

Dear Parents and Guardians,

As we transition to remote learning, we want to ensure that you and your child are well-equipped for this new experience. Below are the procedures that we will follow:

1. Online Platform

All classes will be conducted via **[Platform Name]**. Please ensure that your child has access to a device and stable internet connection.

2. Class Schedule

Classes will be held according to the regular schedule from **[Start Time]** to **[End Time]**. Attendance will be taken daily.

3. Communication

Teachers will communicate via email and through **[Platform Name]**. Parents are encouraged to reach out if there are any questions or concerns.

4. Assignments and Grading

Assignments will be posted on **[Platform Name]**. Please encourage your child to complete and submit their work on time. Grading will follow the usual evaluation criteria.

5. Support Services

If your child requires additional support, please contact **[Contact Person]** at **[Contact Email]**.

6. Resources

We have provided additional resources on our website at **[Website URL]** to help your child succeed in this remote learning environment.

Thank you for your support and cooperation during this time. Together, we can ensure a smooth transition to remote learning.

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