
School Memo For First Day

MEMORANDUM

To: All Teaching and Administrative Staff

From: [Principal's Name], Principal

Date: [Current Date]

Subject: Welcome and Guidelines for the First Day of School

Dear Team,

Welcome back! I hope you all had a restorative break and are ready to embark on another exciting academic year. As we gear up for the first day of school on [date], I want to outline some important information and expectations to ensure a smooth start for our students and staff.

1. Morning Arrival

- All staff are expected to be on campus by [time] to welcome students and assist with directing them to their new classrooms.
- Teachers should be in their classrooms at least 30 minutes before students arrive to prepare for the day.

2. Class Lists and Schedules

- Class lists and student schedules have been finalized and will be distributed in the staff room by 7:00 AM. Please review your lists carefully to familiarize yourself with your students for this year.
- If there are any discrepancies or concerns with your class list, please contact [specific person or office].

3. Welcome Assembly

- There will be a welcome assembly in the school auditorium at [time], where we will introduce the faculty and staff, go over school rules, and set the tone for the year.
- Teachers are asked to escort their students to and from the assembly, maintaining order and ensuring that all students are attentive and respectful.

4. Lunch Procedures

- Lunch schedules will remain the same as last year. Please review the schedule and ensure that students are escorted to and from the cafeteria in an orderly manner.

5. Dismissal Procedures

- Dismissal will occur at [time]. Teachers are responsible for ensuring that all students are aware of their transportation arrangements and are safely guided to the appropriate dismissal area.

6. Emergency Procedures Review

- Please review the updated emergency procedures, which include modifications to our lockdown and fire drill protocols. It is crucial that these procedures are reviewed with your students by the end of the first week.

7. Faculty Meeting

- There will be a brief faculty meeting in the library at the end of the school day. Attendance is mandatory as we will discuss important matters concerning the upcoming year and answer any questions you may have.

8. General Reminders

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- Please ensure that your classroom environments are welcoming and that all necessary materials are prepared in advance.
 - Remember, our goal is to make the first day a positive experience for every student and to set the tone for a productive and fulfilling year.

Thank you on behalf of the Lincoln High School community. Here's to a successful and inspiring new school year!

Warm regards,

[Principal's Name]

Principal

[School Name]