

Dear Students and Parents,

We hope this message finds you well. We are writing to inform you about an important update to our grading policy that will be implemented starting in the upcoming academic term.

Revised Grading Policy:

- All assignments will be graded on a scale of 0-100.
- Students will have the opportunity to retake assessments for a higher grade.
- Participation will now account for 20% of the overall grade.

We believe that these changes will promote a more comprehensive understanding of the material and provide equitable opportunities for all students.

Information Session:

We will hold an information session on **Date** at **Time** in **Location** to discuss these changes in detail and answer any questions.

Thank you for your continued support and understanding.

Sincerely,
[Your Name]
[Your Position]
[School Name]