

16th September 2020

Dear Parents / Carers

School Photograph Day

This year's school photographs to take place next week on Wednesday 23rd September 2020.

We will once again using Purple Cow Photography, who have provided us with some excellent photographs in the past.

Unfortunately due to Covid 19, this year we will only be taking individual pupil photographs. We are sorry that we cannot provide family photographs of both siblings who are in school together (as this would mean breaking our class bubbles) or the family photographs that we usually do before school with younger siblings.

All photographs will be taken during the school day.

We have been working with David from Purple Cow and together we have put together some strict guidelines for the day.

- At all times while working with the bubbles, David will be wearing a face mask and will be standing more than 2 metres away from the children.
- To reduce the risk of cross contamination, we have adapted a studio set that creates a beautiful picture of the children whilst using less lighting equipment, all poses will be done in a standing position. Children will not touch any equipment during their photo shoot and markers will be placed on the floor to show the child where to stand.
- Mrs Breedon will be on hand to help with the day and the teacher / teaching assistant who has been working with the class will make sure that children have collars straightened and to remove strands of hair etc. Hand sanitiser, tissues and face wipes will be available for the children to use to ensure clean faces and hands before their photograph is taken

Changes to Payments

- **Proof cards:** Proof cards will be dropped at the school as usual, for the venue to distribute to the relevant children. These proof cards will be packed and sealed for a minimum of 72 hours before arriving at the school

Outwood Grange Academies Trust is a company limited by guarantee, registered in England and Wales (No. 06995649)
Registered office: Potovens Lane, Outwood, Wakefield, West Yorkshire WF1 2PF

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- **Orders online only:** This year we will not be allowing cash in envelopes for payments. Instead all orders and payments must be paid online.
- **Prints:** All prints will be packed and sealed for a minimum of 72 hours before arriving at the school
- **One order drop:** To minimise the number of touch points, orders will only be dropped at the venue once. All orders received after the deadline will have to be posted, and will incur a £5.00 postage & packaging fee to the parent as per our standard practice
- **In-house printing:** All photographs are printed in-house by Purple Cow Photography, therefore all staff will be adhering to the procedures set out in this document. Sample

We hope that you will be happy with all the arrangements that we have put in place for the day. Hopefully next year we will be back to normal with our usual arrangements. Thank you for your understanding this year.

Yours sincerely



Lindsey Corbett
Associate Principal