Delete and use school letterhead

**Invitation to a school function**

Dear Parents/Carers

We would like to invite you to:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | a meeting to discuss your child’s school report |  |  | a meeting to discuss your child’s progress |
|  | swimming/sports carnival |  |  | meet the teacher session |
|  | Parents and Citizens (P & C) meeting |  |  | end of term/year function |
|  | Subject selection meeting |  |  | Education Week activities |
|  | Kindergarten orientation session |  |  | morning tea for parents/carers |
|  | information session regarding |  |  | other activity |

The location, date and time details are shown below:

Location: Location Date: Date Start time: Start time Finish time: Finish time

**Parent participation in school activities is important to your child’s education and our school.**

**We look forward to seeing you.**

**Please complete the response below and return to the school by the following date:** Delete and enter date for return of form

Principal/Teacher

**TELEPHONE INTERPRETER SERVICE**

**If you have any difficulty understanding this document or would like further information, please ring the telephone Interpreter Service on 131 450 and ask them to telephone the school. This service will be free of charge to you.**

**Please detach and return this section to the school**

**Invitation to a school function response**

\*Please note **teacher** to complete the following:

Name of function Date of function

**PARENT RESPONSE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | I will be able to attend |  |  | I will not be able to attend |
|  | I will need an interpreter if available |  |  |  |

Name of parent/carer (please print) .…………………………………………………………………………………….

Name of student (please print) …………………………………………… Class………………………………………..

English



**Translations**

This invitation is available in translation in 35 languages at: <http://www.schools.nsw.edu.au/languagesupport/documents/schfunc_inv.php>.

For the full range of translated documents available for use by NSW Public Schools, see: <http://www.schools.nsw.edu.au/languagesupport/documents/index.php>

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