

**Week of  
September 12<sup>th</sup>**

# Welcome to the Willow Room



## Getting to Know Each Other ☺

It's the second week here in the Willow Room and Ms. Christina and I are very excited to learn more about our students. We have spent a lot of time these past two weeks getting to know each other through teambuilding activities and games. It's important to build those connections early on. Ask your child about "Blanket Drop," the classroom scavenger hunt, and "Getting to Know You Bingo." The students were also placed in groups and needed to work together to build the tallest marshmallow tower that they could (which required lots of teamwork!) See some of the creations below!

### Reminders:

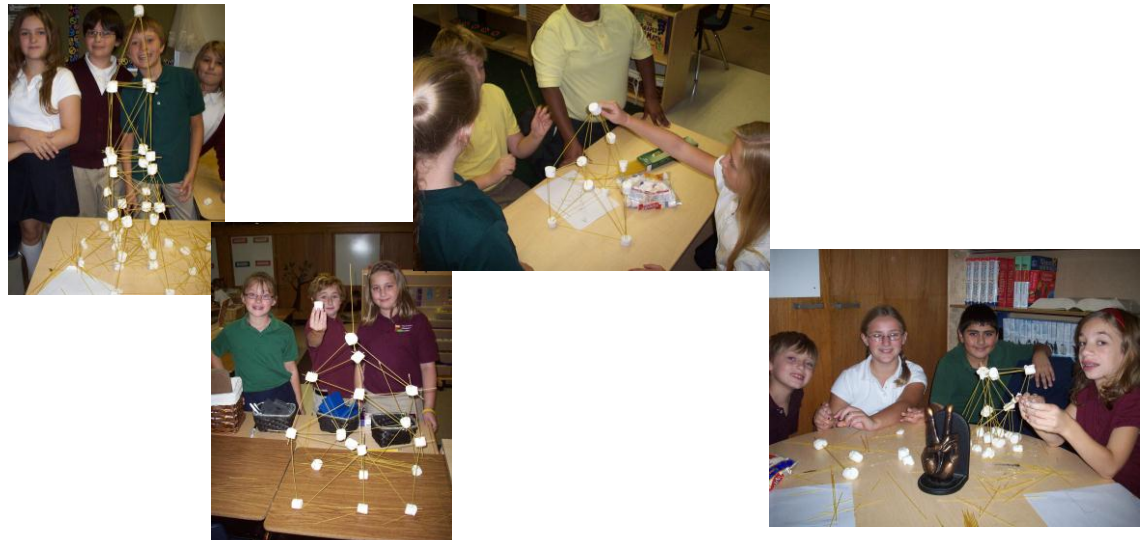
\* The Fun Run is Friday, September 23<sup>rd</sup>. We are in need of parents to donate items for our class. Please let me know if you are interested.

\* Literature Circle homework is due Thursday, September 22<sup>nd</sup>. Students need to finish reading Chapter 3 and perform the job of "Artful Artist."

\* The Willow Room still does not have a classroom liaison. Please see me if you are interested.

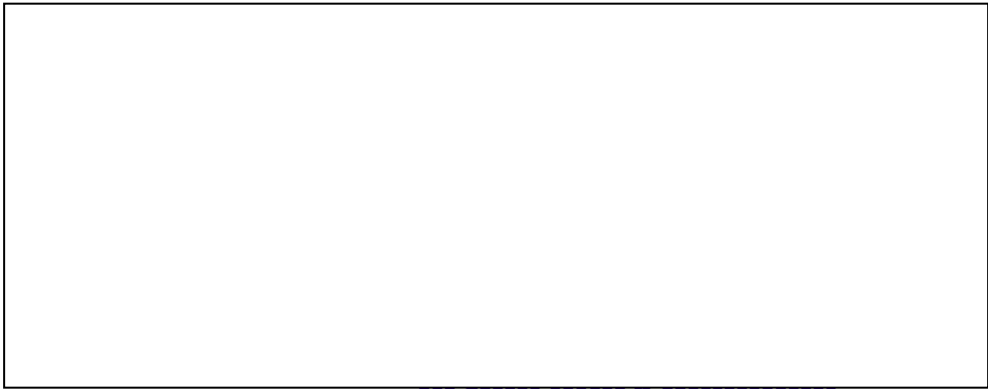
\* ADD Math will be going home today. Half of ADD Math is due on Monday. The students will then have their work plan time to finish the other half.

\* Book orders due Friday the 23<sup>rd</sup>, since there is no school on Monday the 26<sup>th</sup>!



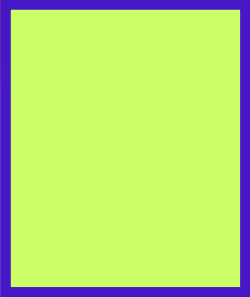
## Upcoming Events...

- The students will be Scantron testing on Monday and Tuesday. This is one tool that we use to track student progress throughout the year. Please make sure your child gets plenty of sleep and eats breakfast.
- Book Report-This month is realistic fiction. The students may choose between the project ("Pizza Book Report") or they may write a report. Students were given handouts explaining these options in further detail. You can also access the templates on our website: [thewillowroom.yolasite.com](http://thewillowroom.yolasite.com). The due date is Thursday, September 29<sup>th</sup>.
- Wednesday the 21<sup>st</sup> is International Peace Day. The students will be singing a song for peace along with Montessori schools throughout the world. **We are also taking a school wide photo so we are asking that students wear tan pants and a white shirt. \*\*\*\***



**Inside Story Headline**

*“To catch the reader’s attention, place an interesting sentence or quote from the story here.”*



*Photo Caption Text*

**Inside Story Headline**



**Inside Story Headline**



## Story Headline

The purpose of a newsletter is to provide specialized information to a targeted audience. Newsletters can be a great way to market your product or service, and also create credibility and build your organization's identity among peers, members, employees, or vendors.

First, determine the audience of the newsletter. This could be anyone who might benefit from the information it contains, for example, employees or people interested in purchasing a product or requesting your service.

You can compile a mailing list from business reply cards, customer information sheets, Business cards collected at trade shows, or membership lists. You might consider purchasing a mailing list from a company.

If you explore the Project Gallery, you will find many publications that match the style of your newsletter.

Next, establish how much time and money you can spend on your newsletter. These factors will help determine how frequently you publish your newsletter at least quarterly so that it's considered a consistent source of information. Your customers or employees will look forward to its arrival.

Your headline is an important part of the newsletter and should be considered carefully.

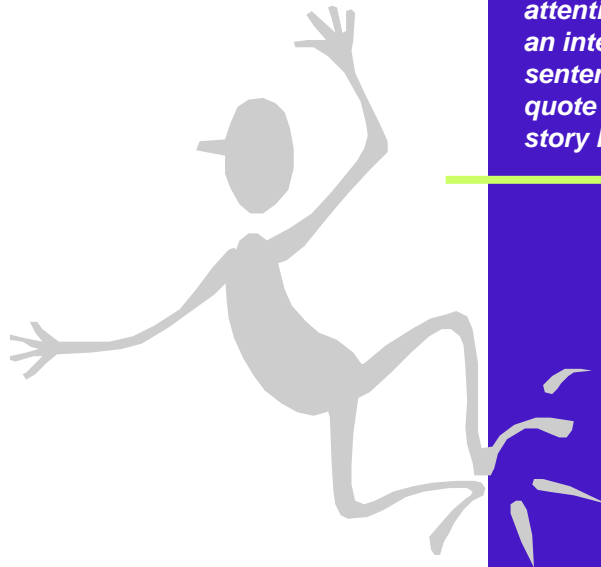
## Story Headline

You can also research articles or find "filler" articles by accessing the World Wide Web. You can write about a variety of topics but try to keep your articles short.

Much of the content you put in your newsletter can also be used for your Web site. Microsoft Word offers a simple way to convert your newsletter to a Web publication. So, when you're finished writing your newsletter, convert it to a Web site and post it.

The subject matter that appears in newsletters is virtually endless. You can

*"To catch the reader's attention, place an interesting sentence or quote from the story here."*





**Your business tagline  
can go here.**

**We're on the Web!**

*See us at:*



**Back Page Story Headline**

In a few words, it should accurately represent the contents of the story and draw readers into the story. Develop the headline before you write the story. This way, the headline will help you keep the story focused.

Examples of possible headlines include Product Wins Industry Award, New Product Can Save You Time, Membership Drive Exceeds Goals, and New Office Opens Near You.



***About Our Organization...***

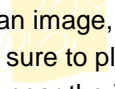
Think about your article and ask yourself if the picture supports or enhances the message you're trying to convey. Avoid selecting images that appear to be out of context.

Microsoft includes thousands of clip art images from which you can choose and import into your newsletter. There are

One benefit of using your newsletter as a promotional tool is that you can reuse content from other marketing materials, such as press releases, market studies.

While your main goal of distributing a newsletter might be to sell your product or service, the key to a successful newsletter is making it useful to your readers.

also several tools you can use to draw shapes and symbols.



Once you have chosen an image, place it close to the article. Be sure to place the caption of the image near the image.

