

Due to the high volume of submissions received during our last Write-A-Poem project (in excess of 5,500 entries were received) it is necessary to tighten the rules and guidelines associated with the project. We ask you to read these guidelines carefully and ensure that all submissions are complete prior to being sent to Athlone Education Centre. The last project was a huge success and we wish you and your students well with this project and thank you for your continued support.

1. This project is open to all students in the catchment area of Athlone Education Centre only. Unfortunately, submissions from schools outside of our area can not be accepted.
2. Closing date for submissions is Friday, 12th March 2010. We regret that any material submitted after this date will not be accepted.
3. Submissions will only be accepted on the official form accompanying these notes.
4. Submissions received must be signed by the pupil, class teacher and parent. If submissions are received without these signatures the work will be deemed ineligible for the project.
5. A selection of submitted work may be published through the Athlone Education Centre website, via a book or through other Athlone Education Centre media, or through the public media such as newspapers, video, television and any other such media, electronic or otherwise, deemed acceptable. The submission of work therefore requires the signature of student, parent and teachers to give us permission, free of charge, to publish as outlined above.
6. Submitted work must have all relevant sections of the submission form completed. Incomplete paperwork will deem an entry to be ineligible for the project.
7. We would ask teachers to identify work submitted by pupils with a special educational need by placing an asterisks in the relevant space on the submission form.
8. It may be necessary to contact the class teacher to obtain additional information. We would be grateful if you would include a mobile contact number for us to assist with this. The information is solely for the purpose of the Write-A-Poem project and will not be retained by Athlone Education Centre, passed on to any third parties or used for any other purpose.
9. Only one submission, on one page only, from each student will be accepted.
10. If the student wishes to use illustrations with their poem, please ensure these fit within the boundary area of the page, do not overlap with any of the writing, and where possible the use of stronger colours should be encouraged. Weak colours do not scan well if preparing artwork for electronic or other publication.
11. When preparing material for submission, please use one individual envelope for each class group, even for a mixed class. This allows us to speed up the process of adjudication and to compare like with like.
12. The adjudicators decision in all matters is final and Athlone Education Centre will not enter into correspondence regarding decisions made.
13. Submission of any entry to the project indicates acceptance of these rules.

Closing Date
Friday, 12th March, 2010



A selection of submitted work may be published through the Athlone Education Centre website, via a book or through other Athlone Education Centre media, or through the public media such as newspapers, video, television and any other such media, electronic or otherwise, deemed acceptable. The submission of work therefore requires the signature of student, parent and teachers to give us permission, free of charge, to publish as outlined above.

Name (Print):		Poem Title:	
Student Signature:		School Name:	Roll No:
Teacher Signature:		School Roll:	Class:
Parent Signature:		Teacher Mobile:	SEN: