



Irwin Crescent, Eastmoor, Wakefield, West Yorkshire, WF1 4QY

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Chief Executive Principal, Primary: Mr Lee Wilson

Principal: Donna Burnett

7th October 2021

Dear Parents/Carers

## **School Photograph Day**

This year's school photographs will take place next week on Tuesday 12<sup>th</sup> October 2021. We will once again be using Purple Cow Photography, who have provided us with some excellent photographs in the past.

The photographer will be in school from 8.30am to take photographs of children with siblings who do not yet attend school. Please go to the school hall, and a member of staff will be there to assist you.

## **Payments**

**Proof cards:** Proof cards will be dropped at the school as usual, for us 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 school once. All others received after the deadline will have to be posted, and will incur a £5.00 postage & packaging fee to the parent as per standard practice

Yours sincerely

Miss D Burnett

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Principal