Dear Parents,

On **Thursday 22 May** we are having an Open Day for prospective Prep 2015 families. On this day we would like to give our prospective parents and children an opportunity to see the school at work, meet some members of our community and see the school through a parent’s eyes by joining a school tour led by one of our current parents. In past years, these tours have been very popular, so we will require a number of parents from any class level who could volunteer one or two hours of their time on the morning or afternoon of Open Day to conduct the tours. Conducting a tour just involves showing two or three visitors around the school with two student members of the Promotions Team and sharing some of the wonderful experiences that you and your child or children have had at our school. You may also like to talk about the ways in which you may be involved in the GIPS community or with your child’s class. A tour route map and information about the school programs will be provided to assist you. At the end of the tour visitors will be invited to stay for tea and coffee in the Multi-purpose Room. We will be there to provide any further information about the school or answer questions which you may be unsure about.

On **Monday 26 May** we are having an Information Night for prospective Prep 2015 families. We offer coffee, tea and biscuits to our prospective parents in the Performing Arts/Library Building and would appreciate some assistance serving tea, coffee and greeting parents at the start of the night.

Alternatively, you may like to lend some assistance by providing a plate of treats for either occasion to be served with tea and coffee.

Please complete the section below and return it to the Front Office or your child’s teacher by **Friday 16 May**, if you are able to help out in any way. Volunteer guides will receive a follow up notice confirming the time you will be required and information about the school.

Please don’t hesitate to contact us for further guidance and information.

We would be most grateful for your assistance.

Yours sincerely,

Meredith Carracher
Principal

Claire Sutherland
Prep Coordinator

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**Offer of Help for Open Day – Thursday 22 May 2014**

Parent’s Name ……………………………………….. Child’s Name…………………………Grade……

I am available to help with the guided tours on Open Day at the following times:

- Morning ☐ 9.30 am – 10.30 am  ☐ 2.00 pm – 3.00 pm
- ☐ I will provide a plate of treats for morning or afternoon tea.

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**Offer of Help for Information Night – Monday 26 May 2014**

Parent’s Name ……………………………………….. Child’s Name…………………………Grade……

- ☐ I am available to help serve ‘welcome’ refreshments on Monday 26 May at 7.00pm.
- ☐ I will provide a plate of treats for the Information Night.