



2019 School Photos - Kindergarten to Year 6

Dear Parents/Carers,

School photos for students in years Kindergarten to 6 will be held on Tuesday, 5 March 2019. The Portrait Gallery will be taking our photos again this year.

Ordering Instructions

- Attached is an *Order Envelope* with information on how to use the 'pay as you order' system directly through The Portrait Gallery.
 - Option 1 – payment via Credit Card (instructions are on the back of the envelope)
 - Option 2 – payment via Cash (place exact amount of cash in the envelope, no change will be given, and no cheques accepted)
- **Note that the school does not process the payments or orders of school photos, this is done directly through The Portrait Gallery.**
- One order form must be submitted for each student
- Order forms must be submitted to the Front Office no later than **3.30pm on Wednesday, 27 February 2019**

On PHOTO DAY envelopes will be handed to the photographer by the classroom teacher as the student has their photo taken. ALL students will be photographed.

If you have any issues with the payment options or order packs, please contact The Portrait Gallery on 6241 8942 or email mail@theportraitgallery.com.au. If you are unsatisfied with the photographs you receive please contact The Portrait Gallery within ten days of receipt of the photos for a full refund.

**PAYMENT and ORDERS DUE to the Front Office by
3.30pm Wednesday, 27 February 2019**