Friday, 4th March 2016

Dear Parents,

WHOLE SCHOOL SPORTS DAY ARRANGEMENTS

On Saturday 12th March we will be holding our annual Sports Day at the Armed Police Force (APF) Headquarters’ ground in Halchowk (on the ring road near Swayambhu). Please see the school website for more details regarding the location. This year, in response to parent feedback, we will be running Primary events from 8:30am to 12:00pm and Secondary from 12:30pm to 4:00pm.

Parents are responsible for their child(ren)’s transportation to and from the event. **Please make arrangements to drop and collect your child from the venue** at the times outlined below.

**Arrival at the venue:**
- Primary students should arrive by **8:30am** at the APF sports ground.
- Secondary students should arrive by **12:30pm** at the APF sports ground.

If you have both primary and secondary children they are welcome to stay the whole day. However students who are not participating must be supervised by parents. All students should report directly to their class teacher/mentor at the mentioned times for primary and secondary. Teachers will be waiting for students in the spectator stands inside the athletics ground.

**NB: Please do not drop your child(ren) before 8:15am as TBS staff will not be there to receive students and you will have to wait outside the APF until staff arrive.**

**Supervision, Lunches and Departure**
- As the Sports Day is only a half day, lunches will not be provided by school so children wishing to eat at the venue should bring a packed lunch. There will be some food stalls selling snacks and soft drinks.
- Primary finish events at 12 noon and children should be collected at that time, or supervised if they stay to watch the secondary events, as primary teachers will not be available to supervise children.
- Secondary events finish at 4:00pm and students should be collected at that time. If secondary students come to watch the primary events they must be supervised as secondary teachers will not be available to supervise.

**For the event:** All students must attend in complete TBS PE kit (house colour t-shirts and blue shorts) as well as wearing appropriate footwear.

As we will be off site for the day all parents should provide any medication needed for your child for that day. All students should:
- Have been to the toilet before leaving home.
- Be wearing full school PE kit (children not in correct kit will not be allowed to compete).
- Not be wearing ANY jewellery or be in the possession of valuables.
- Be carrying a snack and a drink (all students must bring a water bottle, can be filled at the venue).
- Have applied sunscreen and be wearing a hat.
- Be carrying a packed lunch if they wish to eat at the venue.
- Bring a towel to sit on whilst waiting for the next event (optional).
All parents are most welcome to come along and support their child(ren) at this event. All parents and spectators must spectate from the designated areas in the stands or marked walkway. Some events have a health and safety risk and to avoid disruptions to the running of events no person should be in any part of the event areas. Holding Sports day on a Saturday was extremely popular with parents last year so we hope that by acting on the suggestions made we can have an equally successful day this year. We look forward to seeing you there!

If you would like to help us on sports day by organising or manning food stalls, please get in touch with Mrs Sthapit-Priest by email tsthapit-priest@tbs.edu.np.

If you have any queries, please do not hesitate to contact the school.

Yours sincerely

Raphael O’Sullivan

Head of Physical Education