



EDUCATION SERVICES
Bankhead Primary School ~ Head Teacher: Mrs. Julie Yardley
www.bankhead-pri.s-lanark.sch.uk

Our Ref: LA/PD/LD/JP
Date: Wednesday, 3rd December 2025
Re: Primaries 2 and 3 Christmas Enterprise Topic

Dear Parents/Carers,

We are writing to tell you the exciting news about Rooms 3, 4 and 5's Christmas Enterprise topic – 'Elf Post'. We will be raising money for the 'Teenage Cancer Trust' by designing, making and selling our own stamps and then delivering Christmas cards around the school. The children have also been working hard in school to start setting up a 'sorting office.'

The Christmas Post service will start on **Monday, 8th December**. The last day for buying and posting cards will be **Wednesday, 17th December, 2025**. Our stamps are very reasonably priced at 5p each. We have attached an order form below for anyone who would like to buy stamps to have their Christmas cards delivered by pupils from Rooms 3-5. It would be much appreciated if the children could send the exact money needed to pay for their stamp orders – however change can be given. Children should keep their order form and money (together in an envelope, if possible please) in their school bags until a 'stamp rep' visits their class in the morning for any orders. Once your child has received their order and put stamps on their Christmas cards, please could they write the name of the recipient (full name if possible) and their room number on the front of the envelope? Many thanks. Our school 'Elf Post-box' is located to the right of the tree in the atrium and we will uplift cards daily at 1.30pm. We aim to provide a same day service where possible!

We would like to thank you in advance for your help with our topic. It is very much appreciated and will benefit a wonderful charity.

With kind regards,

Mrs Alexander, Mrs Duncan, Mrs Donald and Mr Paterson
Primaries 2 and 3 (Rooms 3-5) Class Teachers

Bankhead Primary School, Bankhead Road, Rutherglen, Glasgow. G73 2BQ Telephone 0141 647 6967



'Elf Post' Order Form

Name of child -

Room Number -

Number of stamps required -

Total money sent -



