

Mayor of London's Christmas Card Competition – brief for teachers

The Mayor of London, Sadiq Khan, sends an official Christmas card every year to dignitaries across the city and worldwide. He is now inviting London school children aged 5 to 14 to draw a design for this year's card based on the story of Christmas.

To join the competition, your school should:

Nominate a school lead

They will champion the competition in school, plan how students take part and be responsible for submitting entries on time.

Encourage students to take part

You could announce the competition in a school assembly, distribute the entry sheet (below) and make it a homework activity.

Submit your entries

We need all entries by 5pm on Friday 9 November 2018. We recommend posting them by recorded delivery to make sure they reach us safely. Post entries to: Amy Ness, Education and Youth team, City Hall, The Queen's Walk, London, SE1 2AA

What do your students need to do?

Format

All designs should be on A4 white paper. They must be in colour – coloured pencils, paint, crayons and felt tips could all be used. However, pupils mustn't stick additional material (like tinsel, glitter or sequins) onto the entry. It should be an image only. Designs should not have any text.

Theme

The theme is 'the story of Christmas'. Here are some ideas: the nativity story, angels, shepherds, the three wise men, Bethlehem, Mary and Joseph, the inn keepers, the birth of Jesus and the little donkey.

Label entries

Please staple a completed entry sheet to each design. We'll then be able to let you know if one of your student's artworks has been chosen as the Mayor of London's official Christmas card!

Prize

The winning design will be the Mayor's official Christmas card. It will also feature the winner's first name, age and school on the back of the card. The competition is supported by Cass Art, the UK's leading art supplies retailer. The winner will receive a certificate, the Christmas card personally signed by the Mayor and a £100 Cass Art gift voucher. Also, two highly commended entries will each receive a certificate and a £30 Cass Art gift voucher.

All schools that take part will receive a certificate and shortlisted entries will be shown on the Mayor of London Flickr gallery.

Terms and conditions

We reserve the right to include student's first name, age and the name of your school alongside where the images are used. No other information will be shared. See full terms and conditions below. Any questions? Please contact: Amy Ness, Education and Youth Team on 020 7983 6641 or email Amy.Ness@london.gov.uk

Mayor of London's Christmas Card Competition - entry sheet for students

Every year, the Mayor of London, Sadiq Khan, sends an official Christmas card to his contacts across the city and worldwide. He is now inviting London school children aged 5 to 14 to draw a design for this year's card based on 'the story of Christmas'. This is a chance for your artwork to feature on the Mayor's 2018 Christmas card which is posted to dignitaries across the world including the Queen!

The competition is supported by Cass Art, the UK's leading art supplies retailer. The winner will receive a certificate, the Christmas card personally signed by the Mayor and a £100 Cass Art gift voucher. Also, two highly commended entries will each receive a certificate and a £30 Cass Art gift voucher. All schools that take part will receive a certificate and shortlisted entries will be shown on the Mayor of London Flickr gallery.

The design should be in colour without writing or additional materials stuck on. Please complete the details below and create your design on a separate sheet of plain white A4 paper. Please also attach this sheet to your entry.

Please hand your completed design back to your teacher. Good luck!

Full name of student:

Age:

Name of teacher:

School name and postcode:

School telephone number:

Here are some words to help you think of ideas around 'the story of Christmas' theme. Good luck!



Mayor's Christmas Card Competition - terms and conditions

- Entry to the competition is only open to children at school in Greater London aged between 5 and 14 on 9 November.
- Entry to the competition must be made by a parent, teacher or play scheme leader on behalf of a child. Teachers and play scheme leaders must ensure that they have the necessary parent/guardian authority before making the entries.
- Entries must be submitted via post to: Amy Ness, Education and Youth team, City Hall, The Queen's Walk, London, SE1 2AA. The GLA shall not be responsible for late or lost entries of any kind that may delay or restrict entry to the competition.
- All entries should respond directly to the challenge – to design a Christmas card based on the story of Christmas.
- Submitting an entry to the competition indicates acceptance of these terms and conditions.
- The competition opens for entries from 29 October. The deadline for receiving entries is 5pm on 9 November.
- Parents, teachers and play scheme leaders can submit as many entries as they wish.
- Original artwork designs should be on A4 white paper. Designs must be in colour – coloured pencils, paint, crayons and felt tips could all be used. However, pupils must not stick additional material (like tinsel, glitter or sequins) onto the entry.
- Entries will be judged on their artistic merits (taking into consideration the age) and creative responses to the requirement to design a Christmas card based on the story of Christmas.
- Judges will shortlist the entries before deciding on the winners.
- Entries will be anonymous for judging purposes.
- The judges' decisions will be final and binding in all matters and no correspondence will be entered into.
- Winning entrants will be notified via their parent, teacher or play scheme leader using the contact information provided no later than 20 November. If the GLA is unable to contact any winner, or if any prize is not claimed within 2 days of being notified then the winner will be deemed to have forfeited their prize and the GLA reserves the right to determine a new winner for that prize. The first names and (where appropriate) schools of winners and the boroughs will be posted on the website.
- The winner will receive a certificate and a £100 Cass Art gift voucher. Two highly commended entries will each receive a certificate and a £30 Cass Art gift voucher. All schools that take part will receive a certificate. This may be subject to change. There will be no alternative to the prizes.
- The work of the winner will be photographed and used as the Mayor of London's Christmas card 2018. The shortlisted entries will be photographed, then displayed on the Mayor of London Flickr gallery along with the winning entry.

- Original works should be picked up by winners or their parent, teacher or play scheme leader by 14 December.
- The GLA will not enter into any communication or correspondence regarding the winning entry.
- The GLA will not be liable for any loss or damage, however caused, to any entries, and bears no responsibility for incomplete or delayed entries.
- The GLA reserves the right to cancel the competition at any stage if it considers such action necessary, or for reasons beyond the GLA's reasonable control, and the GLA will have no liability to the entrants in respect of any such cancellation.
- By entering the competition, each winning entrant grants the GLA, the competition sponsors and all media partners an irrevocable, perpetual licence to reproduce, enlarge, publish or exhibit, mechanically or electronically on any media worldwide (including the internet) the entrant's winning artwork.
- Winning entrants shall not object to any cropping or other minor alteration of the photographs of their artwork when used outside the remit of this competition.
- By entering the competition, the parent/teacher/play scheme leader confirms and warrants that the child's or children's artwork that has been submitted:
 - Is their own original work;
 - That all copyright, and any other intellectual property rights in the artwork photograph are vested in the child and they have not assigned, licensed or disposed of or otherwise encumbered any of their rights in the artwork;
 - does not infringe the intellectual property rights of any third party in respect of the artwork, and the school will indemnify the GLA against any claims made against the GLA by any third parties in respect of such infringement; and by entering the competition the parent, teacher or play scheme leader confirms and warrants that they have the permission of those pictured in the artwork. (if any) (or, where the artwork pictures any persons under the age of 18, they have obtained the consent of that child's parent or guardian) for the photo to be published and used by the GLA as contemplated by these Rules of Entry.