



ST. CHRISTOPHER'S INTERNATIONAL PRIMARY SCHOOL, PENANG

No. 10 Nunn Road, 10350 Penang, West Malaysia.

Tel: +604 226 3589 / 228 0752 Fax: +604 226 4340

Email: Principal – martin.towse@scips.org.my School – scipsoffice@scips.org.my

PRINCIPAL : MARTIN TOWSE

Thursday 21st May 2015

SCHOOL PHOTOGRAPHS

Dear Parents,

It is that time of year when the School engages a professional photographer to take class and individual photographs. The photographer will be in School from **Monday 25th May to Friday 29th May 2015.**

The framed photographs will consist of:-

- **1 CLASS PHOTOGRAPH (6" BY 8")**
- **1 INDIVIDUAL PHOTOGRAPH (5" BY 7")**
- **FOUR (4) PASSPORT SIZE PHOTOS**

The price is RM50-00 per set (Class Photograph, individual and 4 passport sized photos) inclusive of display frame and name card **OR** RM40-00 per set (Class Photograph, individual and 4 passport sized photos) **without the cardboard frame**

A timetable is attached showing which day /time your child's class will have their individual photographs taken next week. Children must wear their School Uniform on this day and can bring along a comb / brush. We certainly want them looking their best. We'd also be very grateful if each designated class parent could come in on the day of the class photograph session to help the teachers. Thanks in advance for your support with this!

Payment

Please enclose RM50-00 or RM40-00 in a sealed envelope for your child's class and individual photograph, to be returned to the School Office by **Friday 29th May 2015.**

Kindly note that we will only send photographs home if we have received payment in advance, but the money will be refunded to the parents if they are dissatisfied with the quality of the photographs and upon receipt of the returned photographs to the office.

Family group photographs

If you wish to have a family photo taken (i.e. all school-aged siblings together), we have set aside 3 separate sessions for this **7.45-8.15am on Tuesday 26th May and Thursday 28th May, or 12.30-1.15pm on Wednesday 27th May.** Please attend along with your children, as there won't be any other adult supervision. Arrangements regarding payment for and delivery of these 'extra' photographs should be made directly with Mr. Lee and his team.

Yours sincerely,

Martin Towse
Principal



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Photograph schedule for May 2015 (Art Room)

Individual	Mon 25.5	Tues 26.5	Wed 27.5	Thurs 28.5	Fri 29.5
7.45 - 8.15am		Family		Family	
8.15 - 8.45am		NE	NS		RE
8.45 - 9.15am	NMK		RK	Y2LK	EY retakes
9.30 - 10am					
10 - 10.30am	Y2JD		Y1AL	Y2JM	KS1 retakes
10.30 - 11am	Y6HH	Y3LH	Y5	Y6SG	
11.15-11.45am	Y1EA	RS	Y6GT	Y1CD	KS2 retakes
11.45-12.15pm	Y3JA	Y4AR	Y4AT	Y4JM	
12.30-1.15pm			Family		
1.30-2pm	Y5AL	Y5VA		Y3ED	



CLASS PHOTOGRAPHS

Name of Child: _____

Class: _____

- I enclose RM40.00 (photos only – no frames) I enclose RM50.00 (photos and frames)

(Please tick as appropriate)

If you are issuing a cheque- Please make it payable to: **THE ST. CHRISTOPHER'S SCHOOL ASSOCIATION**

Signature:- _____ (Parent/Guardian) Date: _____

Tel Contact: _____

* Please return this proforma with payment to the School Office **by Friday 29th May 2015.**