

Dear Parents/Caregivers

School photos will take place this year on **Monday 24, Tuesday 25 and Wednesday 26 May**. An order envelope has gone home with your child/ren today. In order to streamline the process of collecting student orders, we are asking that these envelopes are only returned to classroom teachers on **Monday 24 May**. Please note, envelopes that are handed in before this date will be returned to your child.

When completing the order envelope, parents are asked:

- Review the photo packages available and complete the order form on reverse of envelope.
- Online ordering: Go to <https://online.fotoworks.com.au/ordering/access>. Enter the shoot key provided on the envelope and follow the prompts to place your order. The shoot key is unique to each student and cannot be used for any other student orders. The last day for ordering photos online is **2 June 2021**.
- Return the envelope to their child/ren's classroom teacher on **Monday 24 May** with payment included. Even if not ordering, please have your child/ren return their envelope on this date.
- To please ensure that the correct change is placed in the envelopes as the photographers, school office and canteen cannot provide change.

Parents wishing to purchase a **sibling photo** must collect a separate envelope from the school office. Sibling envelopes only must be returned to the front office before **Friday 21 May**. Sibling photos will be taken after school, so a parent will need to accompany them to the Library and photos, a timetable will go home with designated times.

If you have any questions, please contact Fotoworks directly on 9244 8211.

All students will be included in the class photo and will be photographed individually for school archives and administration records.

Thank you for your cooperation in this matter.

Freyja Lucas

Deputy Principal

4 May 2021