

306 W. Jourdan Street  
P.O. Box 26  
Newton, Illinois 62448  
Phone (618) 783-3517  
Fax (618) 783-2224

**St. Thomas Communication**

Communication is vital for the success of your child at school. The teachers and I try to communicate on a regular basis with all our parents. The main way I communicate is the weekly parent letter. The first day of each week, your child will be bringing home a large envelope (referred to as Monday packet) containing numerous items. One item that will be in the Monday packet every week is a letter from me. The purpose of the weekly letter is to keep you updated on the events occurring at school and to recognize students that have received awards. You will also receive notice in the Monday packet if your child's lunch account is getting low and needs more money. Another way that I communicate is by the school website. If anything comes up during the week, I will post it on the website under school news.

To save on the amount of paper that we use in making copies, we are going to continue the electronic mailings. For those of you who don't mind reading the parent letter over the computer, I will email you the weekly parent letter and various other forms that we have electronically, instead of putting a copy in your Monday packet. If you would be willing to give this a try, please indicate so at the bottom of this page. You can always change your mind during the year and start receiving the letter by paper copy.

The teachers do a variety of things to communicate as well. If you ever want to speak with a teacher, you can call the office and give Dawn the phone number at which the teacher can reach you. The teacher will then be sure to call you on his/her planning period or after school. Another way to them is by email. All of the teachers have a school email account that they check daily. The email address is their **first name last name @stthomassaints.com**. The teachers will give you the exact address at the parent meeting they hold in August and discuss their methods of communication.

We do realize that some parents do not have an email account, so don't worry about needing to get one. You do not have to have one as far as we are concerned. For those of you that have an email account that is checked on a regular basis, we would greatly appreciate having your address. If you do not check your email on a regular basis, then please don't give us the address. Your address will only be shared with St. Thomas staff members for the purpose of school business.

Parent's Name: \_\_\_\_\_

Student(s) Name and Grade Level:

\_\_\_\_\_

**Monday Packets:**

\_\_\_\_\_ YES, I would be willing to receive the parent letter and other items by email instead of a paper copy. Please send to the following address(es): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ NO, I do not want items from the Monday packet sent to me by email.

**Regular day to day communication from teachers and/or office:**

\_\_\_\_\_ YES, I can be reached by email at: \_\_\_\_\_

\_\_\_\_\_ NO, I prefer not to receive any email.