

Date: [Insert Date]

Dear Parents and Guardians,

We are delighted to invite you to attend our upcoming **School Sports Day** as valued parent spectators! Your enthusiasm and encouragement make a significant difference in your child's experience, and we look forward to sharing this exciting day with you.

Guidelines for Parent Spectators

- **Designated Areas:** Kindly remain within the areas marked for spectators for safety and to allow events to run smoothly.
- **Respectful Conduct:** Please cheer all participants warmly and demonstrate good sportsmanship. Let's foster a positive and encouraging atmosphere for every student.
- **Arrival Time:** We encourage you to arrive punctually so that you do not miss any part of the excitement.
- **Supervision of Siblings:** Younger siblings are welcome but must be supervised at all times for their safety and the smooth running of events.
- **Photographs & Electronic Devices:** Please refer to our school's policy regarding photography and the use of electronic devices. Only take photos in authorized areas and never post images of other children online without parental consent.
- **Safety Protocols:** Adhere to all health and safety instructions given by staff or event organizers, including any special entry/exit procedures.

Our Sports Day is an incredible opportunity to celebrate our students' efforts, teamwork, and school spirit. Your presence and cooperation contribute greatly to a wonderful community event. We appreciate your understanding and support in helping us make this day memorable for everyone.

We look forward to seeing you there!

Sincerely,
[Principal's Name]
[School Name]