October 2011

Dear Parents

Welcome to our Christmas Card Project which the Community Group and School are undertaking in partnership with Art Projects for Schools. Any funds we make through your support will be put towards providing additional resources for the school, which your child will benefit from.

The artwork that your child has created can be accurately reproduced, in full colour onto Christmas cards available in packs of 12. The cards recognise and celebrate each child's creative effort and are great to send family and friends. The quality of the reproduction is excellent, as is the quality of the cards.

Your child child's personal design accompanies this letter. We ask that orders and designs are returned by **Friday 14 October 2011**. Please look after the design carefully so it does not become creased, as this affects the quality of the finished product.

Ordering is simple. Please complete the form attached to the reverse of your child's artwork. Remember to put their name, as you would like it, the number of packs and your greeting. Please do this carefully so the writing does not mark the artwork. Return the artwork to the school by Friday 14 October. Please note that <u>no late orders</u> can be accepted, as orders will be processed before half term. Please also enclose your payment with your order - cheques should be made payable to Portfields School. Deliveries are expected in the week beginning 21 November.

We hope you enjoy seeing your child's work. Thank you for your support.

Yours sincerely

MISS P HARRINGTON MRS A HAMMOND
On behalf of the Community Group