

Press Release

For Immediate Release

Date: [Insert Date]

Contact: [Your Name]

[Your Title]

[School Name]

[Phone Number]

[Email Address]

Subject: Announcement of School Policy Change

Dear Members of the Community,

We are writing to inform you of an important change to our school policies that will take effect starting [effective date]. After careful consideration and input from parents, teachers, and students, we have decided to implement [briefly describe the policy change, e.g., a new attendance policy, updated dress code, etc.].

This change is designed to [explain the purpose of the policy change, e.g., enhance academic performance, create a safer learning environment, etc.]. We believe that this policy will positively impact our school community by [mention anticipated benefits].

To ensure a smooth transition, we will be holding an informational meeting on [date and time] at [location]. We encourage all parents, students, and community members to attend to learn more about the new policy and ask any questions they might have.

Thank you for your continued support as we strive to provide the best educational experience for our students. We appreciate your understanding and cooperation during this transition period.

Sincerely,

[Your Name]

[Your Title]

[School Name]