



# SCHOOL PHOTO DAY IS COMING!

Dear Parents,

Our school photo day is coming! Approximately two weeks prior to the photo day every student will receive a Kapture Photography order envelope to bring home. The recommended method of ordering your photos is online through Kapture's website as your payment is secure and can be easily verified at any time. If you pay online, there is no need to return the order envelope to school.

Alternatively you can pay by cash and return the provided envelope to the school on the photography day. Please note the photographers cannot open sealed envelopes and cannot provide change.

You also have the option to order a sibling photo package online, however please note sibling orders will close midday sharp at least one day before photo day. We suggest you place your online sibling order as soon as you receive your order envelope with your order instructions.

**Log on to [kapture.com.au](http://kapture.com.au) for your sibling photo order cut-off date and time.  
*Late requests cannot be granted.***

Late payment envelopes cannot be accepted by the school office or by Kapture. You can place an order online for class or individual photographs at any time for the remainder of the current school year however a \$15 fee will apply if you order more than 10 days after photography.

If your child is in a sports or special group photo, you can use the same school code on your order envelope to view and order these photos on Kapture's website, around the time that school photos are ready to be delivered. Please note; Class group, individual and sibling portraits are not available to view online.

Kapture offer a money back guarantee for any parent who is not fully satisfied with their photo package. Should you have any queries before or after photo day, please direct them to the Kapture office on 9240 1714 or email [enquiries@kapture.com.au](mailto:enquiries@kapture.com.au).

*All students will be photographed individually on photo day for school administration records AS WELL as included in their class group photo available for purchase to all families. Should there be any reason why your child should **NOT** be included in the photo shoot –please contact the school office.*

