



School Photos

Dear Parents/Caregivers,

Our school photos will be taken by **The School Photographer** on:

Friday 2nd March 2018.

Students must wear the correct school uniform. All students will have their individual and year group photos taken whether they are purchased or not. Sibling/Family photo packages are also available. Information on these can be obtained from the office if you are interested.

Your order envelope for your child's photos is attached to this note. To ensure a smooth running day, please note that all orders are paid on photo day to the photographers via cash, money order or credit card payments. Cheques are no longer accepted by the company. If paying by cash, we kindly ask that you enclose the **correct payment in the envelope for the photographers as no change can be given.**

The following steps are required to order your photographs:

1. Complete your child's details on the order envelope – one envelope for each child.
2. Tick the box for the package you wish to purchase.
3. If you are paying on the day, you may pay by cash or money order. If you have two or more children attending, you may choose to include the payment in one envelope (the oldest student). Please note clearly on the outside of all envelopes which envelope contains the payment. Alternatively, each child can be paid for in individual envelopes.
4. You may also pay by credit card over the phone by calling The School Photographer directly on 9674 9824 (note: there is a \$5 processing fee for phone payments).
5. **The School Photographer also offers online payments.** If you wish to use this option, please complete your online payment **prior to photo day** via their website: www.theschoolphotographer.com.au and fill in your order form with the online payment number you will receive.
6. Year 7, Year 10 and newly enrolled students will receive a complementary library ID card. No payment is required, but please ensure you mark the ID box. For all other students, if you require a new library ID card, please tick the ID Card option on the envelope and enclose the correct additional amount of \$5 per card.
7. Your child is to hand their individual envelope with payment and package information clearly outlined to the photographer on photo day.

Photos can be ordered after photo day via phone or online payments directly through The School Photographer, but please note that these orders will arrive separately at a later date. If for any reason you are not satisfied with the photos taken of your child, The School Photographer offer a money back guarantee and ask that you contact them directly with any queries.

If you have any further questions please contact Ms Hines in the Science Staffroom or Mrs Edwards in the Maths Staffroom.

Mrs K. Edwards and Ms T. Hines
School Photo Coordinators.