



Dale Avenue, Hassocks, West Sussex, BN6 8LP

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Emails: office@downlands.w-sussex.sch.uk
head@downlands.w-sussex.sch.uk

Headteacher: Mr M Wignall

25 January 2021

Dear Student/Parent/Carer

Yearbook Photos

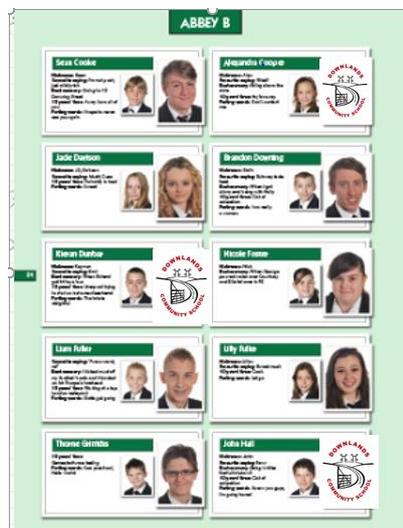
As you will be aware the Yearbook is currently being finalised. Under normal circumstances the Year 11 portrait and group photos are taken during the Autumn Term. Unfortunately, the photographer was unable to come into school and therefore, we do not have the Year 11 portrait photos available for the Yearbook.

The photographer is now booked in for May this year - and we do very much hope that this will take place. You will then be able to order copies as you have in previous years. However, our Yearbook delivery deadline is early June, not leaving us enough time to get our student portraits to Fizz (Fizz are the company producing our Yearbooks) and the books printed in time for the Year 11's last day of Downlands.

Therefore, we are asking for your help. We know everyone is really busy but we are hoping that you will be happy to take a portrait photo of your child and send it to me, following the guidelines below:

- Portraits must be taken with a **plain background**, preferably pale and near natural light if possible. Alternatively, they can be taken outdoors
- Please wear your **WINTER** school uniform
- **Head and shoulders only**, no full length images as there is not enough room for these I'm afraid.
- The images must be **AT LEAST 100KB in size**
- In **JPG format**
- Send your photos to gwickens@downlands.org **before the end of term (12th Feb)**
- Include your **child's full name and tutor group** as the title of the message
- **Do not attach** the images to a Word or Powerpoint document

Sending in a photo is completely optional. We will send another reminder in a few weeks. If you choose not to send in a photo then the school logo will be placed where the individual Year 11 portrait photo would have gone, e.g.





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Consent

We also require your consent for the photos to be sent on to FIZZ. Please complete the Consent form on Edulink. It can be found under 'Surveys'.

- Click on 'Surveys'
- Click on 'Year 11 photo consent'
- Scroll down to complete the form

We appreciate this is a big ask, but hope that you will be able to find the time to do this for us. Over 200 orders for the Yearbook have been placed so to have these portraits included is really important. We want to ensure that our Year 11's Yearbook is as full of memories as every other yearbook, despite C-19.

Please contact me if you have any questions or comments.

Many thanks,

Yours faithfully,

G. Wickens

Gail Wickens
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www.downlands.w-sussex.sch.uk

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