2 May 2024

Dear parents and carers

**CHAPMAN PRIMARY SCHOOL 2024 SCHOOL PHOTOS**

Please see below for the 2024 school photos schedule. Photos will again be taken by *The School Photographer,* a popular company used by schools Australia wide for their quality, package variety, comparable costs and easy ordering.

**Proposed Schedule**

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| --- | --- |
| **Day and Date** | **Schedule** |
| **Tuesday 21 May** | **Preschool** only - Frogs & Spots – group and individual photos |
| **Thursday 23 May** | Preschool Stripes & Turtles – group and individual photos  Kindergarten to year 6 – group and individual photos  Sibling photos – break 1 *(10:30-11:10 am)*  Specialist Group photos. |

Personalised order forms will come home by Monday 6 May.

**Photographic Consent**

The Directorate reminds families that as per ACT Education Privacy Policy updates *if parents have not given permission for their child to be photographed, the child cannot participate in school photos and their details should not be included in the class list printed*. While in most cases, parents or carers are happy for their children to be included in school photographs, if consent has been withheld for photographs to be taken, children’s names to be published, or information to be released to school photographers by the school; your child will not receive a personalised order form.

Families with children who do not have one or more required consents will receive a personalised *Permission to appear in 2024 School Photographs* letter and consent slip offering parents or carers the opportunity to consent to them being included in class or group photographs. All children will be photographed individually for in-school security purposes. Your children will not be issued with a personalised order envelope; however once the school receives the returned permission to appear in school photos consent slip, you are welcome to collect A blank order form from the school front office. Consent slips must be returned by Thursday 16 May for your child to be included in school photographs.

Please do not hesitate to contact the school on [chapmanps.info@ed.act.edu.au](mailto:chapmanps.info@ed.act.edu.au) or 6142 2400 **before Thursday 16 May** if you have any questions or concerns.

**About school photos**

* School photos will be taken in the school hall.
* Students will be photographed individually and in their class group on stands, or unpublished individual photos unless otherwise indicated by parental non-consent.
* **Personalised Order Forms:** If parents and carers have previously given permission for the school to release information for school photographs, your child will bring home a personalised order form explaining ordering and payment information.
* **Blank order forms are available from the front office** for families who did not consent to releasing details for school photographs, for those who have misplaced personalised order forms and students who have started at the school since we began the 2024 school photograph process.
* **Sibling Photo order forms** are available for you to collect from the school front office or can be ordered online directly without the need for completing order forms.
* **Group Photos –** Your child will be able to let you know if they are in a group which has a special group photo and how to order these if you wish to.

**Orders and Payment**

**Order forms and payment will not be accepted by the school prior to photograph day.**

The purchase of school photos is between families and *The School Photographer.* The school is required to comply with financial guidelines regarding money’s held on school premises. For this reason we cannot accept payment for school photos or hold payment for school photographs on the premises.

Your child should hand their own completed order form to the photographers on school photo day.

*The School Photographer* offers easy and secure online order and payment options as outlined on order forms.

**Sibling Photos**

* Sibling photograph order forms can be collected from the school front office.
* ALL Sibling photos will be taken on **Thursday 23 May during break 1** in the school hall.
* A school PA system announcement will be made to remind children to have sibling photos taken.
* Please speak with your children about meeting their siblings outside the school hall with their form when the announcement is made.
* Unless preordered online, students must hand sibling order forms and payment to the photographers as their photo is taken (please do not send sibling order forms or payment to the school).
  + The photographers provide the school with a list of siblings to be photographed for those who place online orders up to the day before sibling photo day – *this is a great way to ensure your children don’t forget to come along for their sibling photograph as we can follow up on students who miss the announcement.*

**Group photos.**

Specialist group photos will be taken on Thursday 23 May 2024. Advice about viewing and ordering these photographs will be given to parents and carers of student in these groups when they are available from *The School Photographer.*

Regular updates and reminders will be sent to families via email and SMS throughout this process.

Further information about *The School Photographer,* please visit [www.theschoolphotographer.com.au](http://www.theschoolphotographer.com.au).

Please do not hesitate to contact the school on 6142 2400 or via email at [chapmanps.info@ed.act.edu.au](mailto:chapmanps.info@ed.act.edu.au).if you have any other questions about school photos.

Yours faithfully

James M. Barnett  
Principal