



Royal Mail

HEROES

STAMP DESIGN COMPETITION



Enter your school today to honour the heroes of the coronavirus pandemic.

Will one of your pupils see their hero on a stamp?

www.royalmail.com/stampcompetition

#HeroStamps

Welcome to Royal Mail's Heroes Stamp Design Competition

Honouring the key worker and volunteer heroes of the coronavirus pandemic... on stamps

We are delighted that your school is participating in this great national competition, please find your welcome pack enclosed.

Within your pack you'll find the following:

- A **poster** to let everyone in the school know you're taking part in the competition.
- **Official entry forms** for your pupils to create their designs (the quantity based on how many you requested when you registered). You can either photocopy the entry form or print additional copies from the competition website, should you need more.
- **School covering entry form** which you'll need to complete and send back along with the design entries.
- **FREEPOST labels** which you can stick to the envelope(s) you send back with the design entries.

Eight pupils from primary and secondary schools across the UK will become the designers of this stamp set, and one could be at your school! All children aged 4 - 14 years can take part. **The closing date for entries is 5pm on Friday 28th May 2021.**

Your pupils' designs could be of NHS frontline workers, school teachers or support staff, supermarket workers, delivery drivers. Or perhaps it could be of public transport workers, vaccine scientists, military personnel, emergency services, food bank volunteers or cleaners – all of whom have continued to work tirelessly to keep the country moving. Some pupils may choose Captain Sir Tom Moore. Please encourage a wide selection of subjects amongst your pupils, as there are eight stamps to be designed.

In addition to the eight winning stamps, the winners will receive up to **£1,000 in high street vouchers** and their schools will each receive up to **£1,000 in cash**. Plus, **120 great prizes** are on offer for regional winners and runners up, across both age categories.



These age categories are:

Age Group A: 4 - 11 years

Age Group B: 12 - 14 years

As with all of Royal Mail's Special Stamps, before the designs are sent to print, each of them will need to be approved by Her Majesty The Queen.

Please let parents know you're taking part in the competition via your school e-newsletter and your social media channels, using **#HeroStamps**

GREAT PRIZES TO BE WON

	ENTRANT/FAMILY	SCHOOL
Overall Winners x 8:	£1,000 vouchers	£1,000
Regional Winners x 16:	£500 vouchers	£500
Regional Runners Up x 96:	£100 vouchers	£100

How to Enter

1. Your competition resource pack contains all the resources you need including the official entry forms, so you can start straight away! Should you need more, all of your resource pack items can be downloaded for free from the competition website www.royalmail.com/stampcompetition
2. On the competition website you will also find a classroom presentation (PowerPoint) with inspirational ideas and tips for stamp designing.
3. Please ensure you read the Important Competition Entry Requirements opposite.
4. Please send a link (or printed copy) of the 'Heroes Letter for Parents' which you can find on the competition website (see above for web address), to parents/guardians of children who enter.
5. Complete your School Covering Entry Form and return this with all your pupil's entries to the FREEPOST address on the labels provided (alternatively, please see the freepost address below).

FREEPOST details

Post all entries (together with your School Covering Entry Form) back to this FREEPOST address:

FREEPOST RUCE-TCYJ-BHCU, Heroes Stamp Design Competition, Denne Court, Hengist Field, Oad Street, Sittingbourne, ME9 8LT.

No stamps are required.

The closing date for entries is **5pm on Friday 28th May 2021.**



IMPORTANT COMPETITION ENTRY REQUIREMENTS – PLEASE READ

1. The competition theme is “Honouring the heroes of the pandemic... on a stamp” and all children in the UK aged 4 to 14 years old (except residents of the Isle of Man and Channel Islands) can take part.
2. Children entering the competition are asked to design an image of their hero or heroes from the coronavirus pandemic. We will select winning designs on the basis of how well they satisfy the competition’s theme of “Honouring the heroes of the pandemic...on a stamp”. This includes the extent to which they are clearly of one or more heroes of the pandemic; are attractive and of immediate visual appeal; will replicate clearly on a stamp (so richer colours and clear design are preferred); and comply with the rest of these Important Entry Requirements.
3. Each entry must be hand drawn by a child, must be completely the child’s own original work and must not copy any other work. Unfortunately, drawings which copy other artwork will be disqualified. Drawings must be flat, so no collages, materials or textures. Please also avoid the use of fluorescent inks or highlighter pens.
4. Children may use drawing packages on a computer or tablet so long as no part of the design is computer enhanced or generated. So, for instance, the use of clip-art is not allowed. Entries in a digital format will not be accepted, so please ask children to design directly onto the official competition entry form, or alternatively, to print out designs and affix to the official entry form in the blank space.
5. Children must use the official competition entry form to submit designs (there is only one version of the official competition entry form). They may use photocopies of a blank official competition entry form or copies downloaded from the competition website www.royalmail.com/stampcompetition.
6. It is important that the designs work when reduced to the size of a stamp (approximately 3.7cm wide x 3.5 cm high). The shape (but not size) of the stamps we plan to issue are shown on the official entry form and the children should therefore ensure that their design is drawn within the template area shown.
7. Please encourage the children to use lots of colour (no black and white images, please) and to use up as much of the white space in their design as possible (inside the straight-lined box only). The reason for this is that the actual stamps will have a white border around the winning designs, as seen on the official competition entry form.
8. For the same reason, please ask the children NOT to draw The Queen’s silhouette or the value (e.g. “1st”) symbol within the design area. All we need from the child is their individual ‘heroes’ design.
9. After the designs have been completed, please ensure that the name of the child, their age on the day they finished the design), school name and postcode have been added on each entry form. Please refer to the competition Terms & Conditions for information about how we will use these details.
10. All entries must be accompanied by a completed and signed Covering Entry Form when submitted. If you are entering from a school, this must be the School Covering Entry Form (one School Covering Entry Form may be used for all entries from the school). If you are entering independently from a school, then this must be the Independent Covering Entry Form (one Independent Covering Entry Form may be used for all entries from children with the same parent/guardian). You can download and print out copies of these forms from the competition website www.royalmail.com/stampcompetition.
11. Sorry, we cannot return any entries, so please remember to make a copy of each design.
12. Entries should then be sent to the judges via the FREEPOST Competition address:-
FREEPOST RUCY-TCYJ-BHCU, Heroes Stamp Design Competition, Denne Court, Hengist Field, Oad Street, Sittingbourne. ME9 8LT (This is a FREEPOST address so no stamps or postage are required– just affix one of the FREEPOST address labels which are available to download on the competition website www.royalmail.com/stampcompetition).
13. All competition entries must be received by 5pm on Friday 28th May 2021.
14. Please do not email any entries, as they will not be accepted. All entries must be posted using the FREEPOST address above.
15. If you have any queries please email stamps@ichild.co.uk

N.B. PLEASE READ THE TERMS AND CONDITIONS ON THE NEXT PAGE OF THIS LEAFLET

Terms & Conditions

Royal Mail Group Limited ("**Royal Mail**") is running a (Heroes Stamp Design Competition) (the "**Competition**"). Please read these Terms & Conditions which apply to the Competition. All Competition entrants will be deemed to have accepted and be bound by these Terms & Conditions.

1. The Competition is open to children in the UK, aged 4 – 14 at the date of entry, excluding residents of the Channel Islands and the Isle of Man. One entry per child. The competition has two age groups: Age Group A: 4 – 11 years old and Age Group B: 12 – 14 years old.
2. The Competition opens on (**29 March 2021 at 9.00 am**). Entries must be submitted on a fully completed Competition Official Entry Form, available on the Competition website www.royalmail.com/stampcompetition and sent to FREEPOST RUCE-TCYJ-BHCU, Heroes Stamp Design Competition, Denne Court, Hengist Field, Oad Street, Sittingbourne. ME9 8LT. This is a FREEPOST address, so no stamps or postage are required (just affix one of the FREEPOST address labels which are also available to download at www.royalmail.com/stampcompetition). Entries must arrive by 5pm on Friday 28th May 2021. Entries received later than that will not be accepted and will not be entered into the Competition. No entries will be returned, so please make copies.
3. Children may either enter the Competition through their schools or independently of their schools. Entries:
 - a) sent from a school must be accompanied by a School Covering Entry Form (one School Covering Entry Form may be used for all entries from the school); and
 - b) sent independently of a school must be accompanied by an Independent Covering Entry Form (one Independent Covering Entry Form may be used for all entries from children with the same parent or guardian). Covering Entry Forms must be completed and signed, either by a teacher at the entering child's school (in the case of Competition entries from a school) or by the entering child's parent or guardian. Entries will not be accepted without the relevant completed and signed Covering Entry Form. Each type of Covering Entry Form is available to download from the Competition website www.royalmail.com/stampcompetition.
4. To be a valid entry, each entry must also comply with the "Important Entry Requirements" section of this form.
5. Royal Mail accepts no responsibility for entries that are not received for any reason, or which are illegible, damaged, incomplete or do not comply with the requirements of the Competition (including these Terms & Conditions) and is not liable for any damage or delay to entries. Proof of delivery of an entry is not proof of receipt of the entry by Royal Mail. Entries that contain any offensive or inappropriate content, or which Royal Mail suspects may breach any person's intellectual property rights, will be disqualified at Royal Mail's discretion.
6. Competition entries will be judged according to how well they satisfy the Competition's theme of "Honouring the heroes of the pandemic...on a stamp". This includes the extent to which they are clearly of one or more heroes of the pandemic; are attractive and of immediate visual appeal; will replicate clearly on a stamp (so richer colours and clear design are preferred); and comply with the Important Entry Requirements. These criteria will be assessed within each of the two age groups described in paragraph 1, above, so a child's entry will be judged against entries from other children of similar age.
7. There will be four stages of judging the Competition:
 - a) 1st Stage: All the valid entries correctly submitted in accordance with these Terms & Conditions will be judged by a panel of current and/or retired teachers, and 120 entries will be chosen (the **Regional Finalists**). The Regional Finalists will consist of 10 finalists (five from each of Age Group A and Age Group B, as described in paragraph 1, above) from each of the following: Scotland, Wales, Northern Ireland and from each of the nine regions across England (North West, North East, Yorkshire & the Humber, West Midlands, East Midlands, East of England, London, South East and the South West).
 - b) 2nd Stage: The Regional Finalists will then be judged by a regionally based panel of judges. The panel will include senior executives at Royal Mail and an independent person. The panel will choose 24 of the Regional Finalists' designs (the **Regional Winners**). There will be two Regional Winners from each of the above countries and regions, one of whom will be in Age Group A and the other in Age Group B.
 - c) 3rd Stage: The Regional Winners' designs will be judged by senior executives at Royal Mail and an independent person, who will choose the final eight designs.
 - d) 4th Stage: Those eight designs will be subject to a final review by Her Majesty The Queen who will decide whether to approve them for use on stamps. In the event that Her Majesty does not approve one or more of the designs, Royal Mail reserves the right to choose another design or designs from the remaining Regional Winners for Her Majesty's approval.

The names of the judges are available on request by writing to: Heroes Stamp Design Competition, Royal Mail Group, 185 Farringdon Road, London EC1A 1AA. Alternatively, email stamps@ichild.co.uk.
8. The final eight winners, the other Regional Winners and the other Regional Finalists, will be notified by Royal Mail, by post, by 30th September 2021. Children will be notified via their schools or, in the case of a child whose entry was accompanied by an Independent Covering Entry Form, via the parent or guardian whose details are on that form.
9. If approved by Her Majesty, each of the final eight winning entrants' designs will feature on one of eight "Heroes Stamps" which Royal Mail plans to issue in 2022. In addition:
 - a) The final eight winners will receive £1,000 in high street vouchers and £1,000 cash will also be awarded to their schools.
 - b) The other Regional Winners will receive £500 in high street vouchers and £500 cash will be awarded to their schools.
 - c) The other Regional Finalists will receive £100 in high street vouchers and £100 cash will be awarded to their schools.Prizes will be awarded and issued by 29th October 2021. School prizes will be issued by cheque or bank transfer to the school's account. Children's prizes will be sent to their parents/guardians or, in the case of entries from schools, to their school for forwarding to their parents/guardians.

10. Royal Mail retains the discretion as to which winning design goes on which type and value of stamp. The value shown on the template on the Competition Official Entry Form is for design purposes only and winning entries are not guaranteed to be featured on a 1st class stamp. Please note that designs may be cropped and altered for the final stamps.
11. In order for Royal Mail to include any design on a stamp, the parent or guardian of the child who designed it must agree that Royal Mail (and other organisations with which Royal Mail works) may (1) name that child on the stamp; and (2) use that design on the stamp and also to promote the relevant Heroes Stamp, and the Heroes Stamps set, in stamp-related products and on relevant marketing materials. This promotion may be across various media platforms (including on Royal Mail websites and Royal Mail social media channels). Royal Mail will seek this agreement before doing anything described in this paragraph but if it does not receive this agreement within five working days of a request then it reserves the right to choose another design or designs from the remaining Regional Winners.
12. Royal Mail's decision on any aspect of the Competition is final and binding and no correspondence will be entered into.
13. The prizes are non-exchangeable, non-transferable and there is no cash alternative to the voucher prizes. Royal Mail reserves the right to substitute the prizes with a prize of equal or greater value should circumstances make this necessary. Royal Mail accepts no responsibility for any costs associated with the prizes that are not expressly included in the prizes. Each winner must comply with all conditions of any prize voucher.
14. Royal Mail will use the personal details included on submitted Covering Entries Forms, and the details of children included on their entries (name, age, school name and postcode) to run the Competition, including to contact the final eight winners, the other Regional Winners and other Regional Finalists, and to distribute prizes, as described in these Terms & Conditions. Unless further consents are obtained, and subject to paragraph 15, Royal Mail will, except in the case of the Regional Finalists (including the Regional Winners and final eight winners), delete all this data by 30 September 2021. In the case of Regional Finalists, Royal Mail will retain this data for as long as it is needed for publicity purposes (please refer to paragraph 17, below, for more information about this). Please also refer to Royal Mail's Privacy Notice at <https://www.royalmailgroup.com/en/site/privacy-notice/> for more information about how to exercise data protection rights, contact Royal Mail's Data Protection Officer and raise complaints with the Information Commissioner's Office.
15. Royal Mail may, if requested, inform the Advertising Standards Authority of the surnames and counties of the Regional Finalists (including the Regional Winners and final eight winners), which will also be made available after 30th September 2021 by sending a self-addressed stamped envelope to: Heroes Stamp Design Competition, Royal Mail Group, 185 Farringdon Road, London EC1A 1AA. Parents or guardians of entrants to the Competition can, at any time (including at or before the time of entry) and by writing to that same address, object to all or some of their child's personal information being made available in accordance with this paragraph. However, Royal Mail will still provide the information set out in this paragraph to competent authorities upon their request (including the Advertising Standards Authority).
16. Royal Mail has a legitimate interest in using personal details as described in these Terms & Conditions and will use the services of iChild Limited of Unit 443 Highgate Studios, London NW5 1TL, and their sub-contractor The Education Company Limited of Ground Floor, South Wing Denne Court, Hengist Field, Borden, Sittingbourne, Kent, ME9 8LT, to assist it. In submitting a School Covering Entry Form, the person who signs it will be confirming that, before submitting it, they provided the information in these Terms & Conditions on Royal Mail's use of personal data to the parents or guardians of the children to whom the School Covering Entry Form relates (including by sending them the 'Heroes Parent Letter' available from the Competition website www.royalmail.com/stampcompetition), gave those parents or guardians a reasonable opportunity to raise any objections and that none of those parents or guardians did raise an objection.
17. The Regional Finalists, including the Regional Winners eight final winners, may be asked to take part in publicity associated with this Competition but Royal Mail will discuss this with their parents or guardians in advance.
18. Royal Mail reserves the right to hold, void, cancel, suspend or amend the Competition, or these Terms & Conditions, with or without prior notice where it becomes necessary to do so.
19. Royal Mail will not be liable for any failure to comply with its obligations relating to this Competition where the failure is caused by something outside its reasonable control. Such circumstances may include, but are not limited to, weather conditions, mechanical issues, diversion of aircraft or other operational incidents, fire, flood, hurricane, strike, industrial dispute, war, hostilities, political unrest, riots, civil commotion, inevitable accidents, supervening legislation or any other circumstances amounting to force majeure.
20. Royal Mail accepts no responsibility for any damage, loss, liabilities, injury or disappointment incurred or suffered as a result of entering the Competition or accepting a prize, and disclaims liability for any injury or damage to any computer relating to or resulting from participation in or downloading any materials in connection with the Competition. Nothing in these Terms & Conditions excludes the liability of Royal Mail for fraud or fraudulent misrepresentation, or for death or personal injury resulting from its negligence.
21. If there are any questions about how to enter or otherwise in connection with the Competition, please email Royal Mail at (stamps@ichild.co.uk) with (Heroes Stamp Design Competition) in the subject line, or send a letter to Royal Mail Stamp Design Competition C/O, iChild Limited, Unit 443 Highgate Studios, London NW5 1TL.
22. The Competition and these Terms & Conditions will be governed by English law and entrants to the Competition submit to the exclusive jurisdiction of the English courts.
23. **Promoter:** Royal Mail Group Limited, 185 Farringdon Road, London EC1A 1AA.