



16<sup>th</sup> June 2010

Dear Parents

Our 'new style' class photos have arrived and a proof copy accompanies this letter.

The ordering system is the same as for the individual photos. All orders must be back with us no later than Friday 25<sup>th</sup> June 2010, when they will be forwarded to the company. As this is intended to be a 'low admin' system we will not chase up for returns.

Orders received after this date cannot be guaranteed for the end of term, and therefore carry a surcharge of £2.00 (as specified by the company) to cover despatch costs.

'Actual' photos are on display in reception, should anyone wish to see the finished article.

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

Yours sincerely

Mrs G Baggley  
Office and Operations Manager