

Dear [Recipient's Name],

I hope this message finds you well. We are reaching out to inform you of an important update regarding our grading system here at [School Name]. After careful consideration and feedback from educators, parents, and students, we are excited to announce an overhaul of our grading system that will take effect in the upcoming academic year.

The new grading system aims to better reflect student learning and progress. Key changes include:

- Implementation of a standards-based grading approach.
- Introduction of more frequent progress updates.
- Enhanced opportunities for student feedback and self-reflection.

We believe that these changes will provide a more accurate representation of student understanding and promote a growth mindset. We will host an informational meeting on [date] at [time] to discuss these changes in detail and answer any questions you may have. We encourage all parents to attend.

Thank you for your continued support as we work to enhance our educational practices and promote the success of our students.

Sincerely,

[Your Name]
[Your Title]
[School Name]