



14/10/19

To Parents/Carers,

It's that time of year where we start thinking about Christmas. After the popularity of last year's personalised Christmas Cards and gifts, we have decided to do it all again. This time we are using a company called Cauliflower Cards.

Each child will be sent home with an A3 paper, one side is the order form, the other side is the place to create/stick on your artwork. They will each have your child's name and a unique order code. If you require more than one order form, or your child wishes to do more than one artwork or for siblings who do not attend Russell Hall, please do not photocopy the form, instead please get in touch with the PTA team via the Facebook page 'Friends of Russell Hall' or email us at friends@russellhall.bradford.sch.uk and we will give you a spare form with a new unique code.

Artwork guidelines:

- Artwork must be completed on A4 or A5 sized paper or card. The art work can be landscape or portrait.
- Please attach artwork to the pupil order form with a glue stick. Don't use staples, paperclips, or Sellotape as it will spoil the look of the artwork!
- Circle the tree on the pupil order form to let us know the orientation of your design.
- Keep important details as such text and border designs at least 1cm away from the edge of the design. A small amount of the design is trimmed during production and we don't want you to lose important details.
- Everything on your design will be printed including hand drawn borders.
- Anything extending beyond the A4/A5 sheet of paper will not appear on the finished card at all.
- Keep designs unfolded and damage free as creases and marks will show on the final print.

Good results

- ✓ To complete the design, pupils may use a wide range of materials including collage.
- ✓ Bold and bright designs that fill the paper produce the best effect. Large areas of white background are less effective.

Do not use

- × Same coloured media stuck on the same coloured background.
- × Lightly pressed coloured pencils
- × Photos printed on glossy paper
- × Transparent film covering your artwork.

Artwork needs to be returned to school ready for collection by Thursday 24th October. All orders need to be placed online by Tuesday 5th November, please remember to keep a copy of your unique code. After the closing date, orders can still be placed online, however, these will be processed separately and returned to the home address not to school and will be at an additional shipping cost.

Any questions please do not hesitate to contact us.

Regards, Friends of Russell Hall

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