



'Nurturing a community of visible learners and empowering them to strive for continuous growth'

School Photos

Dear Parents/Caregivers,

School photographs will be taken at school on Thursday 20th February 2020. Order forms for individual student photographs will arrive shortly. Prices will range from \$25 to \$55.

INDIVIDUAL PORTRAITS - Prior to filling out your order check that your child's name is spelt correctly on the Order form, please make any necessary changes. Please complete the order online and students may then return the Order forms on the day of photography. If you misplace your order form please contact MSP Photography for your child's shoot key.

FAMILY PHOTOS - Should you wish to have a family photograph taken, please collect a family photo envelope from the school's office. These photos are for school aged students attending the school and no family photo will be taken unless an order form has been received on photo day.

SPLIT FAMILIES - you can use the same shoot key provided on the order form to order for your child. Any students with multiple orders processed will have their photographs sent in separate satchels to the school. There is a section on the order form for you to tick "Split Family" so we can place a "Mums Order" or "Dads Order" sticker on the satchel. If you think there may be a problem in receiving the photographs or you don't have an order form/shoot key, please phone MSP Photography on 02 9831 5505 so we can assist you.

NO LATE ORDERS WILL BE ACCEPTED AT THE SCHOOL OFFICE.

Payments can be made by;

Cash – place the correct money in your envelopes as the photographers do not carry change.

Credit Card Payments – Credit card payments will only be accepted for online orders. All credit card payments incur a \$1 surcharge.

How to Order Online - Log on to www.msp.com.au and click **ORDER ONLINE**.

- Place your order using the online system.
- Record your Order Reference Number on your child's envelope.
- Your child must present their own Photo Envelope to the photographer on photo day.

Should you have any further questions please contact MSP Photography – Sydney West directly;

Email: sydneywest@msp.com.au

Phone: 02 9831 5505

Kind Regards,

Deanne Taylor
Principal