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Mrs C Freeman BA(QTS) NPQH

Dear All,

The children will have their individual school photographs taken on **Wednesday 14th October.**

Please see below the steps we have put in place for this to operate safely this term:

Before each photo shoot

- Equipment will be carefully sanitised
- Photographers will have their temperature taken and logged
- Photographers will wear the PPE required to meet DofE and HM Government guidelines and carry anti-bacterial wipes and hand sanitiser During our visit
- Photographs will be taken in the sports hall and the photographer will walk across the playground without entering any classrooms, sanitising any surfaces they come into contact with
- A minimum 2m social distancing will be maintained at all times
- Outside windows and doors will be opened
- Pupils will stay in the class bubbles and will not be in contact with any other bubble
- Photographer will have no contact with staff or children
- No props or studio floors will be used
- Children will be posed standing, from a distance; the photographer will still be able to capture the same natural expressions, but may need some assistance from staff in their bubble
- All equipment will again be carefully sanitised before they leave

After the photo shoot

- Proofs and order forms will be printed and delivered to school the same day, sorted by class and in sealed envelopes, these will be held for 72 hours before being handed to pupils, parents or carers
- All photographs will be posted to the pupil's home address
- All packing is completed by individuals wearing PPE and adhering to stringent COVID protocols to meet DofE and HM Government guidelines.

Unfortunately, this year under the current Covid guidelines and the children being in class bubbles, we will not be able to take sibling photographs. Thank you for your understanding.

Kind regards,
Hale Academy



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