



CHAILEY SCHOOL

A Specialist Language and Humanities College

Headteacher: Mrs Helen Key MA (Ed)

6th October 2017

Dear Parents and Carers

School Photographs – Friday 13th October 2017

As is our usual practice, we have made arrangements with a professional school photography company, Master Portraits, to visit school on the above date to take individual photographs of all students in Years 7 – 11. Whilst these photographs are predominantly for school use as a record of tutor groups and year groups at Chailey, the photographs of your child will be available to you to purchase if you wish as a record of your child's education.

Each student will have their portrait taken and will be given a camera card and ordering details by the photographer on exiting the studio. Their unique login code on this card will enable you to login to view **only** your child's photo on their website – www.mastsp.com. The proof order form will be sent out approximately 7-10 days after photo day. Orders can be placed directly with MSPL via the website, phone or post.

Sibling Photographs

If you would like sibling photographs (students of Chailey School only) please email Mrs Amanda Hilton at ahilton@chaileyschool.org by 4pm on Wednesday 11th October so that we can advise the photographers accordingly – **please only email if you do require sibling photographs** not if you do not require them. Sibling photographs will be taken during break and lunch time and it will be the responsibility of your sons/daughters to ensure that they arrive at the photo studios – which will be based in the main hall - anytime between 11.15 and 11.35 or between 1.15 and 2.00 p.m.

Finally, please note that if your son/daughter is in Year 11 and they do not have their photograph taken then their picture will not appear in the Year 11 Yearbook.

Thank you for your continued support.

Yours sincerely

Helen Key
Head Teacher

