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Your Ref:
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Date:



Mrs Linda Park
Head Teacher

Education, Youth & Communities
Greenfaulds High School
Auchenkilns Road
Cumbernauld
G67 4AQ

Dear Parent/Guardian

Greenfaulds High School Photographs 2018 - 2019

Proofs and pricing information for the recent photographs will be distributed to S1, S5/6 and sibling groups this week. The photography company we utilised was Colorfoto, who are widely used across the North Lanarkshire Local Authority. There is no obligation to purchase any photographs.

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

Where parents/guardians do not have the facility to order online the deadline for orders being handed in to the office is lunchtime Friday the 12th of October.

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 Colorfoto - the school does not open the envelope or handle any of the payments.

Thank you for your assistance in this matter.

Yours faithfully

A handwritten signature in black ink, appearing to read "R Bowie".

R Bowie
Acting Head Teacher

Isabelle Boyd, CBE, Assistant Chief Executive, Education, Youth & Communities, Civic Centre, Windmillhill Street, Motherwell ML1 1AB
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