

Holiday Decoration Standards for Schools

Date: [Insert Date]

To: [Insert Recipient's Name]
[Insert Recipient's Title]
[Insert School Name]

Dear [Insert Recipient's Name],

As the holiday season approaches, we would like to remind all staff and students of the standards and guidelines for holiday decorations within our school premises. To ensure a safe, inclusive, and harmonious environment, please adhere to the following points:

- All decorations must be non-flammable and safely secured.
- Avoid using materials that may cause allergies or irritations.
- Ensure that all decorations are appropriate and reflect our inclusive community.
- Lights should be checked for safety and should not overload electrical circuits.
- All decorations must be approved by the school administration before installation.

We appreciate your cooperation and enthusiasm as we celebrate the joy of the season while maintaining a respectful and safe environment. For any questions or clarifications on the decoration standards, please do not hesitate to contact the administration office.

Warm regards,

[Your Name]
[Your Title]
[School Name]
[Contact Information]