



26 September 2016

Dear Parent/Carer,

Your son/daughter has been given their Van Cols photograph proof which was taken on Friday 9<sup>th</sup> September (if your son/daughter did not attend school on that day there will be no photograph). If you have not received the proof please ask your son/daughter to collect it from their **FORM TUTOR**. Please follow the instructions as per the details on the proof as there is now the option to purchase online at [www.getphotos.co.uk](http://www.getphotos.co.uk) or return the completed form to the main office at school. The **deadline** for return to the school is:

**\*\*\*4pm MONDAY 3<sup>RD</sup> OCTOBER\*\*\***

**Please DO NOT RETURN THE PROOF CARDS if you DO NOT wish to order.**

**Late returns** will incur a surcharge of £3.50 (£5.00 for Panoramic) per order and you will need to contact Van Cols directly to obtain your photograph. The school will be unable to process your proofs after this time.

Kind regards,  
School Office