



# PARENT ORIENTATION: REMINDER EMAIL

MOVING FROM ANXIOUSNESS TO ANTICIPATION

## Relevance of the Email:

- A warm welcoming letter to the parents right before the school opens, as a **follow up communication** on the Parent Orientation, for which an email was sent before the school closed for summer.
- It gives parents a quick brief on what will occur during the orientation and gives them the **date and time** when the orientation will be conducted.

## SAMPLE FOLLOW UP INVITATION TO PARENTS

Dear Parents,

Welcome back from your wonderful summer vacation! I hope you are ready to begin this **amazing journey** that you and your child will be **embarking** on with Riverside.

We are excited to share our **philosophy and vision** with you and look forward to meeting you at the Orientation program, on Saturday, 4th June at 8:30 am. It will be a great opportunity to share and learn from each other!

*A warm welcome awaits you at Riverside...*

Warm Regards & Best Wishes,

The Riverside Team