



Head of Academy: Mr P Weir
CEO: Mrs B Mabey

Our ref: PWT/scl

20th September 2018

Dear Parents/Carer

RE: School Portrait Photos

For our register purposes, we are delighted to be welcoming Fizz Portraits to our Academy on **Monday 8th October 2018** to take formal portrait photographs of all Year 7 students and to give you the opportunity to purchase the image. The Academy will use the images for our secure information systems. Pictures may be used for celebration displays **where consent is given**.

Please could you ensure that your child comes to the Academy in full, smart uniform and is looking their best.

Following the photograph session, you will receive a proof from Fizz Portraits, which will have a small image of the portrait along with the details of how to make your purchase, should you wish. The proof will come home with your child no later than 2 weeks after the photo session.

There will be a deadline on the proof card of when you will need to return it to the Academy to be eligible for free delivery.

Thank you in advance.

Yours sincerely

Mr P White
Deputy Headteacher