



9 March 2020

Dear Parents and Guardians of pupils and students of The Ladies' College

Official School Photograph

On **Monday 16 March 2020**, Bentley Photographic will visit The Ladies' College to take our official school photograph. There will be three photographs taken, with the planned timings for these as follows:

Senior School only (inc. Sixth Form)	09:30-10:15
Whole School (all pupils/students)	10:30-11:45
Melrose & Pre-Preparatory Department only	13:00-13:45

All pupils/students are required to wear uniform as follows:

- **Senior School (inc. Sixth Form)**
 - full uniform and blazers
 - Senior School (green tights where possible, white ankle socks if not, hair tied back)
 - Sixth Form (black tights)
- **Melrose** - full winter uniform and blazers.
- **Pre-Preparatory Department** – normal tracksuit uniform

In accordance with GDPR, if you have previously advised us that your daughter's image should not be used by the College, we will assume that your daughter will **not** be participating in this official school photograph process. Should you wish her to be included, please advise the Senior School (reception@ladiescollege.ac.gg) or Melrose (melrose@ladiescollege.ac.gg) via email **no later than Thursday 12 March 2020**.

When the photographs have been processed, Bentley Photographic will provide the College with a link which we will forward to you before the end of the Lent term. This link will explain how copies of the photographs may be purchased. The final date for orders to be placed with Bentley Photographic will be **Tuesday 21 April 2020**. Orders will be posted to the College and parents notified when they are ready for collection from our Senior School/Melrose Reception.

For those parents and guardians who would normally access the site for drop off purposes, there may be some changes to the traffic flow on site that morning. To support there will be members of the Senior Leadership and Premises teams present at drop off to help with the anticipated disruption to usual arrangements.

Yours sincerely

Ashley Clancy

Mrs Clancy
Principal

E. Ozanne

Mrs E. Ozanne
Head Teacher at Melrose

Principal
Mrs A Clancy BA (Combined Hons)
Email: principal@ladiescollege.ac.gg

Registrar
Miss R McClean
Email: registrar@ladiescollege.ac.gg

Vice Principal, Bursar & Clerk to the Governors
Miss E Bridge MA Oxon, ACA
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