



Grove Academy
ESPRIT Multi Academy Trust
Turner Street, Northwood, Stoke-on-Trent, ST1 2NL
Telephone: 01782 234550 Email: grove@espritmat.org
Executive Principal & Designated Child Protection Officer: Mrs S Moran
Academy Principal & Deputy Designated Child Protection Officer: Mrs S Carrigan



“Every child deserves to be the best they can be”

Our ref: o:\letters home\2020- 2021\academy photographers.doc

18th November 2020

Dear Parents / Carers,

As you are aware, Academy Photography are due in to our academy on **Friday 20th November**. At this point in the year they would usually offer a family portrait sitting to include siblings who do not attend our academy, individual photos of all pupils plus any siblings in school. To enable this to go ahead this year, we have had to change how we will operate (due to COVID-19 restrictions) not only on the day but after the event too.

On the day

- Individual photos – no change. These will still take place for all pupils that are present on the day.
- Sibling photos – these will not take place. However, information for parents / carers on how they can ‘merge’ individual photos to create a sibling photo will be enclosed in every child’s proof envelope.
- Family Portrait sitting – this will not take place. We hope to be able to offer this in the summer term when the photographers return to take class photos and Year 6 leavers.

Proofs

No change. Proofs of individual photos will be sent to our academy to return home to parents / carers. Please note – once we receive these proofs, we will quarantine them for the required period in line with COVID-19 measures and regulations before sending them home to parents / carers.

Orders

Orders must **not** be returned to our academy. They are to be placed directly with Academy Photography online via their website using a unique password that can be found on your photo proof. Again, this information will be enclosed in every proof envelope. Online ordering will reduce the number of people handling the envelopes.

Delivery

Academy Photography will deliver your order directly to your home address. There will be an additional cost of £3 to cover postage. By having these delivered directly to you, this will ensure that you receive your orders in a timely manner should your child be absent from school for any reason. We know that many parents / carers order their child’s photograph as presents for Christmas and we would not want anybody to be disappointed if we were unable to send these home to parents / carers for whatever reason.

Absent Children

Academy Photographers will revisit our academy on Tuesday 1st December to take individual photographs of children who are absent. We will remind you of this closer to the date.

If you have any questions or queries, please do not hesitate to contact us directly via our office email address grove@espritmat.org

Yours faithfully,

Miss E Comber
Senior Administration Finance Officer

PLEASE UPDATE THE ACADEMY OFFICE IF YOUR CONTACT DETAILS CHANGE

