



MICHELLE FOWLER

Photography Ltd

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16 October 2019

Dear Parents and Carers

We are visiting school to take your child's photograph on **Tuesday 22 October 2019**.

Arrangements

Photographs will be taken in the school hall. School has asked us to remind you to drop off your child at the classroom door as normal by 8:45am and come in to school via the school office if you are having a family photograph taken. Please do not bring your child to the hall as they will miss registration. We will send for your child when we are ready for them.

It is very important to us that the photographs reflect your child as you see them. Please make sure that they come to school in full school uniform. We will try to make sure that all children look their best for their photograph but we cannot style hair.

We will take photographs in the following order-

- families with older siblings at middle and high school;
- families with pre-school children;
- family groups of children in our school (no pre-school or older siblings);
- individual photographs.

Individual photographs

All children will have their photograph taken individually. Parents and carers do not need to fill in a reply slip, as all children will be photographed individually.

Family photographs

If you have more than one child in our school, they will only be photographed together as a family **if you fill in a reply slip**.

If you have one or more children in our school and children at middle school, high school or pre-school age, they will only be photographed together as a family **if you fill in a reply slip**.

Reply slips

Reply slips are available from the **school office** and on the school website in the "**letters**" tab. Please fill in and return a reply slip if you want a family photograph taken. Reply slips must be returned to school by **Monday 21 October**.

Proofcards

After the photographs have been taken a proofcard will be sent to you, offering a choice of packages. To ensure that you are included in free delivery to school, please return your order with your proofcard to school before the date shown on your proofcard.

Yours sincerely,

Michelle Fowler