



7 November 2018

Dear Parents and Carers

Re: Collection of Art/Photography Folder

I am writing to remind you that your son or daughter's artwork from last year is ready for collection from the Art Department, if you have not already collected it.

Please contact either Mrs Ashby, Acting Head of Art aashby@st-martins.essex.sch.uk or myself rblackburn@st-martins.essex.sch.uk to arrange collection.

If you do not want your work, we would appreciate it if you would let us know as soon as possible.

Yours sincerely

Miss R Blackburn
Creative Arts Technician