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7th September 2020

LG/KS

Dear Parent/Carer

SCHOOL PHOTOGRAPHS

I am writing to inform you that the school photographs are scheduled this year for Friday 11th September 2020. Individual photographs will be taken of all students from years 7-13 but unfortunately due to a shortened lunchtime, there will be no sibling photographs this year. We expect all students to be in full correct uniform (school PE kit for those who have PE that day) for years 7-11, or in appropriate clothing, which is in line with the 6th form dress code, for years 12 and 13.

Van Cols have introduced some extra safety measures during the photography sessions. A visual aid guide mat to show students where to stand whilst having their photograph taken and where to wait will be put in place, as well as a no contact bar code scanner to identify each student and a protective screen between the photographer and student. Please click this [link](#) for further information.

This year we are trialling a new system which will minimise the need for proofs to be passed back and forth from home to school. As in previous years, your child will be given a bar code which will be scanned at the session as a form of identification. Instead of disposing of the bar code, it will need to be taken home by the student and passed to parent/carers who can use the code to access the proof electronically online. If the student is resident in more than one household they can pass the code on to all relevant parents/carers to allow for multiple orders. Similarly, this code can be shared with grandparents or extended family if required. If, due to personal reasons, contacting your child directly for the unique code is not possible then please email ksciberras@farlingaye.suffolk.sch.uk to request your child's code.

The ordering process will be **on-line only** with a choice for photographs to be either sent to the school or sent to your home address (with a postage fee if order under £35).

The proofs will be available to view on-line a few days after the session but we will send a Schoolcomms message out to all parent/carers, once they are on-line.

Please do not hesitate to contact the school if you have any queries.

Yours sincerely



Miss L Gilmour
Deputy Headteacher