

Response to Academic Policy Inquiry

Dear [Parent's Name],

Thank you for reaching out regarding your inquiry about our academic policies. We appreciate your involvement in your child's education and value your concerns.

We would like to clarify the specific policies that you asked about, which include:

- Grading Scale
- Attendance Requirements
- Homework Expectations

1. **Grading Scale:** Our institution follows a standardized grading scale where A represents excellent performance, B indicates good performance, and so forth.

2. **Attendance Requirements:** Regular attendance is crucial for academic success. Students are required to attend at least 90% of classes to be eligible for promotion.

3. **Homework Expectations:** We encourage a supportive home environment for homework, which is assigned regularly and designed to enhance student learning.

If you have further questions or need more detailed information, please do not hesitate to reach out to us. We value your partnership in your child's education.

Sincerely,

[Your Name]

[Your Position]

[School/Organization Name]

[Contact Information]