Alter that which is in yellow or delete if not relevant to your setting.

**DRAFT PARENT/GUARDIAN COMMUNICATION: End of Year Dates**

**NEWSLETTER INSERT**

As we move to the latter weeks of Term 3 and approach Spring, I/We wanted to confirm some important dates/changes for our school community so that you can plan ahead as needed.

End of 2023 School Year key dates

* + The last day of school for students in 2023 will be [date]. Please contact [link] if you require school holiday childcare arrangements.
  + Staff conclude on [date], this is a staff meeting day and no student supervision is available.

We thank you for your warm participation and support as a valued member of our school community.

**DIRECT COMMUNICATION**

Dear [School Name] Parents/Guardians,

As we move to the latter weeks of Term 3 and approach Spring, I/We wanted to confirm some important dates/changes for our school community so that you can plan ahead as needed.

End of 2023 School Year Key dates

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  + Staff conclude on [date], this is a staff meeting day, and no student supervision is available.

We thank you for your warm participation and support as a valued member of our school community.

Yours sincerely

[Principal Name]

[Contact Information]