



## **Springfields Horticultural Society Flag Design Competition**

### **Frequently Asked Questions for Schools**

#### ***1. How can our school get involved in the competition?***

Answer: There are several ways your school can participate:

Option 1:

- Simply share the competition information and entry form with students and families via newsletters, assemblies, or notice boards

Option 2:

- Coordinate collection of entries and submit as a school bundle

Optional:

- Run dedicated design workshops or lessons
- Arrange a school visit to the gardens for inspiration
- Invite us to present to students in assembly

#### ***2. Is there a limit to how many students from our school can enter?***

- Answer: No limit at all! We welcome entries from as many students as wish to participate. Whether you have 5 entries or 500, we're delighted to receive them.
- Practical tips for schools with many entries:
  - Each student needs a completed entry form with parent/guardian signature
  - You can bundle multiple entries together in one package if posting
  - Please ensure each entry is clearly labelled with student name and school

#### ***3. Can we make this a class project, or must entries be completed individually?***

Answer: Both individual and collaborative approaches are welcome:

- Individual entries:
  - Each student creates their own unique design
  - Each student completes their own entry form
  - Each design is judged separately
- Class collaborative entries:

- A group of a maximum 6 students can work together on one design
- All participating students must be listed on the entry form
- The collaborative entry counts as one submission
- If it wins, all named students share the credit and prize

#### **4. How should we handle parental consent for students under 18?**

- Answer: Every entry must include a completed entry form and shortlisted candidates will require a parent/guardian signature, regardless of how the school is involved.
- Required consent includes:
  - Permission for the student to enter the competition
  - Agreement that the design can be used by the charity if shortlisted/winning
  - Photo and media consent (optional, but recommended)
  - Acknowledgment of the competition rules

For safeguarding: The parent/guardian contact details ensure we can communicate directly with families about winners, photography, and public recognition, protecting students appropriately.

#### **5. What if some of our students don't have internet access or printing facilities at home?**

- Answer: We've designed this competition to be as accessible as possible, and schools can play a vital role in supporting equal access:
- For students without printing access:
  - Entry forms can be hand-written if necessary (no printing required for the form itself)
- For students without internet access:
  - All entries can be submitted by post—no online submission required
  - Students with hand-drawn designs don't need computers or internet at all
- For students with limited art supplies at home:
  - Simple designs using basic materials can be just as effective as elaborate ones
  - Libraries sometimes have craft supplies available
  - The competition values creativity over expensive materials
- For students needing additional support:
  - SEN students can use assistive technology or adapted tools
  - Someone can help with physical execution if the creative ideas are the student's own
- This is a free competition specifically because we want it to be accessible to all students regardless of economic circumstances. Schools are often best placed to identify and support students who might need extra help to participate.

#### **6. Our school calendar is very busy. How much time/effort does participating require?**

Answer: We've designed the competition timeline to be as flexible as possible for schools. 10 minutes: Head teacher or coordinator reads pack and decides to participate

- The competition runs itself outside of school if needed. Many students may participate entirely independently with family support, requiring minimal school time.

## **7. What happens if we have a winning or shortlisted entry? What will be expected of our school?**

Answer: Having a winning or shortlisted entry is exciting recognition for your school! Here's what to expect:

### **INITIAL NOTIFICATION**

- We will contact:
  - The school's main office or designated coordinator (if entries are submitted via the school)
  - The student's parent/guardian directly
- Information shared:
  - Which student(s) have won or been shortlisted
  - What this means and next steps
  - Request for confirmation of attendance at announcement ceremony
  - Media/photography consent confirmation
  - Details about the Daffodil Show event
- What we need from school:
  - Help us verify correct student/parent contact details if needed
  - Possible quote from head teacher for press release (optional)
- WINNER ANNOUNCEMENT EVENT (April 11, 2026)
- The Annual Spring Flower and Daffodil Show:
  - Winner and runners-up invited to attend (families welcome)
  - Brief presentation ceremony (approximately 20 minutes)
  - Trophy presentation
  - Photo opportunities
  - Display of shortlisted entries
- We handle: All event organization, media coordination, presentations
- PUBLICITY & MEDIA (April-May 2026)
- What we'll do:
  - Issue press releases naming winner, school, and achievement
  - Feature on our website and social media
  - Coordinate any media interviews (always with parental permission)
  - Credit school in all appropriate communications
- DESIGN UNVEILING (May 2026)
- At The Annual Flower Parade Weekend:
  - Winning student invited to unveiling ceremony
  - See design planted in flowers and flag unveiled
  - Further photo opportunities and celebration
- School involvement:
  - Again, optional but welcome publicity opportunity
- ONGOING RECOGNITION
- School and pupil credit:
  - Plaque beside planted display: "Flag designed by [Student Name], aged [X], [School Name], 2026"
  - School name appears on website, in garden literature
  - Part of our 60th anniversary celebrations

- What we ask from schools:
  - Help us reach parents if contact details change
  - Support student participation in key events
  - Share the good news in your community
  - Celebrate all your participating students, not just winners

#### **POTENTIAL CONCERNS ADDRESSED**

- "What about safeguarding?"
  - All media involvement requires explicit parental consent
  - Student can win while remaining anonymous if preferred
  - We follow best practice for working with minors
  - Schools can request to be present at any school-based activities