

Dear Parents and Guardians,

We hope this letter finds you and your family well. As we prepare to reopen our school for the upcoming academic year, we want to provide you with important information regarding our reopening procedures and protocols.

Health and Safety Measures

- All students and staff will be required to wear masks while on school premises.
- Daily temperature checks will be conducted upon entry.
- Hand sanitizing stations will be available throughout the school.
- Social distancing measures will be implemented in classrooms and common areas.

Classroom Arrangements

Classroom seating will be adjusted to maintain appropriate spacing between students. This may result in smaller class sizes and potential changes to your child's schedule.

Drop-off and Pick-up Procedures

Please adhere to designated drop-off and pick-up locations to ensure safety and efficiency. We kindly ask that parents remain in their vehicles during drop-off to minimize congestion.

Communication

We will keep parents informed through regular updates via email and on our school website. Please ensure that your contact information is up to date.

Conclusion

Thank you for your cooperation and support as we navigate this new school year together. We look forward to welcoming your child back to school!

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