



Old Forest Road
Lugarno NSW 2210
T 02 9153 9843 F 9534 1337
E lugarno-p.school@det.nsw.edu.au
www.lugarno.nsw.edu.au

Thursday 11th April 2024

Dear Parents and carers,

School Photographs will be taken on WEDNESDAY 8TH May 2024 (Week 2, Term 2). This will include class, individual, family, student exec (prefects, vice captains and captains), SRC and Year 6 group photos.

Package details are available to be viewed when ordering online by visiting www.donwoodphotography.com.au

Students are asked to wear their **full school SUMMER uniform** with correct socks and footwear. Please do not send children in their sports uniform. Please ensure jewellery is minimal and any hair accessories are in school colours only. **Year 6 students are kindly asked to bring their Year 6 t-shirt to change into for the Year 6 photo.**

Sibling/family photos will be taken in the hall from 8:30-8:50am.

A second date has been scheduled for sport and extracurricular group photos. These dates will be taken on Thursday, 24th October (Week 2, Term 4). More details about this day will be shared closer to the date.

School Code for ordering photos: 379617

To purchase school photographs please follow the steps overleaf:

Family photographs

<u>ONLINE</u>	<ol style="list-style-type: none"> 1. Order online, using a PC or laptop, through the Don Wood Photography website www.donwoodphotography.com.au using your unique 6 DIGIT school code 2. Begin this process the same as ordering individual / class photos as above. <p>There is a cut-off time for family online orders Family/Sibling photo orders ONLY must be done <u>BEFORE;</u></p> <p style="text-align: center;"><u>11:59pm TUESDAY 7TH MAY 2024.</u></p> <p style="text-align: center;"><u>“This is for Family/Sibling photos only”.</u></p> <p style="text-align: center;"><u>All individual packages can be ordered at any time.</u></p> <p style="color: red; font-style: italic;">*If you have missed this cut off, please collect a family cash envelope from the school office on day of school photos or call DWP office on 9542 5370 to make a credit card payment on day of photos, Don Wood Photography can not accept payment after this day unless the sibling photo has been taken.</p>
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Individual / Class photos

<u>ONLINE</u>	<ol style="list-style-type: none"> 1. Order online, using a PC or laptop, through the Don Wood Photography website www.donwoodphotography.com.au using your school code 2. Click on Order School Photographs and Portrait Downloads at the top left-hand side of the screen 3. Type your school code into the orange ‘SCHOOL CODE’ box on the left-hand side of the screen 4. The Home Page for your school will be displayed 5. Click on the blue ‘Order Pre-Paid Packages Order Now’ box 6. Enter your child’s details then click NEXT 7. Select the package you wish to purchase then scroll down and click NEXT
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	<p>8. Sibling photographs can be ordered at this point (see below for ordering cut-off time). Scroll down and click NEXT</p> <p>9. Extra items are available to purchase. Please select the item/s you would like. Scroll down and click NEXT</p> <p>10. You will see a summary screen. If you have another child, you wish to order for please click '+Save & Add Another Child'. Once you have finished ordering please click Finish & Add to Cart to complete the check-out process.</p>
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Leadership / Extracurricular photographs

<u>ONLINE</u>	<p>Group photographs can be purchased AFTER the school photographs have been delivered to the school and can be viewed on the online portal.</p> <p>The code to purchase will be the same School code used for individual / class photographs</p> <ol style="list-style-type: none"> 1. Go to www.donwoodphotography.com.au 2. Click on Order School Photographs and Portrait Downloads 3. Type your school code into the orange 'SCHOOL CODE' box on the left-hand side of the screen 4. The Home Page for your school will be displayed 5. Click on Group Photos in the menu at the top of the screen. 6. Select the photographs you would like then complete the checkout process.
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Kind regards,

Mrs Nunn
School Photo Coordinator

Mrs Williams
Principal