

PTA Communication Plan for Inclusion of All Families



Ensuring Inclusive Participation in School Events

The Parent-Teacher Association (**PTA**) plays a vital role in fostering an inclusive school environment where every family feels valued and welcomed. This communication plan is designed to ensure families of children with special needs are included in all PTA-sponsored events. It provides strategies, sample communication blurbs, and post-event survey questions for effective and engaging outreach.



Objectives

- Promote inclusive participation in all PTA activities and events.
- Ensure clear, respectful, and proactive communication with families of children with special needs.
- Encourage feedback and collaboration to continually improve inclusion efforts.

Communication Strategies

Proactive Outreach:

- Send personalized invitations to families of children with special needs for all events.
- Offer opportunities for families to share specific needs or accommodations.

Accessibility Information:

- Ensure all event communications include accessibility details.
- Highlight available support (e.g., sensory-friendly spaces, sign language interpreters).

Open Channels for Feedback:

- Provide contact information for families to discuss concerns, suggestions, or requirements.
- Follow up after events to gather input and improve future inclusion.

Consistent Messaging:

- Include inclusivity statements in all event announcements and reminders.
- Train PTA members on sensitive and respectful communication.

Sample Communication Blurbs

General Event Invitation

Subject: You're Invited: All Families Welcome to Our Upcoming School Carnival!

Dear **[School Name]** Families,

We are excited to invite you to our annual School Carnival! The PTA is committed to making every event inclusive and welcoming for all families. Please let us know if your child would benefit from specific accommodations or supports. We look forward to celebrating together!

Accessibility and Accommodation Information

Subject: Accessibility at Family Movie Night

Hello Families,

As part of our dedication to inclusion, Family Movie Night will offer sensory-friendly seating, wheelchair access, and quiet spaces for those who need them. If you require additional accommodations, please reach out to us at **[Contact Email]**. Your comfort and enjoyment are our priority!

Feedback Request Post-Event

Subject: We Value Your Input – Help Us Improve Inclusion!

Thank you for joining us at **[Event Name]**. To help us ensure that all families feel welcome and included, we invite you to share your feedback about the event experience and any suggestions for future activities. Please reply to this email or contact your PTA representative directly.

Reminder of Inclusion in All Activities

Subject: Inclusion Matters: Join Us at Upcoming PTA Events!

At **[School Name]**, we believe every child and family should have the opportunity to participate in PTA events. Please know that we are here to support your needs and provide accommodations. We encourage you to reach out with any questions or requests.



Sample Communication Blurbs Continued

Sample Post-Event Survey Questions

To continue improving our approach to inclusion, we encourage families to complete a brief survey after each event. Below are sample questions to guide this process:

- Did you feel that the event was welcoming and inclusive for your family?
- Were the accessibility accommodations communicated clearly in advance?
- Were the supports and accommodations provided at the event satisfactory?
- Did your child(ren) with special needs feel comfortable and able to participate?
- Is there anything that could be improved for future events to enhance inclusivity?
- Do you have specific suggestions for accommodations or activities that would better support your family’s participation?
- How would you rate your overall experience at the event? (**Excellent, Good, Fair, Poor**)
- Would you like to be contacted to discuss your feedback further? (**Yes/No; If yes, please provide your contact information.**)

Implementation Timeline

Action	Timeframe
Send personalized invitations	2-4 weeks before each event
Share accessibility details	With initial invites and reminders
Collect accommodation requests	Up to 1 week before event
Request feedback / send post-event survey	Within 1 week after event

Conclusion

A thoughtful communication plan, paired with ongoing feedback and assessment, is essential for building an inclusive school community. Through proactive outreach, clear information, and regular post-event surveys, the PTA can ensure every family, especially those with children with special needs, feels supported and included in all events.