

Top Ten Tips for Creating a Welcoming School Environment

1. All parents are greeted and made to feel welcome when they enter the building.
2. The staff members project a warm and welcoming attitude and are available and accessible.
3. Signs inside and outside the building, in multiple languages, welcome families and visitors.
4. The school has standards of welcoming behavior that apply to all staff members, including administrators, teachers, and supporting services staff.
5. The school website is regularly updated with current information for parents.
6. The front office staff is friendly. Staff members provide information easily and answer the phone in a way that makes people glad they have called.
7. The school has a process to welcome all new students and parents.
8. Teachers and families have frequent opportunities to meet face-to-face and get to know each other.
9. The school has rituals and traditions that students and families enjoy and look forward to.
10. All parents are encouraged to volunteer in a variety of ways.

