



LEURA PUBLIC SCHOOL
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respect

responsibility

resilience

SCHOOL PHOTOGRAPHS – 15 SEPTEMBER 2020

PLEASE NOTE: **DO NOT** PAY THROUGH THE SCHOOL'S PARENT ONLINE PAYMENT SYSTEM (POP) ON THIS OCCASION.
ONLINE PAYMENTS TO BE MADE DIRECTLY WITH THE SCHOOL PHOTOGRAPHER.
THANK YOU.

Dear Parents/Caregivers,

School photographs will be taken at school in Week 9 on **Tuesday 15 September 2020**. The company taking our photos this year is *The School Photographer*. Every child will be having their individual photo taken and be part of their class photo, regardless of whether they are placing an order or not.

INDIVIDUAL PHOTOS

Envelopes for individual student photographs accompany this note. Photos can be ordered online through the website www.theschoolphotographer.com.au using the code written on the envelope. Alternatively, payments by cash or money order (NB: cheques are not accepted) can be placed in the envelope and returned to school on photo day. Students will be expected to take their own photo envelope to their photography session to be passed directly onto the photographers. Teachers will remind students to check for, and take, their envelopes. Our office will not be handling photo envelopes or payments for individuals. If for some reason your child's photo order is not placed on or before photo day, you can still order online after the event but there will be a late fee added by the photo company.

SIBLING PHOTOS

Should you wish to have a sibling photograph taken, please collect a sibling order envelope from the school office. You can order a sibling photo either online or by using the envelope. These photos are for school-aged students attending our school and no photo will be taken unless an order has been received. Please do not use the individual student order envelopes to order sibling photographs. Online payments for sibling orders need to be submitted by 8.30am on photo day. If not paying online, the sibling photo envelopes must be returned to the school office by Monday 14 September. This allows the school to coordinate with the photographers to get the photos taken in the scheduled times.

Please note, that if you make a photo order online, for either individuals or siblings, the order envelope still needs to be returned on photo day.

For split parent families, parents are advised to hand in multiple order envelopes **clearly labelled with the parent's name**.

If you have questions about the process for ordering school photographs, please contact our school office before photo day.

Yours sincerely,

May Ptolemy
Principal
17/08/2020