

d. Sending notes to the parents - inviting them

Using an invitation form for a parent(-teacher) meeting in the various languages is a good start in creating more inclusive and welcoming communication. Here are some tips for teachers to consider when writing an invitation form for multilingual families:

- **Clarity and Simplicity:** Use clear and simple language to ensure the message is easily understood when translated.
- **Essential Details:** Include all necessary information such as date, time, location, purpose of the meeting, and any specific actions required from the parents.
- **Multiple Formats:** Offer the invitation in multiple formats (printed, digital, etc.) to accommodate different preferences and accessibilities.
- **Linguistic Inclusivity:** If you are already aware of the linguistic backgrounds of the families in the class, use those languages for your translation. It demonstrates the teacher's commitment and effort to inclusivity by using those specific languages in the translation.
- **Translation Needs:** Include a question or opportunity for parents to indicate if they need a translator during the parent meeting, ensuring that everyone can fully participate and understand (cf. example below)
- **School App Translator Function:** Highlight the translator function of the school app (if available), to make it easier for parents to access information in their preferred language.