

Dear Parents and Guardians,

We hope this message finds you well. We are writing to inform you about an important change in our school policy that will take effect starting [Effective Date].

Policy Change Details:

[Describe the policy change, its rationale, and how it will affect the students and parents. Include any relevant details, such as the reasons behind the change, any actions required from parents, etc.]

Impact on Students:

[Explain how this policy change will impact the students and any adjustments they may need to make.]

Next Steps:

We encourage parents to reach out with any questions or concerns. You can contact us at [Contact Information] or attend our upcoming meeting on [Date and Time] to discuss this change further.

Thank you for your understanding and support as we strive to create a positive learning environment for our students.

Sincerely,

[Your Name]
[Your Position]
[School Name]