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14<sup>th</sup> June 2017

Dear Parents/Carers

### School Photographs

Your child will bring home a proof of their photograph with this letter.

If you would like to order a photograph please complete and return the order form provided by Friday 21<sup>st</sup> June.

Please use black ink and block capitals when completing your order form and include a daytime telephone number in case of any queries. Your proof order form and payment should be placed in the envelope provided. If paying by debit/credit card please complete the card payment slip and place in the envelope.

Cheques should be made payable to Colorfoto, please write your child's name and class on the reverse side of the cheque. **If paying cash please enclose the exact money as no change can be given and secure your envelope.**

Delivery to school is free when you return your order to school by Friday 21st June, but if you miss the deadline you can still order online, call the Parent Helpline on 02920 448210 or email [schools@colorfoto.co.uk](mailto:schools@colorfoto.co.uk).

Alternatively orders can be made online, visit [www.fotoorder.co.uk](http://www.fotoorder.co.uk) log in using the Photo IDs and Passwords on your order form under each pose. A flat rate post and packing charge will apply for any size of order delivered to your chosen UK mainland address. More products are also available online.

Order forms should be placed in the school post box in the foyer.

Yours sincerely

 Tim Mamak  
Headteacher