



Oughtibridge Primary School

Naylor Road, Sheffield, S35 0HG | tel: (0114) 286 3167

email: enquiries@oughtibridge.sheffield.sch.uk | web: www.oughtibridgeschool.co.uk

Headteacher: Helen Adams | Deputy Headteacher: Gemma Shelton



Wednesday 16th September

Dear Parents and Carers

SOS are delighted to be running our Christmas and Personalised Gift Design Project again this year. Children will be creating their artwork in school, giving every child the opportunity to design a unique picture that can be transformed into a range of personalised products and gifts.

An order form will be sent home with your child's artwork. Please note that **each order requires its own order form**, as every form contains a unique code that is used when placing your order. If you would like to submit additional designs, extra order forms are available from the school office.

The exciting part is that designs do not need to be Christmas-themed. Your child's artwork can be used to create Christmas cards, birthday cards, thank you cards, gifts for family members, teacher gifts, invitations, personalised keepsakes, and much more. You can be as creative as you like, and siblings' designs can also be included.

Important Information

- Children will be working on their designs during school time.
- One piece of artwork is linked to each order form. If you would like more than one design, please collect additional forms from the office.
- The order form is only needed for ordering and returning artwork.
- Please do not photocopy forms, as each one has a unique code.
- **If you choose not to place an order, please keep the artwork but return the unused form to school so it can be used for other orders.**
- Please keep all artwork and forms flat and unfolded.

Creating Additional Designs at Home

Children will be creating artwork in school; however, if you would like to submit additional or alternative artwork, you are very welcome to do so. Please follow the guidance below:





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- Designs should be created on **A4 paper**. This can be any colour, but please be aware that the paper colour will become the background colour of the finished product.
- You do **not** need to wait for an order form before starting your artwork. The form is only required when placing an order and returning artwork to school. Each form contains a unique code, so please **do not photocopy forms**.
- Artwork can be created using a variety of materials, including drawing, painting, collage, and photographs. Items may be attached to the artwork provided they are relatively flat and suitable for scanning, such as cotton wool. Unfortunately, **3D designs cannot be accepted**.
- For the best results, please use **bold, bright colours**. Artwork created using very pale or faint colours may not reproduce clearly when printed onto products.

This option allows families to create additional personalised gifts, cards, keepsakes, and designs for different occasions throughout the year. Extra order forms can be collected from the school office if required.

Ordering

Before returning artwork to school, please ensure that you have completed your order, as you will need the unique code from the form. If submitting multiple pieces of artwork, please use your child's name with different initials (for example: Joe Bloggs, Joe A Bloggs, Joe B Bloggs) so that each design can be matched correctly.

Please check that all sections of the form have been completed before returning it, including names and design orientation details.

Key Dates

- Artwork and order forms will be sent home on **Monday 21st September**.
- All orders and artwork should be returned to school by **Monday 28th September**.

Meeting the deadline helps ensure products arrive well before Christmas and allows the school to benefit from early-order fundraising opportunities.





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Supporting Our School

As well as receiving unique personalised gifts created from your child's artwork, part of the cost of every order is donated back to the school to support activities and projects organised by Supporters of Oughtibridge School (SOS). We greatly appreciate your support if you can take part.

Thank you for your continued support.

Yours sincerely,

Oughtibridge Primary School

Supporters of Oughtibridge School (SOS)

