

Dear Students and Parents,

We are excited to announce that our school will be reopening on **[Date]** for the upcoming academic year. We have been working diligently to ensure a safe and healthy environment for all students and staff.

Please find below important details regarding the reopening:

- **School Hours:** Classes will commence at 8:00 AM and end at 3:00 PM.
- **COVID-19 Protocols:** Masks will be mandatory, and regular hand sanitizing will be encouraged.
- **Supplies:** Please ensure students bring their own supplies to minimize sharing.
- **Orientation:** An orientation session will be held on **[Orientation Date]** for new and returning students.

We appreciate your cooperation and understanding as we navigate these changes together. We look forward to welcoming everyone back to a vibrant and productive school year!

Sincerely,

[Your Name]

[Your Title]

[School Name]

[Contact Information]