

### ONLINE ORDERING SYSTEM

We recommend you add this to your Newsletter before photo day, to advise Parents/Guardians of ordering procedures

## Hawker Park Primary School

### Our School Photos will be taken on: K1 Monday 18<sup>th</sup> and K2 & PP - Yr.6 Thursday 21<sup>st</sup> October.

#### □ Class Photos/Portraits:

- Every Student will have their photo taken, whether they are purchasing photos or not.
- The school has chosen to use the online ordering system. Your child will be given an online ordering instruction slip and a unique student shootkey.
- Log onto [www.msp.com.au](http://www.msp.com.au) and follow the prompts to place your order.
- If you lose your shootkey the school reception will have a copy to quote back to you.
- The expiry date for online ordering is the **27.10.2021** Any orders received after this date will incur a \$30.00 archive fee.
- Spare envelopes (green) are available at school reception should you wish to pay via cash.

#### □ Family Photos:

- Envelopes can be obtained from Administration.
- Family photos will be taken throughout the day
- Please ensure that your family envelope and payment are handed into the front office on Photo Day
- If you do not have the correct money, we will provide any change needed when photos are delivered to school.
- Family photos cannot be ordered online.
- Once school has received photos, family photos will remain at reception for parents to collect.

#### Please Note:

Individuals and Family Images are not available to view online for Students' Security

If for any reason you need to contact MSP regarding your child's photos you will be asked to provide your child's shootkey.