3rd February 2016

Dear Parent/ Caregiver

All students have their photograph taken at Redbank Plains SHS as the Student ID cards are done by the photographers. The only exception to this are students that enrol later in the year. Furthermore, Year 12 students photos are used on their Graduation Certificate.

The school photographs are on Friday 12th February 2016 (for Yr 7, 8, 10 & 12) and Monday 15th February 2016 for Year 9 and 11 students and catch ups.

Personalised Envelopes:
You will notice that your envelopes already have student’s name and class printed on the front. These details come from the data that was provided by the school. Students enrolled after the information was sent through to MSP Photography will have a blank envelope in which they will need to print their details onto. PLEASE DO NOT PHOTOCOPY STUDENT’S INDIVIDUAL ENVELOPES. Each one is printed with a specific ‘shootkey’ to help us identify each child’s order.

For any new students, or anyone who may misplace their original envelope, blank individual envelopes have been given to Access teachers to give to these students. If these parents wish to order online they will need to contact MSP to obtain their child’s individual ‘shootkey’.

Separated Parent Families:
Parents can place multiple orders for children by either:
1. Placing all the orders on the one envelope
2. Handing in multiple order envelopes (they can collect a spare one from the school office and complete it as usual). If this is the chosen method, please have them label the envelope as either “Mums Copy” or “Dads Copy”, so upon delivery the correct photo order is returned to the correct parent.

Payments:
Orders can be placed online using the child’s individual ‘shootkey’ listed on their envelope. Payments can be made through our secure online ordering portal using a credit card. Some additional products are exclusively available to online customers.

Parents may pay by cash, however the correct amount needs to be put into the envelopes, as the photographers do not carry change and nor does the school have the ability to provide change.

Parents can pay for all of their children’s orders in one envelope. Please write all the children’s names on the one envelope that contains the payment. However each child requires their own
envelope on photo day to ensure their order is placed and processed (even if the payment is in a sibling’s envelope).

Orders placed after photo day will incur a $20 search fee. Late orders are not processed until payment is received.

**How long will it take:**
Photographs are delivered approximately 4-6 weeks after the school has completed and sent back all proofs to our office and all queries have been addressed.

**Photographers details:**
Please contact the MSP Photographers directly with any queries.
e admin.seq@msp.com.au
p 07 3848 3946
f 07 3054 0314
PO Box 58 Salisbury QLD 4107

Yours faithfully

Belinda Walker
Deputy Principal