



Castle Camps CofE (VC) Primary School
Church Lane, Castle Camps, Cambridge CB21 4TH
Telephone: 01799 584270
Fax: 01799 584442
E-mail: office@castlecamps.cambs.sch.uk
Website: www.castlecampsschool.co.uk
Headteacher: Miss A.E.O'Connor

9th October, 2018

IMPORTANT

To the Parents of «Title»,
«First_Name»

Dear Parents,

Individual & Sibling School Photographs – Friday 19th October, 2018

The School Photography Company will be visiting the School for the morning of Friday 19th October, 2018. Adult help is necessary for the session to run smoothly and we would be very grateful to receive offers from parent volunteers – please contact the School Office or complete the attached reply slip.

- Option 1 **All children will be photographed individually in School Uniform** – there is no obligation to purchase.
- Option 2 Brothers and sisters may be photographed together if you wish **BUT please complete and return the reply slip if you would like to take advantage of this option.** We will not automatically photograph siblings together we need your permission.
- Option 3 A further option is to include pre-school brothers and sisters, or even the whole family as one group **BUT again, please indicate your requirements on the reply slip.** These photographs will be taken in order of arrival, starting at **8.30 a.m** and finishing at 9.00 a.m. **in the Library.** Please arrive on time at 8.30 a.m.due to the short time slot.

We would be grateful if you could return the reply slip by **15th October, 2018 at the latest.**

Yours sincerely,

A.E. O'Connor

Miss A. O'Connor

s:\office share\parents\the school photography co 2018.docx

Photographs – Friday 19TH October, 2018

Option 1 **Individual** - There is no need to return this form for photographs of individuals – all children will be photographed individually.

Option 2 **Siblings in School**

I would like my children (names) _____

from Classes _____ to be photographed together.

Option 3 **From 8.30 a.m. to 9.00 a.m. in the Library via the Main Entrance**

I would like my child/children (names) _____

from Class(es) _____ to be photographed with pre-school children/in a family group.

Signed _____ Date

.....
PARENT HELPERS

I would be able to help on Friday 19th October, 2018 with photographs from 9.00 a.m. to approx. 11.30 a.m.

Name (please print)

Signed

If you do not hear from us directly assume we require your kind offer of help.

«Title», «First_Name»