

PARENT COMMUNICATION · ALL GRADES

Celebration Event Info

Templates for the events that bring families in

Sports Day info letter

Sports Day — [DATE] Dear families, Our annual Sports Day will take place on [date] at [time]. Families are warmly invited. ****The day:**** • Time: [start time] to [end time] • Where: [school field / local sports facility] • Children participate in a mix of races, team events and challenges • Teams are mixed-year — children are placed in [house/colour] teams ****For families:**** • Arrive from [time] — find a spot on the grass • [Bring your own chair / chairs not needed] • Refreshments [available / not available] • Toilets in [location] • In wet weather: [postponed to date / moved indoors / cancelled] ****Children should bring:**** • PE kit (school uniform NOT needed that day) • Trainers (NOT plimsolls) • Sun cream applied at home + named bottle in book bag for top-ups • Hat • Refillable water bottle • Light packed lunch (no fizzy drinks) ****Photos:**** We ask families to be considerate of children whose families have asked for no photos. Please don't share photos that include other children on social media. Looking forward to seeing you, [Name]



Christmas / Winter concert info

Christmas Concert — [DATE] Dear families, We're delighted to invite you to our Christmas concert on [date] at [time]. **The concert:** • Date and time: [details] • Where: [school hall] • Length: approximately [time] • Children should arrive by [time] **What children need to wear:** [Costume details if applicable, or 'Christmas jumper and dark trousers/skirt' or similar] **Tickets:** • [If ticketed: how to book, costs] • [If not: just turn up, doors open at...] **On the night:** • Doors open: [time] • Concert begins: [time] • Refreshments [served / not served] • Photos and recordings [allowed / not allowed] **A note about photos:** You are welcome to take photos and short videos of YOUR OWN child. We ask that you do not share images that include other children on social media or other public platforms — some families have requested no photos for safeguarding or other reasons. We can't wait to share what the children have been working on. With warm wishes, [Name]

Summer fair info

Summer Fair — [DATE] Dear families, Our summer fair takes place on [date] from [time] to [time]. All welcome — bring siblings, neighbours and grandparents! **What's happening:** • [Bouncy castles / face painting / cake stall / games / raffle / class stalls] • [Music / performances] • [Refreshments / barbecue] • [Year 6 leavers' element if applicable] **Costs:** • Entry: [free / £x for adults] • Activities: [bring change — most stalls 50p-£1] • Raffle tickets: [available on the day / pre-bought] **How you can help:** • [Bake / donate items / volunteer at a stall — sign up via PTA] • [Bring extra chairs / gazebos] • [Spread the word in local community] Proceeds go to [specific purpose — e.g. new playground equipment, library books, residential trip subsidy]. Hope to see you there! [Name]



End-of-year assembly

End-of-Year Assembly — [DATE] Dear families of [class], It's that time. We're holding our end-of-year assembly on [date] at [time]. Families warmly invited. **The assembly:**

- Each child will share something from their year — a memory, an achievement, a piece of work
- Awards for [house cup / kindness / progress / etc.]
- A look back at our year (photo presentation)
- [Year 6 only: leavers' element]

Practical:

- Doors open at [time]
- Assembly starts at [time]
- Length: approximately [time]
- Refreshments served afterwards
- Younger siblings welcome
- **Children should:**
- [School uniform / dress-up theme if applicable]
- Bring [anything specific]

It's been a brilliant year and we'd love you to be there to celebrate with us. With warm regards, [Name]

What makes event info land well

1. SEND EARLY. 3-4 weeks before, then a reminder 1 week before, then a final note the day before.
2. ANSWER THE QUESTIONS PARENTS ACTUALLY HAVE. When? Where? Free? What does my child wear? Can I bring siblings? Where do I park?
3. BE EXPLICIT ABOUT PHOTOS. Schools' photo policies vary. Tell families clearly what's expected.
4. ACKNOWLEDGE COSTS HONESTLY. If something costs money, say so. Don't bury it. Offer support routes for families who need them.
5. INCLUDE INCLUSIVE LANGUAGE. 'Families' rather than 'mums and dads.' 'Whoever is bringing your child.' Single parents, separated families, foster carers, grandparent guardians all read your emails.

