



St. Leonard's C.E. Primary School

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Dear Parents

SCHOOL PHOTOGRAPHS

12th and 13th October 2017

We will be following the same format as last year for the Family/Individual Photos.

Thursday 12th October

This session will be spent taking **family shots**. As in previous years, the photographer will be in school from 8.30am and this pre-school session will be to take photographs of families with children who do not yet attend school / nursery or current nursery children who do not attend on these two days.

This is usually a busy session and photographs will be taken on a first come first serve basis – please be prepared to sit quietly and wait – a ticket system will be in operation. Please note it is essential that you register with the office in advance, and no later than Wednesday 11th October, if you wish to bring pre-school children for a family photograph during this session. **If you do not register then we will not be able to accommodate you in this session.** Following this earlier session the rest of our family/sibling photographs will be taken. Children who attend morning or afternoon nursery sessions will be photographed with their elder siblings later in their class session. They do not need to attend the pre-school session.

Friday 13th October

This session will be for individual children who have no siblings in school and who have not had a family photograph the day before.

As previously, the photographer will not photograph every individual child in school. The reasons for this are two-fold; firstly it is more cost effective as families tend to order family photographs rather than individual, and secondly the process is shortened and therefore the disruption to the school day is minimised. Children in Nursery will have their photograph taken during their normal morning or afternoon sessions.

Please note we are unable to offer photographs of extended Family Groups due to time restrictions.

Proofs will be sent home once they are received back into school. However, please be advised that you are under no obligation to purchase any photographs. If you decide not to place an order the proofs should be sent back to school so that they can be returned to the photographer. This is a requirement under copyright restrictions.

Whole class photographs will be taken in the summer term.

Yours sincerely

Kay Ferriday
Head Teacher

