



St. Paul's R. C. Primary School

Wolviston Mill Lane, Billingham, TS22 5LU

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Headteacher: Mrs. S. Sinclair

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22nd September 2017

Dear Parents/Carers,

Photographs

The photographer will be in school on Thursday 5th October 2017, when the following arrangements will assist in the smooth running of the day.

All pupils will have a **family photograph** taken. However, if you would like to have an **individual photograph** as well, please let us know by completing the slip at the bottom of this letter.

If you have a younger child who does not yet attend school and you wish them to be included in a group family photograph you are welcome to come into school after the bell at the start of the school day. Nursery afternoon children will have their photographs taken when they arrive at 12.30pm with their older siblings if applicable.

The photographer will be in school from 8.00am. Therefore, we would like to invite the **nursery morning** children and any families with pre-school siblings that you would like included in the family photograph to come into school at this time to have their photographs taken. **However, if you choose to have your child/children's photograph taken at this earlier time there is no facility for childcare available before their usual start time, i.e. 8.30am Nursery and 8.40am Reception to Year 6.** If you cannot attend at this earlier time your child's photograph will be taken during the morning session.

As the photographer will be using the digital system, the children will receive a proof, however, there is no obligation to buy. If you decide to purchase the photographs there will be a range of packages to choose from, all monies must be included with the orders.

For health and safety reasons we ask parents to provide their child with a comb or brush if you would like to.

Many thanks for your co-operation.

Yours sincerely,

Mrs S Sinclair,
Headteacher.

I would like my child/children to have an individual photograph taken in addition to a family photograph.

Family Name:

Classes:.....

Signed:

St. Thomas of Canterbury Catholic Multi Academy Trust

Registered Address: St. Paul's R. C. Primary School, Wolviston Mill Lane, Billingham, TS22 5LU

Registered Number: 10034058