

Please help us ensure we plan for your photography day perfectly by returning this schedule no later than **14 days prior to the day.
Please email hamida.m@advancedlife.com.au**

School Name	Graceville State School		
Photography Date	9/8/2022		
Completed by	Lisa McKeaten		
Group Location	GSS Hall	Portrait Location	Hall

IMPORTANT INFORMATION ABOUT THE DAY

Duty of Care / Supervision - Students must be under direct supervision of a School staff member at all times. Photographers have been instructed to seek immediate supervision should they find students are unattended at either group or portrait stations.

Arrival - For Primary / Junior School setup our team will arrive 75 minutes prior to first photograph. For High / Senior School setup our team will arrive 90 minutes prior to first photograph.

Scheduling - The following is a basic guide and times may vary on the day due to the size of groups. Times are based on students' time at the group station/s. Additional time for portraits will be required. For efficiency please ensure students are waiting ready before their allocated start time.

Primary School please allow 15 minutes for **all classes**

High / Senior schools with single year groups, please allow 45 minutes per year.

High / Senior schools with split year groups, please allow 55 minutes per year.

- Please be advised your schedule will be reviewed by Advancedlife. If your schedule requires amendments your CSO will be in contact.
- Sports and Extra Curricular photos should be scheduled **after** all class/year groups.
- Staff group & portraits should be taken prior to start of school day.
- We recommend you schedule groups of similar sizes together.
(eg: large groups in the morning, becoming smaller as the day progresses)

Sibling Photos - Please allocate an appropriate time and duration for your sibling photographs. Sibling photographs will be taken in the same location as their portraits.

Photographers' Breaks - We have a duty of care towards our photographers to ensure they have breaks scheduled during the day. Please schedule 10 minutes with no groups or portraits at recess and a minimum of 30 minutes or 2 x 15-minute breaks with no groups or portraits around lunch, to give our team the opportunity to have a quick drink, something to eat and a bathroom break.

Multiple Teams - Our larger schools are scheduled with multiple teams. If you have discussed extra teams, please complete one of these forms per team. If in doubt, please don't hesitate to call our office on 1300 728 972.

Special Requests - Our photographers are looking forward to helping your day run smoothly. Please let them know if there is any way they can be of assistance. Photographers will not however have information pertaining to other scheduled days, deliveries, proofing etc - any of these types of queries will need to be referred to your Client Service Officer.

[illegible]

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