

# Dear Students and Parents,

We hope this message finds you well. We are writing to inform you about the updated rules and regulations that will be implemented at our school starting from **DATE**.

## Key Updates:

- **Attendance:** All students are required to maintain a minimum attendance of 95%.
- **Dress Code:** A revised dress code has been established; please refer to the student handbook for details.
- **Mobile Phones:** Mobile phones should be turned off during school hours.
- **Disciplinary Actions:** A new system of disciplinary actions will be enforced to promote a positive learning environment.

We encourage you to review these updated regulations with your child. A complete document detailing all changes is available on our school website.

If you have any questions or concerns, please do not hesitate to contact the school administration.

Thank you for your cooperation.

Sincerely,  
**School Principal**  
**School Name**  
**Contact Information**