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8<sup>th</sup> October 2018

Dear Parents / Carers

Please find attached your child's school photograph. If you wish to make an order for photographs please do so by completing the order form which is included within the proof pack. Payment needs to be made either by cash or cheque, payable to Van Cols, no later than **Monday 15<sup>th</sup> October 2018**. Students are able to bring the completed order form and payment to student reception at 8:20am to 8:30am, 10:55am to 11:15am, 1:15pm to 1:45pm and 2:50pm – 3.15pm.

If you are purchasing a family photo can you please make sure that the name of the oldest child is on the order form.

Please note that if you do not wish to purchase your child's photograph you **do not** need to return the proof photo.

Orders received after **Monday 15<sup>th</sup> October 2018** will not be accepted by the school. However you may order directly with Van Cols with a surcharge of £3.50 per late order (£5.00 for Panoramic photographs).

Yours faithfully

**Mrs L Allbury**  
**Administration Manager**

