

# Cardinal Pole Catholic School

205 Morning Lane, London E9 6LG  
P 020 8985 5150 [www.cardinalpole.co.uk](http://www.cardinalpole.co.uk)

Wednesday 25<sup>th</sup> September 2013

Dear Parent/Carer,

## **Re: Year 7 School Photo's**

As you are aware, The School Photography Company attended school on 11<sup>th</sup> September 2013 to take individual photos of each of the Year 7 students for the purpose of uploading a photo to each student's record on the School's Information System (SIMS).

The photos have been made available to buy as a token as their Year 7 photo at the start of secondary school.

Your child has been given a proof pack containing a copy of the photo and the various packages that can be purchased. If you wish to purchase the photo, please do the following:

- 1) On the order form, tick the package you require (Pack A – I), please note you can pick more than one package and make duplicate orders if desired.
- 2) Inside the envelope, please place cash or a cheque for the correct total amount of the order. Cheques need to be made payable to 'TSPC Ltd'.
- 3) Place the order form inside the envelope, ensuring the child's name and photo is facing outwards.
- 4) Seal the envelope and return to the school office by **Tuesday 1<sup>st</sup> October 2013**.

Please note that the school office are NOT permitted to open the envelopes and check the order form has been correctly filled out and cross reference this with money/cheques.

Any orders wishing to be placed after this date will need to be done directly from The School Photography Company by posting (free post) the order form with a cheque in the envelope provided or online via the online shop [www.tspc-shop.co.uk](http://www.tspc-shop.co.uk) See reverse of order form for your unique photograph code.

Yours sincerely,

Sarah-Jane Lowry  
**Office Manager**

