**DRAFT Template for School newsletter – The following can be edited by playgroup to suit your event and you can add/edit any particular details relevant to your playgroup.**

**[INSERT PLAYGROUP NAME HERE] holding Open Day to celebrate Playgroup Week**

[INSERT PLAYGROUP NAME HERE] is holding an Open Day at their playgroup venue [INSERT ADDRESS OF PLAYGROUP HERE] on [INSERT DAY, DATE AND TIME HERE].

Families with children aged 0 to 5 years are invited to come along and visit the playgroup. At the Open Day, there will be [INSERT ACTIVITIES HERE]. The Open Day is in celebration of Playgroup Week (22-28 March) where we celebrate the important role playgroups have in our community, providing the benefits of socialising and play for both children and their parents.

For more information please contact [INSERT CONTACT DETAILS]

If possible, provide a photo of your playgroup and/or you logo to make the notice more eyecatching.