



**Northwood Broom Academy**  
**ESPRIT Multi Academy Trust**  
Keelings Road, Northwood, Stoke-on-Trent, ST1 6QA  
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Executive Principal & Safeguarding Officer: Mrs S Moran  
Principal & Designated Child Protection Officer: Mrs Y Glaister



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

Our ref: GA

23<sup>rd</sup> November 2020

Dear Parents / Carers,

As you are aware, Academy Photography are due in to our academy on **Thursday 26<sup>th</sup> 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 the photography session 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.

#### **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 can be returned to our academy or can 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 to school, or, if you have used their online ordering system, directly to your home address. If you choose to use the online ordering system, 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.

If you have any questions or queries, please do not hesitate to contact us directly, via our office email address [northwoodbroom@espritmat.org](mailto:northwoodbroom@espritmat.org)

Yours faithfully,

PP *L. J. Brandrick*

Mrs G Aldridge  
Senior Administrator & Finance Officer



**PLEASE UPDATE THE ACADEMY OFFICE IF YOUR CONTACT DETAILS CHANGE**