



1<sup>st</sup> February 2024

Dear Students and Families,

The 2024 Annual Student Photos will be taken on:

**Monday 12<sup>th</sup> February, for students in Years 9-12 : Broadmeadows Campus**

**Thursday 15<sup>th</sup> February, for students in Years 7-8 : Glenroy Campus**

This is a wonderful way to preserve the memories of very special school days.

**Uniform requirements for the day will be either full summer uniform or full winter uniform:**

*Male students must wear:*

**SUMMER**

blazer

summer shirt

school shorts or trousers

correct shoes / socks

(**NO** jumpers)

**OR**

**WINTER**

blazer

winter shirt (tucked in)

school shorts or trousers

College tie

correct shoes / socks

(**NO** jumpers)

*Female students must wear:*

**SUMMER**

blazer

summer dress or

summer shirt with navy tailored shorts

correct shoes / socks

(**NO** jumpers)

**OR**

**WINTER**

blazer

College blouse

winter Skirt or Navy College slacks

College tie

correct shoes / socks

(**NO** jumpers)

*Students will be expected to observe all aspects of the College uniform and personal grooming standards as per the Student Planner and website prior to photos being taken. For ALL students – a reminder that no jewellery and badges other than permitted items will be allowed.*

**Photographs may be purchased as follows:**

**ONLINE PAYMENTS** - [www.theschoolphotographer.com.au](http://www.theschoolphotographer.com.au)

Online Order Code located on your Envelope/Flyer to make payment.

**CASH ORDERS /Money Orders** - via Order Envelope - See Envelope for details – please ensure correct money is enclosed as no change can be given on the day.

**SIBLINGS PHOTOS** - a **Separate Siblings Envelope** can be acquired from each Campus Office. All students must present themselves to the photographer to ensure the Sibling photo is taken. Sibling photos will only be available February 15<sup>th</sup> at the Glenroy Campus between 7.30 and 8.30am (in The Centre) Parents / Guardians are responsible for transporting students across campuses.

**Please Note:** Online Payments for sibling orders close by 8.30am on photo day. Prior to 9.30am on photo day, payment may still be made via cash only using a Sibling Envelope from the school office. Phone orders are not available for sibling payments on photo day.



**Penola**  
CATHOLIC COLLEGE  
EST. 1995

**Late Payments** - If paying online after photo day for your class/portraits, online orders are open via The School Photographer website for you to make payment. *A late fee applies for all orders placed after the bulk issue of School Photos are delivered. See envelope for details.*

**Phone Payments** - Call directly on 9674 9824 - Order over the phone via credit card payments. (Note – there is a processing fee of \$5 for all phone order payments) **CHEQUES ARE NO LONGER ACCEPTED DUE TO A CHANGE IN BANK POLICY.**

**For All STUDENT PHOTO ORDER ENQUIRIES**

Email – [enquiries@theschoolphotographer.com.au](mailto:enquiries@theschoolphotographer.com.au) or Call : 02 9674 9824

Please note students are issued with a current ID card annually and this ***must be carried at all times – should this be misplaced or lost students must replace the card at their own cost (from \$10.00).***

If you should have any questions or concerns regarding this matter, please contact me on 9301 2777.

Yours Sincerely,

**Ms Erin Bonavia**  
**Deputy Principal- Head of Broadmeadows Campus**  
**Penola Catholic College**