

# Memorandum



To: **All Staff**  
From: Jamus Macpherson, Rector, Keith Grammar School  
Telephone: 01542 882461 (Ext 203)  
Email: Jamus.macpherson4@moray-edunet.gov.uk  
Date: 13th September 2018  
Subject: School Photographer – Tuesday, 25<sup>th</sup> September 2018

*“Working together to be Aspirational, Healthy, Respectful and Responsible”*

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Photos will be taken in the hall. The arrangements are as follows:

8.50a.m.	1M	12.05p.m.	5M
9.00a.m.	1O	12.25p.m.	5O
9.15a.m.	1S	12.35p.m.	5S
		12.45p.m.	6M/6O/6S
9.25a.m.	2M		
9.40a.m.	2O	1.10p.m.	Whole Staff Photo
9.55a.m.	2S	2.05p.m.	Prefects + S6 Group
		2.15p.m.	S1 Group
10.10a.m.	3M	2.30p.m.	S2 Group
10.45a.m.	3O	2.55p.m.	S3 Group
11.00a.m.	3S	3.05p.m.	S4 Group
		3.20p.m.	S5 Group
11.15a.m.	4M		
11.35a.m.	4O	3.30p.m.	Family photos – KGS pupils only
11.50a.m.	4S	3.40p.m.	Family photos – KGS and Non-KGS pupils

## NOTES

1. Would staff please ensure that pupils are released in plenty of time for their photographs.
2. Pupils should report to the hall at the stated time where they should follow the instructions of the Senior Students. When arriving in the hall they should get into alphabetical order. As soon as they have been photographed they will return to classes.
3. Please tell pupils of these arrangements and ask them to let their parents know that Family photos will be taken at the end of the day.
4. The oldest member of each family is responsible for organising their brothers/sisters for family photos.
5. Pupils are to be reminded that they should be wearing full school uniform for the photographs.

Please accept my apologies where there will be some disruption to normal work. However, if we can keep to the schedule, this should be minimised.

Please see me or Caroline Winchester if you need more details.