



# St. John's CE Primary School

Growing and learning together  
Sharing the love of God

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4<sup>th</sup> October 2021

Dear Parents/Carers

## **School Photographer – Friday 8<sup>th</sup> October**

Fraser Portraits will be in school on Friday 8<sup>th</sup> October to take individual photographs of the children. This year we will also be able to offer an after school sibling session from 3.30pm in the school hall. A time slot must be booked via the school office.

We have worked closely with Fraser Portraits to ensure that the highest care will be taken when the photographer is in school, and when any orders of photographs are distributed to families, to prevent the spread of Coronavirus.

*It is of the utmost importance to us to ensure we prevent any spread of the virus working safely in schools whilst still providing an excellent service and an enjoyable experience for the students. Fraser Portraits.*

Please find below the procedures, from Fraser Portraits risk assessment, that will be put in to place on the day.

- If a photographer is showing any symptoms of the virus they will not attend the school. We will do our best to schedule a different photographer but an occasion may arise where we will need to reschedule our appointment with the school. We will have additional photographers available so we hope this will not occur.
- Photographers will be supplied with masks and disposable gloves. They will also have hand sanitiser and alcoholic wipes.
- Photographers will wear gloves and a mask whilst transporting their equipment in and out of the school.
- When the photographer is in the location for the shoot they will clean their equipment, open windows and doors when appropriate and hand sanitise.
- The photographic set will be fronted with a see through screen and the posing position of the students will be at least 2 meters away. The photographer will not wear gloves or a mask during the shoot.
- Once each student bubble has been photographed the posing stool will be cleaned by the photographer and hand sanitiser subsequently used. No photographic props will be used.

The proofs and final prints for these photographs will be distributed by school however, ordering will be ONLINE only. The proof will give full details on how to do this.

The Cygnet Class (nursery) children are all invited to attend. You will need to bring your child to nursery at 9am prompt. Parents/Carers should then wait, socially distanced, in the nursery garden until after the photographs have been taken. The afternoon sessions will go ahead as usual.

**As you may know, we use The Arbor App to gather consents from parents/carers, this includes permission for your child to be photographed by a Specialist Photographer. Please ensure that you have given consent if you wish your child to have their photo taken. If you require any help with the app, please speak to Mrs Heidi Martin in the school office.**

We hope that the information provided above reassures you of the upcoming visit from the school photographer, however if you wish to discuss anything further, please speak to Mrs Aze or Mrs Martin.

Yours sincerely

Mrs Amanda Aze, Headteacher



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Academy Trust  
*'Beyond expectations for all of God's children'*