



*'Our Best at all Times'*

Headteacher: Mrs Mitzi Nichol

10 October 2018

Dear Parents and Carers

Individual and Sibling Portraits - Autumn 2018

Today you will receive your child/rens photograph. The photographer has asked us to point out that the proof-photo you have received is a rough guide only for identification purposes and that all purchased prints will be colour-checked, brightened and professionally printed to a much higher standard.

In addition to their usual product range, Picturebox Schools have included an extended product range with some possible Christmas gift ideas for you to choose from. For more details of these products, or if you need any help filling in your order-form, simply visit their website:

**[www.pictureboxschools.com](http://www.pictureboxschools.com)**.

If you wish to make a purchase please follow the three steps below:-

1. Please tick the pack/s you require on each order form using a permanent marker if possible, or a biro on the reverse – remember to include your child's name and class as this enables our photographer to deliver them back to us in class order.
2. Then simply enclose the proof card **and** your cheque or the correct amount of cash inside the envelope provided and seal it securely. Cheques should be made payable to "Picturebox Schools" (*Please write your child's name and class on the back of the cheque*).
3. The sealed envelopes will go directly to the photographer and must be returned to the school office by no later than **Midday on Friday, 26 October 2018**. This deadline is to ensure that we can forward all your orders to our photographer in one batch, and receive the photographs back before the Christmas holidays.

(All orders received after the deadline will incur a £4.00 surcharge to cover the cost of handling and postage – please enclose your address details if you are placing a late order - late orders without the surcharge may be returned unprocessed.

Many thanks.

School Office

