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Date: 02 December 2016



**Mrs Linda Park**  
Head Teacher  
**Learning & Leisure Services**  
Greenfaulds High School  
Athelstane Drive  
Cumbernauld  
G67 4AQ

Dear Parent/Guardian

### **Greenfaulds High School Photographs 2016 - 2017**

To mark the move into our new state of the art facility it was decided that we would offer all pupils the opportunity to be photographed individually, in House classes and if requested in family groups. The photography company we utilised was Colorfoto, who are widely used across the North Lanarkshire Local Authority. Please find enclosed a proof and pricing information. There is no obligation to purchase any photographs.

We would ask if possible that parents/guardians could order school photographs online. Information on how to order photographs online is provided in the proof document. This is beneficial to both the school and parents, it avoids a substantial amount of administration and it means that pupils aren't carrying significant amounts of cash to school.

Where parents/guardians do not have the facility to order online we will collect envelopes at lunchtime on the 9<sup>th</sup> of December in the Assembly Hall.

It is the responsibility of the parent to ensure the correct payment is made against the selected package and the envelope is securely sealed. The orders are sent directly to the Colorfoto - the school does not open the envelope or handle any of the payments.

Thank you for your assistance in this matter.

Yours faithfully

**L Park**  
Head Teacher

