



St. John's CE Primary School

Growing and learning together
Sharing the love of God

Headteacher: **Amanda Aze**
Chair of Local Advisory Board: **Vivien Sloan**

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Dear Parents/Carers

School Photographer – Monday 12th October

Fraser Portraits will be in school on Monday 12th October to take individual photographs of the children. Unfortunately this year, due to current restrictions, we are unable to offer sibling photographs and there will be no family portrait sessions available after school. Sorry for any inconvenience this may cause.

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.
- Proofs from the shoot and subsequent photograph orders will be delivered to the school at least 72 hours after they were handled by our staff.

All orders will need to be placed online with Fraser Portraits and details of how to do this will be emailed to you.

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.

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'