



17th September 2021

Dear Parents / Carers
School Photograph Day

This year's school photographs to take place next week on Wednesday 22nd September 2021.

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

This year we will only be taking individual pupil photographs and sibling photographs of children who are already in school. Unfortunately, we are sorry that once again this year, we cannot provide the family photographs that we usually do before school with younger siblings.

All photographs will be taken during the school day.

- 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.

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
- **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.

Thank you for your understanding this year.

Yours sincerely

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 WF1 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.