

Our Ref: RBR/FSC1009PHO

Thursday 10th September 2020

Dear Parents and Carers

School Photographs 2020

School photographs will be taken in school on **Monday 21st September 2020** for all students across all year groups.

We are excited to be working in partnership with Versa Portraits for another year, who are a highly experienced school photography company. Please be assured, Versa Portraits have compiled a comprehensive policy to adhere to guidance in relation to Covid-19 and this can be found overleaf.

We will also be offering the opportunity for siblings to be photographed together (this does not include other relatives, only brothers and sisters). We will hold dedicated sessions for sibling photographs from 1.10pm to 1.40pm or after school at 2.40pm in the Main Hall. Late arrivals cannot be guaranteed to have their photographs taken and those travelling home via bus should attend the lunch session. If you would like your children to be photographed together, please complete a brief form by clicking [here](#).

The process for ordering prints is a very simple one and details will be shared with parents shortly. Please note, the school will not be taking orders; they must be submitted directly to the photography company.

Naturally, we would be grateful if you could ensure that your child is smartly dressed in full school uniform, as outlined in our Uniform Policy. Please note, all PE lessons to be theory based on this day, so no student should attend school in their PE kit and will not be required to bring this to school with them.

Should you have any further queries please do not hesitate to contact the school.

Yours faithfully



Mr R Briggs
Head Teacher

VERSA PORTRAITS

Covid-19 Policy - Versa Portraits, Parker Franklin LTD.

In light of the UK government guidelines issued to all schools and nurseries following the outbreak of Covid-19, we are adapting the way that we work in order to be able to continue our service. Versa Portraits is committed to keeping its staff, the pupils we photograph, and associated school staff safe.

With this in mind, we have been working very hard behind the scenes to ensure a contactless process which allows us a way to capture individual school photos with:

- No contact between the photographer and student - long lens camera equipment to ensure a 2-metre distance
- No outside family groups will be photographed, other than siblings
- Children will be posed from a distance
- Upon arrival we will be wearing the PPE required to meet Government guidelines - face-masks can be worn throughout the photography session if you wish and our team will each be carrying anti-bacterial wipes and hand gel.
- Where possible outside windows and doors will be opened
- All equipment will be carefully sanitized before our arrival, and again before we leave
- No orders/money need to be returned to the school
- No completed orders are handed to parents via the school