

The Sunshine Call What To Say Script and Resources

TEACHER: Hello, may I speak with Mrs. Jones? **It's a good idea to use a parent's title unless they tell you otherwise.*

PARENT: Yes, this is Mrs. Jones. How may I help you?

TEACHER: Hello, Mrs. Jones, this is Marjan Glavac. I'm Tommy's Home Room teacher. Is this a good time to talk to you? **Always introduce yourself and make sure that the parent has time to talk.*

PARENT: Hello Mr. Glavac. Is something wrong? **Parents assume that when a teacher calls, something is wrong. It's a natural assumption to make. One year, I was teaching in a very small town. It was so small that I taught every 12 year old in the town. Consequently, I was teaching a number of my friends', neighbors' and teacher colleagues' children. Early in the school year, I gave a "sunshine call" to one of my teacher friends. Although her son was a superb student, the first reaction I got was "What's wrong? What did he do?" And this was from a friend who knew me and about a child that was a wonderful student!*

TEACHER: No Mrs. Jones, not at all. The reason why I'm calling is to tell you that Tommy had a great day today. He completed his Student Questionnaire assignment/showed a good sense of humor/got along with the other students/volunteered to be the equipment monitor...

**Mention anything positive that you jotted down on your Sunshine Observation Log.*

PARENT: Oh, thank you very much. It's good to hear Tommy had a great first day. **Parents are generally surprised by the good news.*

TEACHER: I just wanted to add Mrs. Jones, that we are having an Open House next Wednesday. It would be great to see you there. In the meantime Mrs. Jones, is there anything you can share with me about Tommy? What does he like to do after school or on the weekend?**In*

addition to this positive first phone call, you're also offering a friendly meeting. The Open House is usually a social affair with a barbecue, hamburger, hot dog or pizza dinner. If you have concerns about this student and want to be proactive, you can invite the parent in for a parent-teacher meeting before the Open House. The last part of the phone call, you are asking in a polite way for more information on the student. I often find with this question, I get a lot of information that the student has not included in their questionnaire.

PARENT: I'm not sure if Tommy told you, but he's won a number of trophies for soccer/hockey/baseball/basketball/judo... We're really proud of him. He spends a lot of time doing this during the week and on weekends. **With the new information, you now have a better understanding of some of the challenges Tommy will have with his homework assignments. You also know a strong interest and can use it to motivate and engage him.*

TEACHER: Thank you very much Mrs. Jones. I didn't know that he was so involved in sports. One last thing before I let you go Mrs. Jones. If ever Tommy says that he doesn't have any homework, he can read aloud to you for 20 minutes a day or practice his multiplication tables, spelling word list etc... *You want the parent to know your homework routine. The parent can use this to remind her child what he needs to do every night.*

PARENT: That's very good to know Mr. Glavac. I'll be sure to remind Tommy. Good bye Mr. Glavac.

TEACHER: Good bye Mrs. Jones. I hope to see you at the Open House. If you have any questions or anything you want to talk to me about, just make a note in Tommy's planner or phone me at the school. Nice talking to you Mrs. Jones. Good bye. **You have made a positive impression with the parent. You have also introduced her to another one of your routines. You have told her about the planner and how it can be used to keep up the communication between you and the parent.*

PARENT: Good bye Mr. Glavac. Nice speaking with you.

What To Do With The Results

As you are talking with the parent, write down important details in the telephone log. Once you've finished the call, make sure you have the phone number, date, time and person you talked to written in the telephone log and any suggestions or important details the parent has shared with you about their child.

Why it works:

- Sunshine calls are a great way of building rapport early in the year with parents and with your high needs students.
- Building rapport early, encourages students to work with you even when things aren't going well
- Moreover, you likely will get much needed support from parents when you need it. If you can get a parent on your side early, behavior problems are easier to solve.

Summary of Main Steps

1. Begin making your Sunshine Call on the first day of school
2. Pick 3-5 students to observe for your telephone call
3. When the students are "caught" doing something positive, jot it down on the Sunshine Observation Form
4. Write down important details in the telephone log such as the phone number, date, time and person you talked to written in the telephone log and any suggestions or important details the parent has shared with you about their child.

Sunshine Observation Form

Student Name: _____

Date _____ Time _____

Location of Sunshine Moment _____

Observation Details (be as specific as possible) _____

Date of Call To Parents/Guardians _____

Parent Contact Telephone Log

Date Called: _____ **Time Called :** _____

Telephone Number: _____

Parent/Guardian Name _____

Contact made? Yes _____ No _____

Left Message (With who? Answering Machine? Details):

Approximately How Many Minutes Did Call Last? _____

Topics Discussed (Sunshine Moment, Academic /Discipline /Emotional/ Physical Concern):

Teacher's Comments:

ACTION TO BE TAKEN:

What teacher will do: _____

What the parent will do: _____

What the student will do: _____

Author's Note

I truly hope you enjoyed the **The Sunshine Call What To Say Script and Resources** and have put the strategy to good use.

Remember, information is just information unless you do something with it.

Also, an effective teacher is constantly changing, growing, and improving. To continue to be a truly successful teacher requires an arsenal of effective teaching strategies that you will continue to add to your repertoire throughout your career.

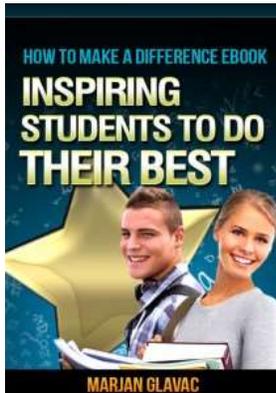
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All the best,
Marjan
www.TheBusyEducator.com

Resources:

(Links are current at time of writing. Please let me know if you have any problems with them)

Quick, Effective Parent Contact By Phone or Email!!
http://www.priceless-teaching-strategies.com/parent_contact.html

Teachers: Making Difficult Phone Calls to Parents (How to Call Parents, with a Script!)
<http://thepracticalmommy.hubpages.com/hub/Teachers-How-to-Make-a-Difficult-Phone-Call-to-a-Parent>