

## PTF Commemorative Tea Towels/Tote Bags Parents & Carers Instruction Sheet

Dear Parents & Carers,

Thank you for your help in creating the PTF Commemorative Tea Towel/Tote Bag for your child's year group. The aim is to produce a tea towel or tote bag displaying portraits of the students and teachers drawn by the children.

### Instructions

1. Print a student and teacher/staff portrait sheet from the Google Classroom folder for your child's class.

- Reception can assist if you don't have access to a printer - [reception@igssyd.nsw.edu.au](mailto:reception@igssyd.nsw.edu.au)

2. Ask your child to draw a portrait of themselves and a portrait of their teacher or a staff member at IGS.

- They are welcome to complete a drawing for more than one teacher or staff member.
- Please use black felt Sharpie/permanent markers fine point (1mm) only.
- Your child may include their first name with the drawing, if you are happy for it be displayed on the tea towel or tote bag.

3. Scan or take a photo of the drawings and upload the images to your Google Classroom folder. It would be great if the drawings were completed by the end of this term 3 - **Friday 17 September**, but drawings can be uploaded over the holidays.

It takes up to 3 weeks to create and finalise the draft design. Printing and delivery usually takes another 3 weeks but we are anticipating delivery will take longer due to COVID disruptions.

This year, the PTF will gift one tea towel/tote bag to each family in the year group. Additional tea towel/tote bags can be [ordered online](#). As we usually do, each teacher that appears on the tea towel/tote bag will also receive one as a gift.

We are aiming to have the tea towels packed and delivered by Friday 26 November, the end of week 8 of term 4.

Thank you!

Contact: PTF - [ptf@igssyd.nsw.edu.au](mailto:ptf@igssyd.nsw.edu.au)