

ONLINE ORDERING SYSTEM

We recommend you add this to your Newsletter before Photo Day, to advise Parents /Guardians of ordering procedures.

Our School Photos will be taken on: **St Paul's Catholic Primary School**

Thursday 25th, Friday 26th of May 2023

□ 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 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 **Friday 2nd of June 2023**. Any orders received after this date will incur a \$30 archive fee.
- Spare order envelopes (green) will be available at the school reception if parents prefer to pay with cash.

□ Specialty Group Photos:

- Specialty Group Photos will be available for purchase after the main photo day packs are delivered to the school. Orders will be open for 4 weeks and ordering slips will be included in the students' photo pack.

□ Family Photos:

- Envelopes can be obtained from Administration.
- Family Photos are taken each morning before school.
- Please ensure that your family envelope and payment are handed to the photographers 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 your school has received photos, Family Photos will remain at Reception for parents to collect.

Please Note:

Late orders can be placed via our website www.mspwa.com.au

Individual and Family Photos 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**.