



Glenmore Parkway, Glenmore Park NSW 2745

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Monday, February 20, 2023

Dear Parents/Guardians,

School Photographs – Friday 31st March 2023

On Friday 31st March, “The School Photographer” will be at Glenmore Park High School to take our annual school photos. Each student will have their picture taken individually and with their year group.

A prepaid envelope is sent home today with this letter. Students are required to return the envelope with their payment on the day of photography and hand it directly to the photographers. **Staff at Glenmore Park High School will not accept payment for photos.**

Payment Options for Friday 31st March 2023

1. **Online Payment (preferred)** – please go to www.theschoolphotographer.com.au, select the “Click here for Online Payments” button and follow the on screen instructions. Please record your 6 digit order number on your child’s envelope and return it to the photographer on the day of the photography.
2. Correct money or money order in the prepaid envelope to be handed to the photographer on the day. (Cheques are no longer accepted due to a change in bank policy.)

Payment Options after Friday 31st March 2023

Payments can also be made after the photography day by calling “The School Photographer” office on 9674 9824, where they will take credit card payments over the phone.

Please note – there is a processing fee of \$5 for phone payments.

Sibling Photographs and Special Photographs

Sibling photographs will be taken during lunch time on Friday 31st March. If you wish for a family photograph to be taken, students will need to collect a sibling envelope from the front office during lunch time **no later than Wednesday 29th March.**

Catch Up Day – Tuesday 4th April 2023

Students who are absent on the day will have the opportunity to have their individual photos taken on the following Tuesday 4th April during periods 1, 2 and 3.

Students must wear the correct full school uniform as per the school uniform policy on page 12 and 13 in the student school diary. Failure to do so may result in the student not appearing in the group photo and/or individual photos.

If you have any enquiries, please don’t hesitate to contact the school.

Merrilee Polley

School Photographer Organiser