

Outwood Primary Academy Newstead Green roft, West Yorkshire, WF4 2BE Tel: +44(0)1226 722484

): www.newstead.outwood.com

incipal, Primary: Mr Lee Wilson Principal: Mrs Lindsey Corbett

18th September 2023

Dear Parents / Carers School Photograph Day

This year's school photographs will take place next week on Wednesday 20th September 2023.

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

This year we will automatically be taking individual pupil photographs and sibling photographs of children who are already in school. If you have younger siblings and you would like a family photograph, school will be open from 8:30am to have these taken. Please come to the school office for entry into school.

All photographs will be taken during the school day.

• Staff will be on hand to help with the day and will make sure that children have collars straightened and to remove strands of hair etc.

INFORMATION

- **Orders:** This year you will have the option of either paying on line or bringing cash into school in the envelope provided with the proof. Please make sure that cash is correct as no change can be given.
- **Prints**: Photographs are not instant. Proofs will take a few days to arrive back in school and then Photographs will be in school around the half term.
- **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

Thank you for your understanding this year.

Yours sincerely

Corbett

Lindsey Corbett Principal

Outwood Grange Academies Trust, a company limited by guarantee registered in England and Wales with company number 06995649.

Registered office address: Potovens Lane, Outwood, Wakefield, West Yorkshire WFI 2PF.

VAT number: 158 2720 04. Outwood Grange Academies Trust is an exempt charity.

A list of Directors' names is open to inspection at our registered office.