



1 June 2015

Dear Parents / Carers

Your son / daughter has been invited by the PE department to assist with the running of this year's school sports day which will be held on Thursday 16th July 2015. We would like them to arrive at school for 8.00am to help staff set up equipment. The day is due to finish at 3.00pm after the awards ceremony.

The main role will be to support the PE department in running events and assisting with officiating. Students will be expected to wear smart sportswear / trainers and bring a packed lunch. It is also advisable to bring sun cream and a drinks bottle.

Please return the attached reply slip at your earliest opportunity or by Wednesday 1st July 2015 at the latest if you are able to attend. Many thanks in anticipation of a positive response.

Yours sincerely,

Mr S Burge
Head of PE

Miss G Francis
I/C Girls PE

**Reply Slip – Lower and Upper School Sports Day
Thursday 16th July 2015
8.00am – 15.00pm**

I give my for my son/daughter _____ permission to help out with events at the Lower and Upper School Sports day

Contact name (in case of emergency) _____

Contact Number _____

Preferred Event to Coordinate _____