

TIPS

Involve the school staff in the project as they will help you make a success of it, by motivating the children and encouraging them with their designs.

This project provides countless educational and personal benefits to pupils which can be worked into classroom planning.

Put up displays and posters round the school to advertise the project. (In your pack are A3 posters, and sample cards).

Make sure all those involved are aware of your timetable deadlines.

If you are unsure on anything phone us we are here to help.

**Your Contact at Caterpillar Cards is:-
Steve Frank or David Tebbs - 01992 536491**

**please send any emails to:
contact@caterpillarcards.co.uk**

Timetable

- Templates returned - remember to include the "Sold in aid of Form"
- Proofs returned to School
- Orders returned to Caterpillar Cards
Order Forms and Correction Forms to be posted
Caterpillar Cards
Unit 6, The Mead Business Centre
Mead Lane, Hertford
Herts SG13 7BJ
or emailed
contact@caterpillarcards.co.uk
- Cards delivered to School



Guidelines

PRICES HELD

You will have found the following items in your pack:-

1. Class envelopes, for each class in the school containing
 - a. Templates
 - b. A simple explanation of the project for each class teacher with artwork guidelines on the back.
 - c. Suggested lesson plans/ideas for incorporating the card project.
 - d. Class order form
2. A3 posters advertising the project and sample cards
5. Order form & letter to parents
6. "Sold in Aid of" Form
7. Return labels - please phone when templates are ready for collection, please tell us where the cards should be collected from with a contact name

**If any of these items are missing
please call 01992 536491**

www.CaterpillarCards.co.uk

As the Co-ordinator you will have decided along with the Head teacher whether the Caterpillar Cards Christmas Card project is being run as a school class activity or as an out of school project.

The process in each case is very similar, but we have found that the more time spent on the project the better the results. The time and effort that goes into the artwork is obviously reflected in the finished cards. If you can involve the school staff in working with the children during school time to produce the designs then this is great but not always practically possible.

However try and involve the teachers in smaller ways by asking them to spend a few minutes introducing the project and talking to the children about their designs.

Stage 1

If the project is not being run as a class activity ask the class teacher if they will explain the project to the children.

If the project is a home activity, each child should be given a template, and a letter to the parents explaining the project (please see our website www.caterpillarcards.co.uk for a sample letter). We suggest they take them home on a Thursday or Friday so as to give the children a weekend to complete their design.

State a deadline that you want the children to return their templates by. Allow a couple of days for late returns!

If the project is being run as a class activity let the teachers know when the project needs to be completed by so they can plan it into their lessons. (Also in the pack are a few ideas for incorporating the project into the National Curriculum)

Stage 2

Please collect all the templates - it helps if they are kept together in classes, as we will process the samples and orders in class order. Also please fill in the form "Card Information" (enclosed in your pack), this tells us the imprint that you want on the back of the cards.

Stage 3

Please phone us and we will arrange collection of the templates from the school. Schools and Nurseries ordering less than 50 packs will be asked to send their templates by post.

Stage 4

We will scan the designs and produce a sample card for each design. We will send the samples back to you by the date specified in your timetable.

Stage 5

Each child should take their sample which will be printed on the order form home to their parents for them to place an order. (Please see letter). Remember that cheques should be made payable to your PTA organisation or school. State a date when you want the order forms back by.

Stage 6

Please fill in the Order Form (remember to mark any corrections) for each class and either email or send them back to Caterpillar Cards by the date on your timetable.

Stage 7

We will deliver the ordered cards back to the school by the due date and will issue an invoice to the PTA or school for the ordered number of packs less the £1.00 per pack donation.