



PARENT ORIENTATION: SAMPLE INVITE

MOVING FROM ANXIOUSNESS TO ANTICIPATION

Relevance of the Email:

- Informs parents (**especially for New Parents**) that they should attend the Parent Orientation session, which will be conducted before the school reopens for students.
- This allows the parents to **plan and schedule** their summer break, ensuring they can participate in the Orientation.
- Informs parents about the school's **re-opening dates** and **school timings** for the upcoming academic year.

SAMPLE PRE-SUMMER BREAK INVITATION TO PARENTS

Dear Parents,

As the school closes for the Summer break, we wish all of you very happy Holidays!

We look forward to welcoming you to the Riverside community of students, parents and teachers in the new academic year.

This mail is to inform you that we will be organizing an **Orientation program for Parents** on **Saturday - 4th June, 2016**. We will share with you the timing of the Orientation, in the last week of May. Since this will be your initiation into the **Riverside pedagogy** and will give you an insight into the design of your child's journey with us, we request that both parents be present for the Orientation.

School re-opens on **Monday - 6th June, 2016** - for all Grades except Pre-K, and the timings for different Key Stages are given as hereunder:

- **Pre-K:** School re-opens on **13th June**. Timings will be informed to Pre-K Parents when they come for the Orientation.
- **Key Stage 1 (Grades K-1 to 2):** For the month of June - **8.00 a.m. to 1.00 p.m.**
- **Key Stage 2 (Grades 3 to 7):**
 - From 6th to 17th June – **8:00 a.m. to 1:00 p.m.**
 - From 20th June onwards – **8:00 a.m. to 3:00 p.m. (Mon to Thurs) and 8.00 a.m. to 1.00 p.m. on Fridays**

PARENT PARTNERSHIP PILLAR

- Key Stage 3 (Grades 3 to 7):
 - From 6th to 10th June – 9:30 a.m. to 3:00 p.m.
 - From 13th June onwards – 9:30 a.m. to 4:30 p.m. (Mon to Thurs) and 9:30 a.m. to 3:00 p.m. on Fridays

Welcome to the Riverside Family and see you all on 4th June, 2016.

Warm Regards & Best Wishes,

The Riverside Team