[Your School's Letterhead]

Date: [Insert Date]

Subject: School Attendance

Dear Families/Guardians,

I hope this letter finds you in good health and spirits. I am writing to follow up on our previous communication regarding the significance of school attendance. As you know, regular school attendance is vital for your child's academic and personal development. Students are consideredChronically Absent if they have missed 10% or more of school days in session, which can be as few as two days of school a month. During the Winter Break, please consider the following activities that you can do at home to stay connected to school:

## Create a Fun Routine:

Establish a winter break routine that mirrors the school schedule as closely as possible. This includes regular wake-up times, meals, and designated study or reading periods.

## Set Educational Goals:

Involve your children in setting fun, achievable educational goals for the new year. This could include reading a certain number of books, completing a small project, or learning a new skill.

## Engage in Learning Activities:

Incorporate educational games and activities into daily routines. Puzzles, board games, and interactive apps can be both fun and educational.

## Encourage Reading:

Create a cozy reading habit and spend time reading together. Choose books that are engaging and appropriate for their age level. You can also have a family reading challenge.

## Promote a Growth Mindset:

Talk about the importance of education and how school can be a place for learning and growing. Emphasize the positives of attending school regularly.

## Prepare for Return and Involve Students in Planning:

Gradually transition back to the school routine a few days before school resumes. This could include adjusting sleep schedules, reviewing school materials, and discussing the upcoming activities. Let your student help plan their return to school, like picking out outfits or organizing school supplies.

We are committed to working with you to support your child’s regular attendance. Your involvement and cooperation are crucial in addressing any barriers to consistent school attendance. We understand that certain situations may arise that could affect your child’s ability to attend school, and we encourage open communication with us regarding any challenges you may face.

Thank you for your continued support and commitment to your child's education.

Warm regards,

[Your Full Name]

[Your Position] [School Name] [Contact Information]