



Niagara Park Public School

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1st March, 2021

SCHOOL PHOTOS

Dear Parents/Carers,

MSP Photography will be taking class, individual and sibling photos in Week 9 on **Wednesday 24th March, 2021**.

Students are required to wear full school uniform on the day with black shoes. Each student should have received a photo flyer with their name, class and shoot key on the front. Details regarding options for photo packages, prices and payment are set out on the MSP website. Follow the instructions on the flyer to place your order.

Family envelopes for sibling photos are available at the front office on request. These are not automatically sent home.

Some points to remember when ordering are:

Online Payments (preferred option)

Online payments can be made through the MSP website: www.msp.com.au. The website will display an order reference code which should be **recorded on the back of the flyer**. If paying online, Mastercard or Visa credit/debit cards are accepted. **Each child will still require their photo flyer on photo day and this should be sent to school prior to photo day.**

Cash Payments in Envelopes

If paying by cash, please enclose correct money in an envelope as **no change can be given**. Please indicate the package you wish to order and your child's name and class. Cash and money orders/cheques only. **No credit cards unless payment is made online to MSP Photography**. Don't seal envelopes inside each other. You may pay for all your children in one envelope, however each child will still require their individual flyer to have their photo taken on the day.

Single Parent Families

Parents can place multiple orders for their child by either:

- placing all the orders in one envelope
- handing in multiple envelopes with the child's details on each (spare envelopes can be obtained from the front office). If this is the chosen method, it will assist with delivery if the envelopes are labelled as 'Mum's copy' or 'Dad's copy'. These envelopes will be kept at the office to be collected by the parent/carer who placed the order.

* Late orders after photo day must be placed online through the MSP website and will attract a late fee of \$20.00.

If you have any enquiries regarding ordering or payment of photo packages, please contact MSP Photography on: 49 668292 or email: admin.nhvcc@msp.com.au

Please note: Photo flyers must be returned to the school prior to photo day, particularly any sibling photo envelopes, so that it can be recorded and therefore students do not miss out on getting their photo taken on the day.

Yours sincerely,

Kylie Williams
Deputy Principal (Rel)