



# Friends of Trinity

PARENT TEACHER ASSOCIATION

**Address:** Trinity Road, Chelmsford, Essex, CM2 6HS  
**Email:** [friendsoftrinity@hotmail.co.uk](mailto:friendsoftrinity@hotmail.co.uk)

**Tel:** 01245 354517  
**Website:** [www.facebook.com/TrinityRoadPrimary](http://www.facebook.com/TrinityRoadPrimary)

25th September 2020

## 2020 CHRISTMAS GIFT PROJECT

Dear Parents/Carers

This year, we are running a Christmas Gift Project, which aims to encourage pupil's creativity and design skills whilst also raising money for the school.

Your child has been busy creating their own design for various Christmas Gifts, which include personalised Christmas Cards, Gift Labels, Wrapping Paper and Drinking Mugs that will be professionally printed. Not only is it very exciting for your child to see their work as a finished printed product, but the cards, labels and wrapping paper are great for sending a more personal gift and greeting to friends and family at Christmas!

The Christmas Cards come in a pack of 12 with envelopes (£5:50), Gift Tag Labels in a pack of 16 (£2:50), Wrapping Paper (2 A1 sheets – 24" x 33" & 2 Gift Tags for £5:00) and a 10oz Durham drinking Mug at £6:00 each. **NEW** for this year, is a **Gift Value Pack** (consists of 2 Packs of Cards and 1 Pack of Gift Tag Labels) for £10:00 – **a saving of £3:50** and a **Gift Bumper Pack**, which consists of 2 Packs of Cards, 2 Packs of Gift Tag Labels & 2 sheets of Wrapping Paper for £20:00 – **a saving of £4:00!**

Ordering is very simple. **Please complete the order form attached to your child's artwork**, and also complete the **Payment Return Slip** on the reverse of this letter and return both to your child's class teacher by **Wednesday, 30<sup>th</sup> September 2020**.

**NOTE: No orders will be accepted after this date due to printing timescales.**

**Payment is preferred by Online Banking, but Cash or Cheques are accepted – please read very carefully:**

**Preferred Option** Please pay online using the details provided and send the completed **Payment Return Slip** with your child's artwork order form to their class teacher by **Wednesday, 30<sup>th</sup> September 2020**

**Online Banking:**

**NOTE: Please use your child's name as the payment reference (16 characters – see over).**

**Cheque:**

Please make cheques payable to **Friends of Trinity PTA** and send it in with your child's artwork order form and the completed **Payment Return Slip** to their class teacher by **Wednesday, 30<sup>th</sup> September 2020**

**Cheque:**

Please make cheques payable to **Friends of Trinity PTA**, write your child's name on the back of the cheque and send it in with your child's artwork order form and the completed **Payment Return Slip** to their class teacher by **Wednesday, 7<sup>th</sup> October 2020**.

IF WE ARE UNABLE TO MATCH YOUR PAYMENT TO YOUR CHILD'S ARTWORK, YOU MAY NOT RECEIVE THE CHRISTMAS GIFTS. YOU MUST ENSURE YOU PUT YOUR CHILD'S NAME AS THE PAYMENT REFERENCE ON YOUR ONLINE BANK PAYMENT.

**Note: All Orders & Payments must be made by Wednesday, 30<sup>th</sup> September 2020 - No Orders after this date will be accepted.**

Any enquiries relating to this Christmas Gift Project should be addressed to **Leo Dale** at **Friends of Trinity PTA**, either by email or via the School Office.

Many thanks for your support.

Leo Dale - Vice Chair

Email: [leodalefot@gmail.com](mailto:leodalefot@gmail.com)

⇒ Please turn over for Payment Return Slip, ⇒  
⇒ and complete and send back with the Order Form and Artwork ⇒



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**EVENT: 2020 Christmas Gift Project**

**25<sup>th</sup> September 2020**

## PAYMENT RETURN SLIP – RETURN BY THE 30<sup>th</sup> SEPTEMBER WITH THE ORDER FORM

Please only complete this form in **CAPITAL LETTERS**, and only **ONE FORM** for each **CHILD** you have at the School

CHILD'S NAME:

CHILD'S CLASS NAME:

\*\*\* PLEASE PRINT CHILD'S AND CLASS NAME USING CAPITAL LETTERS ONLY \*\*\*

ONLINE PAYMENTS ARE PREFERRED - I WISH TO PAY BY: (Please Tick ✓ **ONLY one Payment Type**)

Preferred Option:

ONLINE BANK PAYMENT:

(Note: Bank details below)

£

CASH - ENCLOSED:

(Note: No change will be given)

£

CHEQUE - ENCLOSED:

(Note: Pay to: Friends of Trinity PTA)

£

If **ONLINE BANK PAYMENT** selected, see our bank details below and ensure you complete the **PAYMENT REFERENCE** as requested

PARENT/CARER FULL NAME:  
(CAPITAL LETTERS PLEASE)

SIGNED BY PARENT/CARER:

PLEASE PROVIDE YOUR CONTACT DETAILS IN CASE OF QUERY:

TELEPHONE NUMBER:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

EMAIL ADDRESS:

(Please PRINT email address)

DATE RETURNED TO SCHOOL:

		/			/	2020
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If you have selected to pay the Friends of Trinity PTA by **ONLINE BANK PAYMENT**, then please pay:

Bank: BARCLAYS BANK, 40-41 High St, Chelmsford, CM1 1BE  
Sort Code: 20-19-95  
Account No: 13807517

Please ensure you quote your **CHILDS NAME** as the **PAYMENT REFERENCE** on your payment (maximum of 16 characters) **ALWAYS** starting with the **2 letters as printed below (CC)**, and then **CONFIRM** the whole payment reference used by you on your payment in the following 16 boxes:

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	
PAYMENT REFERENCE:	C	C																	