

Hello Parents and Carers

I hope your child has had a very positive start to the school year. As always, one of the first things for the year is school photos! This year, school photos will be taken on **Friday, 23rd February**.

All students have their photo taken on this day regardless of whether or not you will be purchasing the school photos. This is required as we use the same photograph to produce the student **ID card**. We require all students to wear their dress uniform for their official school photo and to follow all rules regarding uniform.

Each student will have an individual photograph taken and you are able to purchase this along with a composite photo of all other students in the same year level. A class photograph is not taken.

On assembly last week, your son/daughter should have received an envelope from MSP Photography with their name and individual "shootkey" pre-printed on it. If your child has not brought this home please ask them to dig it out of their school bag! If by chance he or she hasn't received a pre-printed envelope, or if they have misplaced it, please ask them to come to the office to collect a spare one.

I have also attached an information sheet that the photographers ask you to read so that you are fully aware of all details relating to the photos. It contains information about payment. Please note that payment can only be made to MSP Photography.

Orders can be placed online using the child's individual 'shootkey' listed on their envelope. Payments can be made through the MSP secure online ordering portal using a credit card. Some additional products are exclusively available to online customers.

Parents may pay by cash, however the correct amount needs to be put into the envelopes, as **the photographers do not carry change**.

Parents can pay for all their children's orders in one envelope. Please follow the instructions at the base of the envelope. However, each child requires their own envelope on photo day to ensure their order is placed and processed (even if the payment is in a sibling's envelope).

Orders placed after photo day will incur a \$20 late fee. Late orders are not processed until payment is received.

Each child will be required to bring their envelope on photo-day.

If you should have any queries about the information attached, MSP Photography is more than happy to help with your queries. Their contact details are:

Phone: 3848 3946
Email: admin.seq@misp.com.au

If you have any questions about the organisation for photo-day please do not hesitate to contact the school on 3906 7333.

Kind regards

Kim Hutchinson
Deputy Principal

