



BPSCA

CHRISTMAS CARDS FOR SCHOOLS

This year we are, once again, giving you the opportunity for your children to design their own Christmas Cards for you to buy. Mugs and labels may also be ordered.

A template for your child to create their design on has been given to your child to complete at school. A proof of the card will then be sent to you, along with an order form, shortly after the half term holidays. Once ordered, your orders will be sent home, in time for you to post/give for Christmas.

If you require additional templates there will be some in the carousel, located in the School entrance. Please return any additional templates to the school office, marked BPSCA- Christmas Cards by **WEDNESDAY 19TH OCTOBER** at the latest.

If the additional template is received after this date, we will **NOT** be able to complete your order in time for Christmas deliveries as the printing company have a strict deadline.

The Christmas Cards will be for £5 for 20 cards and mugs will be £5.

Mug and card samples can be viewed in the School Reception area.

Please find below a list of instructions for completion of your additional template:

- Please can the **parent/carer** write the **child's name & class**, in the space provided, in **BLACK INK AND BLOCK CAPITALS**. The name written on the template will be the name that will appear on the card – please use the class name, rather than the class code or the Teachers name. For example Joe Bloggs, Germany.
- Only one image per child can be submitted.
- Children should only complete their drawings using the drawing templates supplied. Any drawing detail that exceeds the black border on the template will be lost on the final image.
- The drawings should be kept **FLAT** and in good condition as blemishes and creases may show up on the finished Christmas card design.
- Drawings should only be completed using **FELT TIP PENS, COLOURED PENCILS and/or INK**. Any drawings, which appear faint, are enhanced, so **PLEASE DO NOT USE** glue, glitter, glitter pens, paint or crayons, as these will not be processed.