



FRIENDS OF POTTEN END C of E PRIMARY SCHOOL

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4th October 2017

Dear Parents,

Christmas Card/Mugs Fundraiser 2017

Please find enclosed a template for your child to design a fantastic Christmas Card and/or Mug of their choice. There is no obligation to purchase any products even if you submit a design. Once the design is completed we will send it to the printers who will create a proof for you to review.

Please follow the instructions on the template carefully they have changed slightly this year (we have a few spare if your little Picasso makes a mistake or wants another go) and please make sure that if they use coloured pencils that they do so quite heavily to make a more effective final product, and don't let them go too close to those edges, or use glitter! Please note that you can use paint to do the cards however if the majority of children use paints there will be a slight extra charge to those who do (we have agreed that we can sneak some through the hand scanner so hopefully it won't be an issue).

If you want to purchase any products an order form will be provided with the proof - I'm afraid it will be a **REALLY** quick turnaround to get the order form and payment back in to school though.

There will be A6 cards and envelopes available to order at £ 5.00 per pack of 12, also self-adhesive gift tags, thank you cards, and mugs to order from. The prices of all the products and options will be listed in detail on the order forms.

The cards will read Merry Christmas and a Happy New year and will be personalised with your child's name and class on the back.

The deadline for the card templates to be returned to school is **20th October** this will mean we will get the cards back during w/c the **20th November 2017** for distribution, if we keep to all the other deadlines along the process.

I hope all this makes sense however if you have any queries please do not hesitate to contact us on fospottenend@gmail.com

Hope you all have fun creating those masterpieces!

Kind Regards

Friends of School
fospottenend@gmail.com