



# NORTHUMBERLAND

COUNTY COUNCIL

James Street  
Seahouses  
Northumberland  
NE68 7YF



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21 May 2009

## School Portraits

This year we thought it would be nice to offer you the opportunity to purchase traditional portraits of your child, something we haven't done for many years.

You will find included a passport-sized sample photo (or 2 if we captured an alternative pose, emotion or expression). Feel free to keep this for bus passes or the like if you wish. On the reverse side of the photo you will see the number of the photo (eg 501), which will tie with the number of the photo you can view on our website. On the table overleaf simply fill in the number of the photo and the quantity of any sizes you wish to order.

For a higher quality preview I have uploaded a gallery of all the photos to [www.seahousesmiddleschool.com/portraits0809](http://www.seahousesmiddleschool.com/portraits0809). From there you will be able to browse through all the photos taken so far. This will be updated with children who have not yet had their photo taken, or those who require a retake.

All photographs were taken with a professional, high-resolution camera and full studio set up and then edited as necessary. Each print will be done on high quality photo paper. We won't offer framing or mounting - we'd much prefer to allow you to choose your own frames to fit your needs rather than charging for something you may never use.

Prints are available in A4 (29.7x21.0cm) or 5x7 inch (12.7x17.8mm). We will be happy to have photographs especially printed in larger sizes too, for instance A3 (twice the size of A4) and A2 (four times the size of A4). We will gladly process any other standard photo sizes you request too - some sample sizes and prices have also been put on the website.

Photos are printed on a very slightly glossy paper as standard, perfect for framing, though a 'metallic' glossy is available in most sizes at an extra cost.

Feel free to email me ([gw@seahousesmiddleschool.com](mailto:gw@seahousesmiddleschool.com)) or call the school reception regarding any queries, requests or feedback.

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HEADTEACHER: Miss J. Harris MEd  
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INTERNET: [www.seahousesmiddleschool.com](http://www.seahousesmiddleschool.com)

Any order should be returned soon after the half-term holiday with the total cost enclosed (cash or cheque), and all orders will be processed immediately on receipt and sent out in the following days, though any A2, A3 or specialist requests will take longer.

We will be taking more photos after the half-term holidays, both for pupils who were missing during the shoot or those whose photos haven't come out quite as well as we'd have liked. If you place an order and we retake the photo of that child we will forward the new photos to you at our cost.

If you aren't satisfied with the photo of your child please tick the 'request retake' box below. Comments and suggestions are welcome.

Hopefully next year we will be able to do the photo shoot in the more traditional timeframe of September or October.

Yours sincerely,

Gavin Wilson  
**gw@seahousesmiddleschool.com**

	<b>Photo Number</b>	<b>Quantity of 5x7"</b>	<b>Quantity of A4</b>	<b>Quantity of A3</b>	<b>Quantity of A2</b>	<b>Other Size (specify)</b> ..... <b>x</b> .....	<b>Other Size (specify)</b> ..... <b>x</b> .....
<i>example</i>	807	1	2				

Please tick to have prints in 'Metallic' extra glossy where possible   
 Please see our website for details and pricing

Request retake

Cost per photograph of some common sizes:

- 5x7 inch: £3.00 each
- A4: £4.50
- A3: £8
- A2: £15

Parent's name .....

Child's name .....

Signed .....

I enclose: £ ..... in payment