

[Insert name of recipient and address here (optional)]

Duhdawtmi Nu le pa le Kilkhawitupawl,

Na fa ih Zircawnnak ah Phunthannak le Thansohnak Ca

Na fa tlawng a kai thawk tikih bawmtu dingah, Zircawnnak Phunthan le Thansohnak Ca an hrangah kan ngan a si. Phunthannak Ca in na fa ih zirnak le nuntu khawsaknak pawl theihternak hipawl karlakah a nei ding:

- Nangmah
- Kan hnatuannak
- Na fa ih hmailam tlawngkainak ding
- Pakhat khat an kai ding a sile, hmai lam Tlawngkai Can Leng Kilkhawinak (OSHC) hrang

Phunthannak Ca in theihternak a pe thei mi:

- Na fa ih paih zawng, thiammi le tuah theimi
- Na fa a zir that thei nak dingah ziangtin na bawm ding.

Hi theihternak in tlawnginn pawl khan a fa a tlawngkainak ih bawmnak thabik pe thei dingin a bawm ding.

Kan lo tuahter duh mi cu

Phunthannak Ca hi then dangdang ih then a si ih na fa ih nauhak lai zirhtu, nangmah le na fa ih phit tulmi pawl an um a si. **Then 3 nak hi tuah aw: Innsang [cun na fa le kha Then 2 tuah theh dingin bawm aw: Nauhak] cun [insert date here] ni ah kan hnenah in pe sal aw.**

Na telvenak hi a thupi, asinan lo theih lo cu a si lo. Cumi cun na fa ih tualleng tlawngkai lai zirhtu (le OSHC an kai a sile, OSHC zirhtu) in na fa thu hla tha ten a thei thei dingin an nuntu khawsaknak le an zirnak hrang timlamnak a bawm thei ding a si.

Cui theh in

Na fa ih nauhak lai tlawngkainak ih zirhtu in Phunthannak Ca cu hmun khat ah a ret dingih copi pakhat in a lo pe ding. Na fa ih tlawngkainak tlawnginn in copi pakhat khal November ah an ngah ve ding. Innsang le nauhak ih theh dingmi thenpawl na theh lo a sile, a tangmi Phunthannak Ca na fa ih tlawngkainak ah, a theih a sile, an OSHC hnatuannak ah ret a si ding.

Zingzawinak in nauhak thuhla theihternak in tlawnginn hrang phunthannak hlawhtling ko a bawm tin an langter. Asinan, na fa ih tlawngkainak ah Phunthannak Ca na pe **sianglo** a sile, zangfahten **[insert date here]** ni ah a nauhakte lai ih zirhtu run be aw.

Tlawnginn ih na fa tlawngapnak

Na fa hmai kum a tlawngkainak ding tlawnginn ah na ap hrih lo a sile, a rang thei bikih ap dingin ka lo forh duh a si. Tlawngap hlohlinak in na fa a bulpak rori ih tulmi timlam thei dingin tlawnginn pawl a bawm thei a si. Fimzirnak le Thiamnak Zung in tlawng kai thawk pawl thu theihternak hitawkah a tuah <https://www.education.vic.gov.au/parents/going-to-school/Pages/choose-enrol-school.aspx>.

[please select relevant text based on whether you are providing this information electronically or by hard copy]

[Option 1 – direct parents to website – delete whichever option not used]

Phunṭhannak ca tuah mi thu ah le tlawng a ṭha zawngih kai thawk thu ah theih bet na duh a sile, zangfahten himi zoh aw:

- Innsangpawl hrang theihternak ca
- Zirnak Phunṭhannak le Ṭhansohnak Ca tuah thei dingih khihhmunak in a lo bawm thei.

Himi pawl cu online ah a um www.education.vic.gov.au/transitiontoschool.

[Option 2 – attach information to letter – delete whichever option not used]

Phunṭhannak ca tuah mi thuah le a ṭha zawngih tlawngkai thawknak thu theihbet na duh a sile, zangfahten ca kan lo pekmi ah zoh sal aw.

- Innsangpawl hrang theihternak ca
- Zirnak Phunṭhannak le Ṭhansohnak Ca tuah thei dingih khihhmunak in a lo bawm thei.

Na fa ih phunṭhannak thu ah rel bet duh na neih a sile, zangfahten **[insert name of early childhood educator]** hi mi hi ran be aw..

Upatnak thawn,

[Name of early childhood educator]

[Day] [Month] [Year]