



LEURA PUBLIC SCHOOL
Cnr Mount Hay Rd and Willow Park Ave
Leura, 2780
ph : 4784 1251 fax : 4784 3156
email : leura-p.school@det.nsw.edu.au

respect

responsibility

resilience

Wednesday 15th March 2023

SCHOOL PHOTOGRAPHS 2023 – MSP Photography
Photo Day: Monday 3rd April 2023

*****Please note: DO NOT PAY through the school's
online payment (POP) system*****

Payments can ONLY be made DIRECTLY to MSP Photography

www.msp.com.au

EACH student MUST present their own Photo Order form on photo day

Dear Parents/Caregivers,

School Photographs will be taken in Term 1 Week 11 on Monday 3rd April 2023. The company taking our photos this year is MSP Photography. Every child will be having their photo taken and be part of their class photo regardless of whether they are placing an order or not. Accompanying this note is the student order form. Please review the spelling of your child's name on this order form.

INDIVIDUAL PHOTOS

Prior to filling out your order check that your child's name is spelt correctly on the Order form, please make any necessary changes. Please complete the order online and students should then return the order form ON PHOTO DAY. If you misplace your order form please contact MSP Photography for your child's shoot key.

FAMILY (SIBLING) PHOTOS

Should you wish to have a family photograph taken, please fill out the family section at the bottom of your ELDEST child's Order form. These photos are for school aged students attending the school and no family photo will be taken unless an order form has been received on photo day.

SPLIT FAMILIES

You can use the same shoot key provided on the Order form for your child. Any students with multiple orders processed will have their photographs sent in separate satchels to the school. There is a section on the order form for you to tick "Split Family" so MSP Photography can place a "Mum's Order" or "Dad's Order" sticker on the satchel. If you think there may be a problem in receiving the photographs or you don't have an order form/shoot key, please phone **MSP Photography** on **02 9831 5505** so they can assist you.

NO LATE ORDERS WILL BE ACCEPTED AT THE SCHOOL

**If you need to place an order after photo day please contact MSP Photography to organise this.
Orders received after photo day are subject to a minimum \$20 late fee.**

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Please see over the page for information on how to order.



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How to order online:

- Log on to www.msp.com.au and click ORDER ONLINE
- Place your order using the online system
- Record your Order Reference Number on your student's Order form
- EACH student MUST present their own Photo Order form to the school photographer on photo day

If you have no access to the internet or no credit/debit card the school office does have some blank envelopes for CASH payments (*Please note: MSP Photography does not accept cheques*).

The available photo packages can be viewed online. They are the only packages that MSP Photography have available and packages cannot be altered in any way.

If you have any further questions please contact MSP Photography – Sydney West directly sydneywest@msp.com.au 02 9831 5505.

Kind regards,

Mrs May Ptolemy
Principal