

Dear Class Teacher,

I am currently compiling the 2008 calendar, repeating the successful format from the last few years, featuring self-portraits of all of the children. I have enclosed two sheets of rectangles (obviously you need to cut them out before you give them to the children!), which should be plenty for pictures of all the children, support staff and yourself, and some spares. We can cope with a few larger versions for children with special requirements.

It's a MAJOR scanning/touch up job preparing the drawings for the calendar so your help in getting the children to follow these 'rules' is greatly appreciated.

- Please use fine black pen (new handwriting pens are perfect)
- Please do not use pencil first - children should use another piece of paper first if they want to practice.
- Some drawings will need to be reduced to fit so they need to be as clear as possible.
- A face or whole body can be used.
- Please ask children not to draw dotted lines to mark out the positions for facial features.
- Names should be on the same piece of paper but can be above or below the picture, down the side, in funky decorated letters, etc.
- Please do not colour in the background - a small extra drawing such as a hobby or pet can be included (mostly only older juniors did this last year and that was probably a good idea!)
- Please return to the office by Friday 5 October - you can use the envelope this note came in so I know which class is which. This gives us time to get the calendars on sale early enough for posting abroad and considerably improves our sales figures.

Many thanks for your help.

Best wishes,

- Guy Snape