Dear Parents and Carers,

School photographs will be taken at school on Thursday 10\textsuperscript{th} March, 2016 for students in grades Kindergarten – Year 5.

Students should wear their correct \textit{summer school uniform} (not sports uniform).

To ensure a smooth running day, please note that orders are to be pre-paid. We would kindly ask that your \textit{correct payment and order envelopes be brought to school on the day}.

Follow these steps:

1. Complete each child’s order on their envelope. Each envelope is pre-labelled with your child’s name and class. Each student is to hand their individual envelope to their class teacher on Thursday 10\textsuperscript{th} March only.

2. Payment:
   - You may enclose \textbf{cash} in your child’s envelope. Please enclose the correct payment (change cannot be given). Please note that cheques are no longer accepted due to changes in bank policy.
   - \textbf{Credit card} payments can be made online (see your child’s envelope for instructions).

If you have \textbf{two or more children attending}, you may include the payment in one envelope. Please note clearly on the outside of all envelopes that you have paid in one envelope. Each child must still return their individual envelope to their class teacher.

**Family Photos**

Parents who wish to have siblings who attend our school photographed together, please collect a \textit{Sibling Photo Envelope} from the school office. Completed envelopes will need to be handed to the photographers.

These photos will be taken before school (beginning 8:30am) on photography day in the school hall.

If for any reason you are not satisfied with the photos taken of your child, The School Photographer will provide a full refund.

If you have any questions, or wish to place a late order, please feel free to contact The School Photographer on 9674 9824 or at admin@theschoolphotographer.com.au

Please do not ring the school regarding photo orders.

\begin{flushleft}
Miss Michelle Sutton \\
Organiser
\end{flushleft}

\begin{flushright}
Mr Greg Ramsay \\
Principal
\end{flushright}