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8th September 2021

LG/KS

Dear Parent/Carer

### SCHOOL PHOTOGRAPHS

I am writing to inform you that the school photographs are scheduled this year for Friday 10th September 2021. Individual photographs will be taken of all students from years 7-13. We expect all students to be in full correct uniform (school PE kit for those who have PE that day) for years 7-11. Years 12 and 13 will be expected to be in clothing which is in line with the 6<sup>th</sup> form dress code.

Van Cols have continued with 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.

Your child will be given a bar code which will be self-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 [gqarnham@farlingaye.suffolk.sch.uk](mailto:gqarnham@farlingaye.suffolk.sch.uk) to request your child's code.

The ordering process will be **direct to Van Cols 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