

Dear Students and Parents,

We are excited to welcome you to a new academic year at [School Name]. As part of our commitment to maintaining a productive and engaging learning environment, we would like to outline our expectations regarding student participation and attendance.

Attendance Expectations

- Students are expected to attend school regularly and arrive on time for all classes.
- In case of absence, a notice from parents/guardians should be submitted within [Number] days.
- Frequent absences can lead to a significant impact on academic performance.

Participation Expectations

- Active participation in class discussions is encouraged and valued.
- Students should come prepared with materials and assignments to contribute effectively.
- Respectful listening and collaboration with peers are essential components of participation.

We believe that regular attendance and engagement in class activities are critical for academic success. Please feel free to reach out if you have any questions or concerns.

Thank you for your cooperation and support.

Sincerely,

[Your Name]

[Your Position]

[School Name]

[Contact Information]