Dear Parents and Caregivers

The Annual Presentation Day will be held on Wednesday 7th December, 2011. This ceremony recognises many students in our school community and is a wonderful celebration of learning. The ceremony will be held at the Hurstville Civic Centre, McMahon Street, Hurstville and will commence at 9.30am. Parents are asked to be seated by 9.20am.

Arrangements for the Day
Students will need to arrive at school by 8.45am. The morning bell will ring at 8.45am for morning assembly. Rolls will be marked and students will board the buses for the Civic Centre at 8.50am.

Students must have their names marked off on the roll and travel to the Civic Centre on the bus. This is a legal requirement because the school will only be responsible for those children who are officially attending school on this day.

Permission Note
Please complete the permission note at the bottom of this letter and return it to the classroom teacher by Friday 2nd December, 2011.

Seating Arrangements
Students will be seated on the lower level of the Civic Centre. Student seats will be labelled with ‘Reserved’ signs. Due to the increase in the student population there is only limited seating for parents on the lower level of the Civic Centre. However, parents are able to use the upstairs level which gives a good view of the activities on stage and is wonderful for photograph opportunities.

The ceremony will commence at 9.30am. Parents are asked to be seated by 9.20am. Parents who will have preschool aged children with them will need to make arrangements for the management of these children during what is a very long ceremony, which will run for about 2 hours.

Parking
There is very limited parking near the Civic Centre and most of it has time limits. I suggest that parents park in Westfields (upper levels) and then walk to the Civic Centre.

Presentation Day is a major event on the school calendar. I look forward to seeing many members of our school community on this day.

Yours sincerely

Danny Squires
Principal
15/11/11

I give permission for ................................................................. of class ............ to attend Presentation Day on Wednesday 7th December, 2011. I understand that transport is by bus and that there is no cost for this activity.

Signed: ........................................ (Parent/Caregiver)        Date: ................................