

polar express pajama day letter to parents Reference

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Planning a festive and memorable classroom event can significantly enhance students' holiday spirit and foster a sense of community. One such exciting event that has gained popularity in elementary schools is Polar Express Pajama Day. This special day combines fun, education, and holiday cheer, creating an atmosphere where children can enjoy the magic of the season in their cozy pajamas. To ensure the event runs smoothly and that parents are well-informed, a thoughtfully crafted Polar Express Pajama Day letter to parents is essential. This article provides a comprehensive guide to creating an effective communication piece, along with ideas for organizing the event, ensuring safety, and maximizing student engagement.

Understanding the Significance of Polar Express Pajama Day

What is Polar Express Pajama Day?

Polar Express Pajama Day is a themed classroom event inspired by the beloved children's book and animated movie, *The Polar Express*. On this day, students are encouraged to wear their favorite pajamas to school, transforming the classroom into a cozy, holiday-themed environment. The event often includes reading the story, watching the movie, holiday crafts, and activities that promote literacy and holiday cheer.

Why is it Popular Among Schools?

- Promotes Holiday Spirit: Creates excitement and anticipation for the holiday season.
- Encourages Comfort and Creativity: Students can express their personalities through their pajamas.
- Enhances Learning: Integrates literacy, arts, and social activities in a fun setting.
- Builds Community: Fosters a sense of togetherness among students, teachers, and parents.

Crafting the Perfect Polar Express Pajama Day Letter to Parents

Key Elements to Include

A well-structured letter should clearly communicate the event details, expectations, and any

necessary preparations. Here are the essential components:

- **Event Purpose and Theme:** Explain the significance of Polar Express Pajama Day and its connection to holiday traditions and literacy activities.
- **Date and Time:** Specify when the event will take place and the scheduled activities.
- **Dress Code and Guidelines:** Encourage students to wear comfortable, appropriate pajamas. Mention any restrictions (e.g., no slippers, costumes, or accessories that could pose safety risks).
- **Activities Planned:** Briefly outline what students will do during the day?story reading, movie viewing, crafts, etc.
- **Items to Bring:** Include if students need to bring anything special, such as a blanket, pillow, or a favorite stuffed animal.
- **Safety and Behavior Expectations:** Reinforce the importance of appropriate attire and respectful behavior.
- **Contact Information:** Provide a way for parents to ask questions or clarify details.

Sample Letter to Parents

Dear Parents and Guardians,

We are excited to announce that our classroom will be celebrating Polar Express Pajama Day on Friday, December 15th! This festive event is designed to bring holiday cheer, encourage literacy, and foster a sense of community among our students.

On this special day, students are invited to wear their favorite pajamas to school. We ask that pajamas be comfortable and appropriate for a school environment. Please avoid slippers, costumes, or accessories that may pose safety risks.

Throughout the day, students will enjoy listening to the classic story The Polar Express, participate in holiday-themed crafts, and watch the movie adaptation. They are welcome to bring a small blanket or pillow to make their experience even more cozy.

Please ensure your child arrives at school on time and is dressed appropriately for the day's activities. If you have any questions or concerns, feel free to contact me at [email address] or [phone number].

We look forward to celebrating this magical day with your child!

Warm regards,

[Teacher's Name]

Organizing a Successful Polar Express Pajama Day

Preparation Tips

- Plan Engaging Activities: Incorporate storytime, singing holiday songs, arts and crafts, and possibly a small snack related to the theme.
- Decorate the Classroom: Transform the space with holiday lights, snowflakes, and themed banners to create a magical atmosphere.
- Gather Supplies: Ensure you have enough books, craft materials, and any other items needed for activities.
- Coordinate with Parents: Send out the letter well in advance to allow parents to prepare their children's pajamas and any other items.

Safety Considerations

- Pajama Guidelines: Clarify what is acceptable to prevent inappropriate attire.
- Supervision: Maintain adequate adult supervision during all activities.
- Allergy Awareness: Be mindful of food allergies if snacks are involved.
- Emergency Procedures: Review safety protocols with students before the event.

Maximizing Engagement and Holiday Spirit

Activities to Include

- Storytelling sessions featuring The Polar Express.
- Holiday arts and crafts, such as making train conductor hats or decorating ornaments.
- Singing Christmas carols or holiday songs.
- Watching the Polar Express movie in a cozy corner.
- Writing letters to Santa or creating wish lists.

Additional Ideas for a Memorable Day

- Invite parents or special guests to join virtually or in person.
- Incorporate a "train" craft or decoration to reinforce the theme.
- Have a small holiday treat or hot chocolate station (considering safety and allergies).
- End the day with a group photo in pajamas to capture the festive spirit.

Conclusion: Making Pajama Day a Holiday Tradition

A well-planned Polar Express Pajama Day can become a beloved annual tradition in your school community. Clear communication through a detailed and friendly letter to parents sets the tone for a fun, safe, and meaningful event. By including key details, safety guidelines, and engaging activities, teachers can create an atmosphere that nurtures holiday spirit, literacy, and community bonding. Remember, the goal is to make every student feel special and excited about the magic of the season, and with thoughtful planning and communication, your Polar Express Pajama Day will be a highlight of the holiday calendar.

SEO Keywords to Optimize This Article:

- Polar Express Pajama Day letter to parents
- Polar Express Pajama Day planning tips
- how to organize Pajama Day in school
- holiday classroom events
- school pajama day ideas
- parent communication for school events
- classroom holiday activities
- literacy and holiday celebrations
- school event safety guidelines

By incorporating these keywords naturally throughout your content, you can enhance visibility and reach more educators and parents interested in creating joyful holiday classroom experiences.

Polar Express Pajama Day Letter to Parents: A Delightful Holiday Tradition for Students and Schools

The Polar Express Pajama Day Letter to Parents has become a cherished tradition in many elementary schools during the holiday season. This special event not only fosters excitement and community spirit but also provides an engaging way for children to immerse themselves in the magic of the holiday story. Communicating these plans effectively to parents through a well-crafted letter ensures smooth participation and enhances the overall experience. In this article, we will explore the significance of the event, best practices for drafting the letter, and how to maximize the benefits of Polar Express Pajama Day for students, parents, and educators alike.

Understanding the Significance of Polar Express Pajama Day

What Is Polar Express Pajama Day?

Polar Express Pajama Day is a themed school event inspired by the beloved children's book and movie, The Polar Express. On this day, students are encouraged or required to wear their favorite pajamas to school, creating a cozy, festive atmosphere. Often paired with activities like holiday story readings, hot chocolate, and craft projects, it aims to bring the story's warmth and magic into the classroom setting.

The Educational and Emotional Benefits

Participating in a themed event like Pajama Day offers multiple benefits:

- Enhances Engagement: Students become more enthusiastic about learning when they participate in fun, themed activities.
- Promotes Community: Sharing a common experience fosters a sense of belonging among students and staff.
- Encourages Creativity: Students often enjoy dressing up and engaging in related arts and crafts.
- Creates Holiday Memories: Such traditions help build lasting positive associations with school and the holiday season.

Key Elements of an Effective Polar Express Pajama Day Letter to Parents

A well-structured letter ensures parents are informed, excited, and prepared for the event. Here are the essential components:

Clear Date and Time Details

Specify the exact day and time of the event. For example:

- "We will celebrate Polar Express Pajama Day on Friday, December 15th."
- Mention start and end times if the event involves specific activities.

Dress Code and Expectations

Clearly outline what is expected:

- "Students are encouraged to wear their favorite pajamas, including slippers or cozy accessories."
- Clarify any restrictions, such as no loose slippers for safety reasons or no costumes that could

interfere with learning.

- Suggest appropriate clothing that allows for movement and classroom activities.

Activities Planned for the Day

Give parents an overview of what to expect:

- Reading of The Polar Express story
- Hot chocolate and snack stations
- Holiday-themed crafts and games
- Watching The Polar Express movie (if scheduled)

Preparation and Supplies

Inform parents if they need to send any supplies:

- A mug or cup for hot chocolate
- A blanket or pillow for comfort
- Any craft materials if they are to contribute

Safety and Comfort Considerations

Address safety:

- Remind parents to ensure pajamas are safe for school activities.
- Mention any allergy considerations if snacks are involved.

Encouraging Parental Participation

Invite parents to join or assist:

- "Parents are welcome to volunteer during craft stations or read stories with the children."

Additional Tips for the Letter

- Use a friendly, festive tone to generate excitement.

- Include visual elements like holiday clipart or themed borders.
- Provide contact information for questions or concerns.

Sample Letter to Parents for Polar Express Pajama Day

Dear Parents and Guardians,

We are delighted to announce that our school will be celebrating Polar Express Pajama Day on Friday, December 15th! This joyful event is designed to immerse our students in the magic of the holiday season while fostering community spirit and creating wonderful memories.

On this special day, we invite all students to wear their favorite pajamas to school. Cozy slippers, festive sleepwear, or holiday-themed pajamas are encouraged! Please ensure that pajamas are safe and appropriate for classroom activities.

Throughout the day, students will enjoy a variety of holiday-themed activities, including:

- Listening to a reading of The Polar Express
- Participating in fun crafts and games
- Drinking hot chocolate and sharing holiday treats
- Watching The Polar Express movie (if scheduled)

To ensure your child's comfort and safety:

- Please send a mug or cup for hot chocolate.
- Consider packing a small blanket or pillow for added coziness.
- If your child has allergies or dietary restrictions, please inform us in advance.

We also welcome parent volunteers to help with craft stations or story reading. Your involvement makes these events even more special!

If you have any questions or would like to contribute supplies or treats, please contact the classroom teacher. We look forward to celebrating this magical day with your child and creating holiday memories that will last a lifetime.

Warm holiday wishes,

[Teacher's Name]

[School Name]

[Contact Information]

Maximizing the Impact of Polar Express Pajama Day

Engaging Students Before the Event

- Read The Polar Express in class leading up to the day to build anticipation.
- Incorporate related literacy activities, such as writing letters to Santa or drawing scenes from the story.
- Share videos or songs related to the story to enhance engagement.

Involving Parents and the Community

- Send home informational letters early to give parents ample time to prepare.
- Encourage parents to participate in the day and share holiday traditions.
- Coordinate with local community members for visits or donations of themed materials.

Post-Event Reflection and Extension

- Have students write about their favorite part of the day.
- Create a classroom display of student artwork inspired by the story.
- Plan follow-up activities, such as a holiday book exchange or a class holiday concert.

Pros and Cons of Polar Express Pajama Day

Pros:

- Promotes excitement and positive school climate.
- Enhances literacy and storytelling skills.
- Builds a sense of community and holiday spirit.
- Provides memorable experiences that connect home and school.

Cons:

- Safety concerns with slippers or loose clothing.
- Potential disruption to regular classroom routines.
- Extra planning and coordination required from teachers and staff.
- Not all students may have access to appropriate pajamas.

Features to Consider:

- Inclusivity: Accommodate different cultural and family traditions.
- Accessibility: Ensure activities are inclusive for students with special needs.
- Flexibility: Allow students to participate at their comfort level.

Conclusion

The Polar Express Pajama Day Letter to Parents is more than just a communication; it's an invitation to join in a magical holiday experience that nurtures literacy, community, and joy. When crafted thoughtfully, such letters set the tone for a memorable event that students, parents, and teachers will cherish. By clearly outlining expectations, activities, and opportunities for involvement, schools can ensure smooth execution and maximum participation. Ultimately, these festive traditions help foster a love for reading, a sense of belonging, and the warmth of holiday cheer—a gift that lasts well beyond the season.

Question What should I include in the Polar Express Pajama Day letter to parents? Include the date of the event, expectations for students to wear pajamas, any special activities planned, items students should bring, and reminders about safety and comfort. How can I encourage parent participation in Polar Express Pajama Day? Invite parents to join the event if possible, suggest they read Polar Express-themed books at home, and encourage them to help their children prepare their pajamas and accessories. What safety tips should be in the letter for students participating in Pajama Day? Remind parents to ensure pajamas are comfortable and fit properly, avoid loose or distracting accessories, and advise supervision if students are participating in any activities. Should I specify dress code details in the letter for Polar Express Pajama Day? Yes, specify acceptable pajama styles, including any restrictions on costumes, slippers, or accessories, to ensure safety and appropriateness. How can I make the Polar Express Pajama Day letter engaging for parents? Use festive language, include fun facts about the Polar Express story, and highlight the excitement and educational benefits of the event to generate enthusiasm. What are some common activities to mention in the letter for Pajama Day? Activities may include storytime, hot chocolate stations, holiday crafts, and a special viewing of the Polar Express movie or a themed classroom experience. When is the best time to send out the Polar Express Pajama Day letter to parents? Send the letter at least one to two weeks in advance to give parents ample time to prepare pajamas and any needed items, and to build anticipation. Should I include a dress code or costume policy in the letter? Yes, clearly outline the dress code or costume policy to ensure that

pajamas are safe, comfortable, and appropriate for school activities. How can I address allergy concerns in the Pajama Day letter? Include a note asking parents to inform the school of any food allergies if treats like hot chocolate are involved, and suggest allergy-friendly alternatives. Can I include a fun Polar Express quote in the parent letter? Absolutely! Including a quote from the book or movie can add excitement and set a festive tone for the event, such as "Traveling to the North Pole on the Polar Express is a magical adventure!"

Related keywords: Polar Express pajama day, pajama day letter, school event letter, holiday pajama party, class party invitation, parent communication, festive school activities, holiday event planning, classroom celebration letter, pajamas dress code

Medical Leave Letter From Teacher To Parents

Medical leave letter from teacher to parents is an essential communication tool that helps maintain transparency and ensure the continuity of a child's education during the teacher's absence due to health reasons. When teachers are unable to perform their duties because of medical issues, it's vital to inform parents promptly and professionally. This article provides a comprehensive guide on how to craft an effective medical leave letter from teacher to parents, emphasizing key components, tone, and best practices to foster trust and understanding.

Understanding the Importance of a Medical Leave Letter from Teacher to Parents

A medical leave letter from a teacher to parents serves multiple purposes:

- Informing parents about the teacher's health status and anticipated duration of absence.
- Ensuring students' educational needs are met by providing alternative arrangements or assignments.
- Maintaining open communication to foster trust and transparency.
- Providing reassurance to parents that their child's education remains a priority despite the teacher's absence.

Effective communication through such a letter minimizes confusion, helps parents plan accordingly, and reassures them that their child's learning will continue smoothly.

Key Components of a Medical Leave Letter from Teacher to Parents

When composing a medical leave letter from a teacher to parents, certain elements should be included to ensure clarity and professionalism:

1. Clear Subject Line or Opening Statement

- Clearly state the purpose of the letter, e.g., "Medical Leave Notification" or "Teacher's Medical Absence."

2. Introduction

- Greet the parents politely.
- Briefly introduce yourself and your role.
- Mention the reason for writing the letter.

3. Explanation of the Medical Leave

- Specify the nature of the health issue (if appropriate and comfortable).
- State the expected duration of the leave.
- Mention the date of leave commencement and anticipated return date.

4. Impact on Student Learning

- Explain how the class or subject will be managed during absence.
- Provide information about substitute teachers or alternative arrangements.
- Offer details about how parents can support their child's learning during this period.

5. Contact Information

- Share your contact details if parents need to reach out.
- Include contact information of the substitute teacher or school administrative contacts.

6. Reassurance and Appreciation

- Reassure parents that their child's education will continue smoothly.
- Thank parents for their understanding and cooperation.

7. Closing

- Use a polite closing statement.
- Sign off with your name and designation.

Sample Medical Leave Letter from Teacher to Parents

Below is a sample template illustrating how to structure such a letter:

``plaintext

Subject: Medical Leave Notification

Dear Parents,

I hope this message finds you well. I am writing to inform you that I will be taking medical leave due to health reasons starting from [Start Date]. My estimated return date is [Return Date], and I will be unavailable during this period.

During my absence, [Substitute Teacher's Name] will be overseeing the class and ensuring that students continue to receive quality education. They are well-informed about the curriculum and will be available to assist students with their assignments and questions.

Please encourage your child to stay engaged with their homework and classwork, which will be shared by the substitute teacher. If you have any concerns or need to communicate regarding your child's progress, you may contact the school office or reach out to me via email at [Your Email Address], and I will do my best to respond when possible.

Thank you for your understanding and support during this time. I look forward to returning soon and continuing to work with your children.

Warm regards,

[Your Name]

[Your Position]

[School Name]

[Contact Information]

...

Best Practices for Writing a Medical Leave Letter from Teacher to Parents

To ensure your letter is effective, consider these best practices:

Maintain a Professional and Courteous Tone

- Use polite language and formal tone.
- Show appreciation for parents' understanding.

Be Clear and Concise

- Avoid unnecessary details.
- Clearly state dates and arrangements.

Provide Relevant Information

- Include details about substitute teachers or alternative arrangements.
- Offer ways for parents to reach out if needed.

Respect Privacy

- Share only information you are comfortable disclosing regarding your health.

Follow Up

- Send reminders or updates if the leave extends beyond initial estimates.
- Keep parents informed about any changes.

Additional Tips for Communicating with Parents During Teacher Absence

- Use Multiple Channels: Besides written letters, consider emails, school portals, or phone calls.

- Set Expectations Early: Inform parents as soon as possible to prepare for class adjustments.
- Coordinate with School Administration: Ensure that all communications align with school policies.
- Provide Resources: Share study guides, assignments, or online resources for students to work on at home.
- Encourage Feedback: Invite parents to ask questions or share concerns.

Conclusion

A well-crafted medical leave letter from teacher to parents is crucial for maintaining transparent communication and ensuring students' learning continues smoothly during the teacher's absence. By including essential components, adopting a professional tone, and following best practices, teachers can reassure parents and foster a collaborative environment. Remember, proactive communication not only reflects professionalism but also builds trust and confidence among parents, students, and school staff.

For teachers, preparing such a letter in advance or having a template ready can streamline the process during unforeseen health issues. Prioritize clarity, empathy, and professionalism to ensure your message is well-received and that your students' educational journey remains uninterrupted.

Medical Leave Letter from Teacher to Parents: Ensuring Clear Communication During Student Absence

In the realm of education, effective communication between teachers and parents is fundamental to supporting a child's learning journey. When a student's teacher needs to take a medical leave, it becomes crucial to inform parents transparently and professionally. A well-crafted medical leave letter from teacher to parents not only conveys important information about the teacher's absence but also reassures parents about the continuity of their child's education. This article explores the purpose, structure, and best practices for writing a comprehensive medical leave letter from teachers to parents, ensuring clarity while maintaining a professional and empathetic tone.

The Importance of a Medical Leave Letter from Teacher to Parents

A medical leave letter serves as a formal communication tool that bridges the gap between teachers and parents during a period when the teacher is unavailable. Its significance lies in multiple aspects:

- Maintaining Transparency: Parents are kept informed about the teacher's health status and the duration of their absence.
- Ensuring Continuity of Learning: The letter may outline plans for substitute teachers or alternative arrangements to keep the students engaged.

- Building Trust: Clear and empathetic communication fosters trust between educators and parents, reinforcing a collaborative approach to student welfare.
- Legal and Administrative Compliance: Proper documentation ensures that the school adheres to policies regarding staff absences, which may be necessary for administrative records and compliance.

Core Components of a Medical Leave Letter from Teacher to Parents

Creating an effective medical leave letter involves incorporating several essential elements. These components ensure the message is comprehensive, professional, and empathetic.

- Salutation and Opening Statement

Begin the letter with a respectful greeting addressing the parents directly. For example:

?Dear Parents/Guardians,?

Followed by a brief introduction to the purpose of the letter.

- Clear Explanation of the Leave

State explicitly that the teacher will be away due to medical reasons. Include:

- The reason for leave (e.g., health issues, recovery period).
- The expected duration of absence, specifying start and end dates.
- Any relevant context if appropriate, such as the need for rest or ongoing treatment.

- Assurance of Student Support and Learning Continuity

Parents are primarily concerned about their child's education. Address this by:

- Informing about the arrangements in place, such as a substitute teacher or alternative activities.
- Providing guidance on how students can continue their learning at home if applicable.
- Sharing contact details or instructions for parents to reach out if needed.

- Contact Information and Follow-up

Include contact details for further questions or concerns. Clarify how parents can communicate with the school or the substitute teacher.

- Expression of Empathy and Appreciation

Conclude with a message of understanding and gratitude, acknowledging the parents' support and cooperation during this period.

Sample Structure of a Medical Leave Letter from Teacher to Parents

Below is a typical outline that teachers can adapt to their specific circumstances:

Subject Line (for email correspondence): Medical Leave Notification for [Teacher's Name]

Opening:

- Greet the parents.
- State purpose of the letter.

Body:

- Explain the reason for leave.
- Indicate the duration.
- Describe plans for student learning and management during absence.
- Offer contact details.

Closing:

- Express appreciation.
- Sign off with professional courtesy.

Best Practices for Writing a Medical Leave Letter from Teacher to Parents

To ensure your message is both professional and empathetic, consider these best practices:

- Be Concise but Informative: Avoid lengthy explanations but include all necessary details.
- Use a Respectful and Compassionate Tone: Show understanding of parents' concerns.
- Maintain Formality: Use professional language appropriate for school communication.
- Personalize When Possible: Address parents by name and mention specific class details.
- Provide Clear Instructions: If students need to complete assignments at home, specify deadlines and resources.
- Follow Up: Offer opportunities for parents to ask questions or seek clarification.

Sample Medical Leave Letter from Teacher to Parents

Subject: Medical Leave Notification for Ms. Jane Doe

Dear Parents and Guardians,

I hope this message finds you well. I am writing to inform you that I will be unable to attend classes from March 10 to March 20 due to health reasons requiring medical attention and rest.

During my absence, Mr. John Smith, an experienced substitute teacher, will be taking over the classroom to ensure that your child's learning continues smoothly. He is well-versed with our curriculum and will maintain the standards of instruction we uphold.

To support your child's ongoing education, I recommend reviewing the assignments posted on the school portal, which include reading exercises and homework tasks. Please encourage your child to complete these activities at their convenience, and do not hesitate to contact the school office or Mr. Smith at [contact details] if you have any questions.

I sincerely appreciate your understanding and cooperation during this period. I look forward to returning to class and resuming our learning journey soon.

Thank you for your ongoing support.

Warm regards,

Ms. Jane Doe

Grade 4 Teacher

[School Name]

[Contact Information]

Additional Tips for Teachers

- Timing is Key: Send the letter well in advance of your leave to allow parents ample time to prepare.
- Use Multiple Channels: Besides written communication, consider following up via phone calls or school meetings if necessary.
- Include Emergency Procedures: If relevant, remind parents of emergency contact protocols during your absence.
- Maintain Confidentiality: Share only necessary information related to your health and avoid overly personal details.

Conclusion

A well-constructed medical leave letter from teacher to parents is a vital communication tool that ensures transparency, supports continuous learning, and fosters trust. By clearly outlining the reason for leave, the duration, and the measures in place to support students, teachers can reassure parents that their child's education remains a priority despite temporary absences. Employing professional language, empathetic tone, and comprehensive information will help navigate these periods smoothly, reinforcing a collaborative educational environment. As schools and educators prioritize student welfare, effective communication remains the cornerstone of maintaining strong partnerships with parents, especially during unforeseen circumstances like medical leaves.

Question What should be included in a medical leave letter from a teacher to parents? The letter should include the teacher's name, the date, a clear statement about the medical leave, the expected duration of leave, any assignments or responsibilities that need to be managed during their absence, and contact information if needed. **Answer** How can a teacher professionally notify parents about their medical leave? A teacher can notify parents via a formal written letter or email, clearly stating the reason for leave, the dates of absence, and reassurance about continuity of learning or alternative arrangements for students. Is it necessary to mention the specific medical condition in the leave letter? No, it is not necessary to specify the medical condition; a general mention of health issues or medical reasons is sufficient to inform parents of the absence. How should a teacher address concerns from parents regarding the leave? The teacher should acknowledge parents' concerns, provide reassurance about student progress, and offer alternative contact methods or support during their absence. What is the appropriate tone for a medical leave letter from a teacher to parents? The tone should be professional, respectful, and empathetic, conveying appreciation for parents' understanding and cooperation. When is the best time for a teacher to send a medical leave letter to parents? Ideally, the teacher should inform parents as soon as possible once the leave is confirmed to allow time for adjustments and planning. Can a teacher include instructions for homework or assignments in the medical leave letter? Yes, including details about pending

homework, assignments, and how students can access resources or support during their absence is helpful. Should a medical leave letter be sent via email or printed paper? Both are acceptable; email provides quick delivery and easy access, while printed letters may be more formal and suitable for official communication. How can a teacher ensure the medical leave letter maintains confidentiality? By avoiding specific medical details and focusing on the absence notice, the teacher can respect privacy while keeping parents informed.

Related keywords: medical leave letter, teacher to parents, absence notification, sick leave letter, school absence letter, teacher absence notice, parent notification letter, leave request letter, student absence explanation, teacher communication to parents

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