

Dear Guardians,

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

After careful consideration and feedback from our community, we have decided to implement [briefly describe the policy change]. This change aims to [state the reason for the shift and its intended benefits].

We understand that many of you may have questions regarding this new policy. We encourage you to attend our upcoming meeting on [Date and Time] at [Location/Virtual Link], where we will discuss the details and answer any questions you may have.

We appreciate your support and collaboration as we continue to strive for the best possible environment for our students. Thank you for being an essential part of our school community.

Sincerely,

[Your Name]

[Your Position]

[School Name]

[Contact Information]