

Welcome to [School Name]

Dear Parents and Students,

We are excited to welcome you to the start of the new school year! Please find below the schedule for our upcoming school orientation:

Orientation Schedule

Date	Time	Activity
August 15, 2023	9:00 AM - 10:00 AM	Welcome Speech
August 15, 2023	10:15 AM - 11:30 AM	Classroom Assignments
August 15, 2023	11:45 AM - 12:30 PM	Meet the Teachers

We look forward to meeting all of you and kicking off a fantastic school year together!

Sincerely,

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