

Text Type Analysis: School notice

A school notice is a piece of paper from the school. It gives information to students or parents.

Sunny School

School Picnic

12th September, 20XX

Dear Parents,

The school is going to have a picnic on 19th October, 20XX (Wednesday).

Time : 8:30 am – 3:00 pm

Place : Lion Rock Country Park

Fee : \$100

Activities : Ball games, a treasure hunt and a barbecue

Reminders:

- Students have to come to the school hall before 8:00 am.
- Students have to wear PE uniform.
- Students have to bring enough water.

Please give the picnic fee to the class teachers on or before 19th September. **They** are going to collect the money starting from tomorrow.

Ian Yip
Principal

Name of school

Subject
What is the school notice about?

Date of issue

Recipients
Who is the school notice for?

Content
Give information. For example, this school notice gives the details of an activity:

- Date
- Time
- Place
- Reminders (e.g. the things you have to bear in mind)

Sender
Who gives out the school notice?