

**Subject: Important Notice: 4th & 5th Class Reshuffling**

Dear Parents,

We hope this email finds you well. We are writing to inform you of a recent change in our class structure. Due to the addition of a new class in stages 4th & 5th primary, we have had to reassign students to different classrooms. We believe that this change will ultimately benefit our students by providing them with a more balanced and effective learning environment. To ensure a fair distribution of students and the presence of familiar colleagues from their former classes, we utilized our school management system to carefully plan the new class assignments.

Thank you for your understanding and cooperation.

Sincerely,  
Primary School administration