



20<sup>th</sup> September 2022

Dear Parent/Carer,

### **School Photos**

We have arranged for School Photographers', Cardwell and Simons to visit on Tuesday 27<sup>th</sup> September to take photographs of all students in years 7, 9 and 11 as well as new joiners in the other year groups. These will be used for our school record system.

Please ensure that your child is wearing full smart uniform including tie and blazer on this day. Following the photo day, your child will be given a proof card which will enable you to log on to the secure Cardwell and Simons on-line ordering service and make an order. There is also an option to return your order to reception. The deadline for the ordering will be shown on the photo proofs and delivery of the ordered photos should be in time for Christmas. The ordered photos will be sent to school and given to your child during tutor time.

If you have any queries, please do not hesitate to contact the school office on 0118 9784406.

Yours sincerely

Stephanie Allen  
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