

RADBURN SCHOOL

Jill Lindsay, Principal

18-00 Radburn Road ▪ Fair Lawn, NJ 07410 ▪ (201) 794-5480

September 2015

Dear Parent/Guardian:

The Radburn School PTA understands the importance of communication between home and school. We also realize that the quantity of papers sent home can get overwhelming. In an effort to minimize the number and frequency of papers being sent home to once a week, we have developed a communication folder for each family. Every Friday your child will bring home this blue folder. In it you will receive information from the school and PTA. In addition, only one folder will be sent home with the youngest child of a family with two or more students in the school.

When you receive the folder on Friday, please review and then remove the items in the folder. Any items needed to be returned can be placed in your child's *regular classroom folder*. We do ask that you please return the communication folder to school **every Monday morning EMPTY**. This will allow the PTA ample time to prepare them for the next Friday. If for some reason a folder is lost or misplaced, please notify your child's classroom teacher so we can have it replaced.

We are trying to develop "greener" ways to maintain an open line of communication with our parents. We hope that this new procedure will help. We thank you for your assistance and continued support.

Sincerely,



Jill Lindsay and the Radburn PTA