



**Education Resources
Executive Director Jim Gilhooly
Calderside Academy
Head Teacher J Dodds**

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If calling ask for: Mrs Morgan

Date: February 2021

Dear Parent/Guardian/Carer

As this year is your son/daughter's last year at Calderside Academy, we would like to give the 6th year pupils the opportunity to purchase a yearbook.

We are sure you will agree that a yearbook is a great keepsake and will be something for pupils to look back on for years to come. The book will be professionally printed in full colour and will contain information about our pupils, staff and school and will cost approximately £20 per copy. There will be a profile of each pupil, a photo gallery showcasing their time at Calderside Academy and many more exciting pages.

As part of the yearbook, we will be adding individual photographs of each pupil for their pupil profile. In normal circumstances, we would be using our 6th year photographs that are professionally taken annually within the school. However, due to the pandemic we decided that this year we will take our own photos from home, in true lockdown style. We ask everyone to take their individual photo, in their school uniform behind a white wall. In the style of a passport photo. However, we do ask that you smile in the picture. The photo will be from the shoulders upwards and ensuring that a tie is visible. This will be the only format that photos will be accepted in. In other pages of the yearbook there will be photographs from our 6th year from both inside and out of school. Pupils will have the opportunity to submit their chosen photos of themselves and their friends in due course. These photos are to be appropriate in nature. Where a photograph is not deemed to be appropriate, it will not be included.

In order to use photographs of your child we must have your approval. If you and or your child do not consent to having their photograph used in the yearbook then you will have the opportunity to contact us via the information provided above. Please only contact us if you do not consent, otherwise we will go ahead using photographs.

If your child would like to order a copy, there will be a payment of £20 required. This payment will be taken in March and we will confirm the date in due course. If we are still not allowed back to school by the return date, we ask you pay the money by our ParentPay system. If

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ParentPay is not an option, then you have the opportunity to hand the payment into the school office instead. Purchasing a yearbook is optional. However, please note that if your child chooses to purchase a book and has not met the requested payment date, the book will go to print without them being included. This is an important point, S6 pupils will be required to submit yearbook entries, photographs and their payment by the dates given to allow them to be included. There will be various dates issued in February/March to submit information and a payment date will be set for March.

All other instructions and guidance regarding submissions for the yearbook will be provided by us to our yeargroup. We will be posting information, requests, payment details and instructions to S6 via Mrs Osprey's S6 Google Classroom. Please feel free to speak to your child about this over the course of February and March if you wish to know more as we progress with this.

We will write again in March to provide a general update and payment details.

If you have any queries regarding the yearbook or the above information, please contact Mrs Morgan (IT Subjects) who is overseeing the yearbook with us this year.

Yours sincerely

Ellie McNulty and Louise Watson
Calderside School Captains

