



BISHOP ROAD SCHOOL PTFA

CHRISTMAS CARD DESIGN PROJECT

28 September 2020

Dear Parents & Carers,

With the autumn term now in full swing, it's time to announce the details of our annual PTFA Christmas card design fundraising project. Each year we offer students the opportunity to design their own Christmas card for parents and carers to order.

Cards, gift tags and mugs are available. Not only does this solve your 'which one should I choose' card dilemma, it also helps raise important funds for the school in this exceptional year. The project is completely optional, and you are under no obligation to take part.

Attached with this letter is your order form. Please ensure you fill in all the details on the form and then **place your order online** using the instructions on the order form.

Once the form is complete and you have placed your order, **return the design to your child's teacher**. It must be in an envelope clearly marked 'Christmas Cards'.

The **deadline** for returning your design and placing your order is **THURSDAY 23RD OCTOBER – BEFORE HALF TERM**.

TOP TIPS

- Spare order forms are available from your teacher. Each design needs a separate form.
- Completed designs should be on an A4 or A5 piece of paper/card in landscape or portrait.
- Use a glue stick to attach the finished design to the 'blank page' on the order form. Please **do not** use paper clips, tape or staples.
- Remember to circle the tree to let us know the orientation of your design.
- Keep important details such as text and border designs at least 1cm from the edge of the design.
- Designs should be bright and bold – faint pencil designs are not as effective once printed.
- The design can be 3D, so get creative and add cotton wool snow, glitter stars etc..
- Keep designs unfolded and damage free - creases and marks will show on the final print.
- Cards, tags and mugs will be returned in early December.

If you have any questions, please contact me on summersjo@me.com

With many thanks and best wishes,

Jo Tomlinson