VIP**  Student Name will be **VIP** for the week ofFebruary 26 to March 2.  Student Name will be **VIP** for the week ofMarch 5 to 9.  No VIP for the week of March 12 to 16.  Student Name will be **VIP** for the week ofMarch 19 to 23.  Student Name will be **VIP** for the week ofMarch 26 to 30. | | | | | |
| **Attachments Sent Home**  **With Homework Chart on Thursday** Dictation Practice Sheet for Sentence Writing  +2 Math Facts Sheet (Keep at home)  **With Friday Letter** None this week | | | | | |
| **Clothes for the Cause**  The clothes for the Cause trailer will be here April 16th to 19th.  We will be collecting the following in April:  Clothing new and gently used, SHOES paired only, TOWELS, STUFFED ANIMALS, HATS, SHEETS, BLANKETS, QUILTS, BEDSPREADS, DRAPES, PURSES, AND BELTS | | | | | |
| **Volunteer Still Needed**  If you can help on Mondays from 12:15 to 1:15 in the computer lab please let me know.  **Dates:**  February 2/26  March 3/5, 3/12, 3/19, 3/26  April 4/16, 4/23, 4/30  May 5/7, 5/14, 5/21  June 6/4 | | | **Dates Covered**  April 4/9 **Family Name** | | |
| **Sunday Mass Greeters Still Needed**  Please sign up to be greeters at a **Sunday 10:00 AM Mass (dates below or on back of page)**  You will need to **arrive at 9:40 AM** to get instructions from Church Liturgy Director.  Thank you to the **Family Name** , **Family Name** , **Family Name** (5 PM Mass) Families for signing up. | | | | | |
| **February** | **2/4/18**  **Family Name** | **2/11/18**  **Family Name** | **2/18/18**  **Family Name** | **2/25/18**  **Family Name** |  |
| **March** | **3/4/18**  **Family Name** | **3/11/18**  **Family Name** | **3/18/18**  **Family Name** | **3/25/18**  **Family Name** |  |
| **April** | **4/1/18 Easter** | **4/8/18**  **Family Name** | **4/15/18**  **Family Name** | **4/22/18**  **Family Name** | **4/29/18** |
| **May** | **5/6/18** | **5/13/18**  **Family Name** | **5/20/18**  **Family Name** | **5/27/18** |  |
| **June** | **6/3/18**  **Family Name** | **6/10/18**  **Family Name** | **6/17/18**  **Family Name** | **6/24/18** |  |

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| **Save the Date (changes and additions in bold)** |
| 2/23/18 Friday Stations of the Cross 1:45 PM Parent’s Welcome  3/2/18 Friday No School KA/KB only Kindergarten Screening for 2018-2019  3/5/18 Monday Free Dress First Monday of the Month Green/St. Patrick’s Day  3/9/18 Friday Stations of the Cross 10:30 AM Parent’s Welcome  3/13/18 Tuesday Lenten Mass 1:45 PM Dress Uniform, Canned Food, Parents welcome  3/15/18 Thursday Noon Dismissal Teacher’s Work on Report Cards  3/16/18 Friday No School Teacher In-Service  3/18/18 Sunday All School Weekend Mass 8:00 AM Dress Uniform  3/22/18 Thursday School Math Games Night 6:30 PM  3/23/18 Friday Stations of the Cross 2:00 PM Parent’s Welcome  3/30/18 Friday Daily Mass KA/8A/KB/8B 9:00 AM Dress Uniform, Can of Food  3/30/18 Friday Stations of the Cross 1:00 PM Parent’s Welcome  3/30/18 Friday 2:00 PM Dismissal Good Friday  4/9/18 Monday Free Dress First Monday of the Month Tourist Day  4/16/18 Monday Clothes for the Cause Collecting Monday through Thursday  5/7/18 Monday Free Dress First Monday of the Month Backward Day-Inside Out/Wrong Way  6/4/18 Monday Free Dress First Monday of the Month Dress in your class colors (to be determined) |