

Order your child's unique Christmas card and gift design

Dear Parents/Carers,

The clocks may not have gone back yet but you'll find a little early festive cheer when you unpack school bags today! Look out for an **order card for our annual Christmas card and gift project** showcasing your child's fabulous design, which they created in class recently.

We are working again in partnership with Class Fundraising to transform your child's unique artwork into **quality cards, wrapping paper, gift tags, mugs, tea towels, teddies, cushion covers, keyrings and more** – all delivered in time for the Christmas season. Take a look inside the order card to see how your child's design will look across a range of cards and gifts.

Not only do the children love seeing their design in print but every order made raises valuable funds for RAB. Last year, we received over £1270 from the orders you placed, which we were able to invest straight back into our school.

Your unique order codes are printed on the order card – please **keep this card safe** until you have received the items you ordered and are happy with them.

ORDER DEADLINE – Friday 8 November

Orders placed after this date **will not** be processed.

ORDER DELIVERY – ASAP at end of November

Orders are delivered to the school towards the end of November. Once items have been received and checked, we will get these sent home with your child as quickly as we can.

HOW TO ORDER YOUR CARDS AND GIFTS

1. Scan the QR code on your order card or visit approve.myfundraisinghub.com (the site can be busy at peak times, so do try again if it doesn't work the first time).
2. Click on 'Get Started' and find your child's artwork by entering both the Organisation Code and Design Code printed on the back of your order card, then click 'Find Drawing'.
3. Carefully review the drawing displayed on screen and check it matches the design sent home. If it does not, please email rabutlerpta@gmail.com straightaway. If it is the correct artwork but there is something that needs amending, click on the check box at the bottom of the page: 'There is an issue with my design' and follow the instructions.
4. Enter your child's name and class – watch out for autofill at this point and check all names are written correctly as whatever you enter here will be displayed in print. We had a few parents' names credited for their children's artwork last year so do double check!
5. Provide your own name and email address.
6. Follow the steps to approve the design and confirm names are correctly entered.
7. Your artwork will now be unlocked and you will see a link to the online shop to place your order. (You'll also get email confirmation with the chance to make changes before you order.)
8. Make sure you click 'View all' when the shop items appear as there are more products available than shown in the first screen. You won't see your child's design featured as the shop products are examples only.
9. Each item you order requires you to enter the unique organisation and design codes printed on your order card. This will link to your child's individual artwork in production so it is essential that you check you have input the correct codes.

10. You'll get a confirmation email once you have ordered. If you decide you want to add anything you are able to shop again until the deadline.
11. Keep your order card handy until you have received your items – you'll need to quote your codes if you have any queries.

If you require any assistance, please contact rabutlerpta@gmail.com or speak to the School Office who can put you in touch with a PTA member to help with your order.

This is always such a lovely way for the children to kick off the festive season and provides a sweet memento of their age and stage this Christmas. We love seeing all the artwork across the different year groups come alive in production!

Thank you for your support
RAB PTA