

## **Xavier School Notice**

**Date:** [Insert Date]

**Subject: Important Announcement**

Dear Parents, Guardians, Students, and Staff,

We would like to bring to your attention the following important updates and reminders:

1. **Upcoming Holiday Closure:** Please be informed that Xavier School will be closed for the [holiday name] holiday on [date]. Classes will resume on [next class day]. We hope you enjoy the holiday with your loved ones.
2. **Parent-Teacher Conference:** Our next Parent-Teacher Conference is scheduled for [date]. This is an excellent opportunity for parents and guardians to meet with teachers to discuss their child's progress, academic performance, and any concerns or questions they may have. Please schedule appointments in advance through the school office.
3. **Uniform Policy Reminder:** We would like to remind students to adhere to the school's uniform policy at all times. Proper school attire contributes to a positive and professional learning environment. Please review the uniform guidelines outlined in the student handbook.
4. **School Supplies Checklist:** As we start the new semester, please ensure that your child is equipped with the necessary school supplies for their classes. A checklist of required supplies is available on the school website or can be obtained from the administration office.
5. **Extracurricular Activities Registration:** Registration for extracurricular activities for the upcoming semester is now open. Encourage your child to explore and sign up for activities that align with their interests and talents. Limited slots are available, so secure your spot early.
6. **Lost and Found:** If your child has misplaced any personal belongings, please remind them to check the Lost and Found area located [location details]. Unclaimed items will be donated at the end of the month.
7. **Safety Reminder:** The safety and well-being of our students are our top priorities. Please reinforce safety protocols with your child, including road safety, stranger awareness, and emergency procedures.

Thank you for your attention to these matters. If you have any questions or concerns, please don't hesitate to contact the school office.

Best regards,

[Principal's Name] Principal Xavier School