

Dear Parent(s)/Carer(s)

My name is Tessa Chapman and next week I will be coming into the Academy to photograph the children in Year 6 for their individual leavers portraits as well as a formal class photo, a whole year group photo and some fun friendship shots. In order for me to do this, please ensure you have given the **correct permissions** on the Academy's photo permission form (bottom box). The images will be available for you to view and purchase online with free delivery back to school before the end of term. My price lists are attached. Digital images will only be for sale for individual portraits. Group and Class photographs are only available as physical prints for safeguarding reasons. These prints should not be duplicated or enlarged.

I am a professional portrait photographer with over a decade of experience and also a previous teacher of PE and SEN/D; I love combining the skills from both professions to deliver high quality but affordable school portraits. As well as introducing who I am, I wanted to detail a little bit about how I work and deliver the images to you so that you can feel confident in myself and my processes. I am fully insured, a member of the Information Commissioners Office and a professional member of both the Guild of Photographers and the Societies of Portrait and Wedding Photographers. I am GDPR compliant and take data handling very seriously. If you would like to see some examples of my work and details of my privacy policy please head to my website: [www.tessachapman.gotphoto.co.uk](http://www.tessachapman.gotphoto.co.uk)

I aim to offer schools a quick and efficient service which keeps disruption to pupils learning to a minimum, but also that acts as a worthwhile experience in itself- whilst recognising that all children are unique and cope with new situations in their own way. As such, I will take a flexible approach to their individual portraits, and do my best to work with your child to achieve a photo that they are proud to bring home to you. A day or two after their photos are taken, your child will bring home a slip with a QR code on it for you to scan with your smart phone, you can also enter the code on the slip via my website (all details on the slip provided) to view on larger screens and desktop computers. Your child's individual portraits are only viewable by yourself; the group and class images are viewable by everyone with a child in year 6.

I look forwards to meeting your little people and creating some lovely images that I hope you will cherish for years to come! If you have any further questions about photo day please contact me via my website detailed above.

Best wishes

Tessa Chapman

Tessa Chapman Photography