

Wycombe High School

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Dear Parent

Re: Art Projects For Schools Custom Fundraising Card Project

Welcome to our Fundraising Card Project which we are undertaking in partnership with Art Projects for Schools Ltd. The project enables your daughter to create customised cards for you to purchase. All funds raised through this project will go towards the School Development Fund to support ongoing Science Lab Refurbishments and upgrades to our performing arts facilities including new music and dance classrooms, recital spaces and improvements to our School Hall.

The artwork your daughter will create at home can be accurately reproduced in full colour onto greetings cards that are available in packs of 12. The cards recognise and celebrate your daughter's creativity and can be sent to or make wonderful gifts for family and friends. A choice of greeting is available for inside the card or they can be left blank, making them great note cards! With Christmas not that far away, you may even want to take the opportunity to create some seasonal cards!

The quality of reproduction is excellent, as is the quality of the cards. Samples are available to view on the school website or at Reception.

Ordering is simple. Complete the attached order form with your daughter's name in block capitals in the boxes provided, (please note that you can have a maximum of 26 characters including spaces) and where it says 'Class', include her Vertical Tutoring Group (e.g. **Curie 10**). Please return the artwork to the school by **11 October 2011**. Cheques must be made payable to Wycombe High School Development and returned with the form to the Finance Office.

If your daughter has siblings they might also want to participate in the project. Perhaps your neighbours or relatives would like to take part. All are welcome. If so, simply copy the attached order form and complete as required. Your daughter can submit more than one artwork. For example, a 'Thank You' card pack can make great gifts for friends and relatives.

Any enquires relating to the project should be addressed to Dana Morgan, Development Director, 01494 897309 or dmorgan@whs.bucks.school.uk. Alternatively you may contact Art Projects for Schools direct by calling 08000 271939 or by email on info@apfs.org.uk.

If your daughter needs more convincing to get creative, there will be a prize for the Vertical Tutor Group that brings in the most orders and awarded House points! The winning tutor group will be announced in assembly.

Thank you in advance for your support and anticipated participation in the project.

Yours sincerely



Mrs D Morgan
Development Director



Kike Oludemi
Head of Development

Fortiter Fideliter Feliciter
Courageously Faithfully Joyfully



Artwork Guidelines

Please read the following information prior to commencing the artworks.

- **Artworks must be A4 (297mm x 210mm) in size.**
- Artworks may be portrait or landscape.
- Bright, bold colours work best in any media.
- **DO NOT USE GLITTER** as this can contaminate other artworks and damage machinery used in the printing process.
- Everything visible on the front of the artwork will be printed, however 2-3mm around the edge of the design may be lost due to the nature of the scanning process.
- To avoid losing any letters or words, encourage the children **NOT** to write up to the edge of the paper.
- Coloured or white paper or card may be used for the original artworks.
- Please fix any pastel or charcoal drawings with either fixative or hair-spray to avoid smudging during transit or the production process.
- Reflective materials **DO NOT** reproduce well. This is due to the scanning process when a bright light travels across the artwork.
Reflective materials will bounce that light back and may distort the colour of these materials.
- Avoid any type of pearlised paint. Although the colours may be bright and vivid, the paint dries to a bright metallic pearlised finish.
This will reflect the light during the scanning process as described above so the colours reproduced may not be true to the original image.
- Fluorescent/highlighter pens will not reproduce well as there is no depth in the colour – they are bright but the pigments are different to other pens.
- There is no need to reverse any lettering.
- Please tape the order form (**DO NOT STAPLE**) to the reverse of the artwork so that the arrow points to the top.
- Remember to use your Art Co-ordinator or Art Subject Leader for support regarding the art techniques you have decided to use; they are your school experts.

Frequently Asked Questions

Listed below are some of the most frequently asked questions relating to the project, more can be found on the APFS website at <http://www.apfs.org.uk/faq.php>.

Can any art materials be used to produce the artworks?

Yes, with the exception of GLITTER as this can contaminate other artworks and damage machinery used in the printing process. We also strongly advise against the use of pearlised paint, metallic or reflective materials and fluorescent/highlighter pens as these do not always reproduce well. This is due to the lack of depth of colour with the highlighter pens and the fact that the pearlised paint, metallic and reflective materials will bounce light back during the scanning process and this may distort the colour of these materials.

Can collages be reproduced?

Yes, however some shadowing may be caused if the collage is built up more than 12mm.

Are we able to use a coloured paper or card?

Yes, bold colours work really well, however black may not reproduce as well as an alternative colour.

Can photos be reproduced?

Yes, as long as they are personal photos and not prohibited for reproduction by a professional photographer.

Can computer art designs be reproduced?

Yes, these reproduce well but must be A4 in size.

Can cards be reproduced for teachers, siblings and family members without the school name on the back?

Yes, this is not a problem. Please tick the box provided on the order form that you attach to the back of the artwork.

