



BISHOP ROAD SCHOOL PTFA CHRISTMAS CARD DESIGN PROJECT

10th September 2025

Dear Parents & Carers,

With the autumn term underway, it's time for our increasingly popular PTFA Christmas card design fundraising project.

Each year we offer all students the opportunity to create their own festive designs at home, for parents and carers to order as cards, wrapping paper, mugs and A5 note books.

Not only does this solve your 'which Christmas card should I choose' dilemma, it also helps raise vital funds for the school. The project is optional, and you are under no obligation to take part. The children absolutely love seeing their designs brought to life.

Design deadlines are early again this year. This helps ensure designs are processed and orders filled in plenty of time for you to write cards and wrap gifts ahead of festive get-togethers or in time for the Christmas post.

Please place your order and return your design to school by **FRIDAY 10th OCTOBER**. This gives just 4 weeks to get masterpieces created.

Please look out for order forms in school bags this week. **Please follow instructions on the form** and ensure you fill in **ALL** the details required (including your **child's name and class**), **make a note of your unique code** and then **place your order online**.

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

TOP TIPS

- Need ideas? There is plenty of inspiration online.
- Spare order forms are available from the school office.
- Each order form has a unique code so do not share or photocopy.
- 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. **Do not** use paper clips, tape or staples.
- Remember to circle the correct 'tree' on the order form 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.
- The design can be 3D, so get creative and use a wide range of materials including collage.
- Keep designs unfolded and damage free - creases and marks will show on the final print.

If you have any questions, please contact me: bridget144@gmail.com.

Happy designing!

With many thanks and best wishes,
Shivani Baynham (Christmas Card project lead)