

## **SCHOOL PHOTO INFORMATION FOR PARENTS – ONLINE ONLY**

- There will be no Order Envelopes this year. Parents do not need to return anything to the School or the photographer.
- All students will be photographed on photo day regardless of whether they have placed an order or not.

### **Online Ordering:**

- Photo Orders may only be made online. There is no credit card fee to order online.
- The photographers cannot accept any cash on Photo Day.
- To order online, please visit <https://www.leadingimage.com.au/>, Click on the tab 'Order Your School Photos', Choose 'New South Wales', Enter the School's Access Key and your email address.
- There is one Access Key for all students; please enter student's details correctly when ordering.
- If you lose your Access Key, please contact the School Office to retrieve it. Please do not contact Leading Image. Leading Image does not give out Access Keys over the phone due to students' privacy.
- Once you have ordered online please keep your Order Reference Number which will be emailed to the email address used when placing the order. Your Order Reference Number is how Leading Image can track your order. You do not need to advise the School or Leading Image of your Order Reference Number.
- Free digital downloads are available with specified packages when ordered online. The digital downloads can be downloaded from the Leading Image website once the photos have been delivered to the School. Please note some packages have a High Resolution digital download, some packages have a Low Resolution digital download and some packages do not come with a digital download. Please read package descriptions carefully. High Res downloads are suitable for printing up to A3 size. Low Res downloads are not recommended for printing.

### **Family Discount:**

- The Family Discount is available to all families who have three or four students attending the school, where parents pay for two students and receive their third and fourth students' packages for free. The Family Discount is only available before Photo Day.
- To claim the family discount, place an order online for a Complete or Premium Pack for all students. The discount will be calculated at checkout. Please note the same package must be ordered for all students for the discount to calculate.
- The Family Discount is only applied to the third and fourth child, subsequent students will not receive a discount.
- The Family Discount will not be honoured for any orders where the incorrect package has been ordered.



### **Family Photos:**

- Family Photos are taken of any siblings who come to the CSC Foyer at Family Photo time.
- Parents do not need to pre-book these photos this year.
- Student's will receive an individual Family Access Key when they have their Family Photo taken which can be used to place an order online.
- Family Photo orders must be placed on a separate order to individual student orders.

### **Ordering After Photo Day:**

- When the photos are returned to the School, all students will be assigned a new individual Access Key.
- Students who have not placed an order will receive a bookmark when the photos are delivered to the School. This displays the student's individual photo and new Access Key.
- All post photo day orders are to be made online only and will be available for six months after Photo Day.
- Online orders made post photo day will be sent to the parent's nominated postal address with a postage and handling fee. Please do not put down the School address.

**Any problems or queries while ordering or about your photos once they are received, please contact our free parent hotline on [1800 750 586](tel:1800750586)**