School Photo Day 2017 organisation Thursday 2nd March

***Frequently Asked Questions:***

**What if a casual teacher has my class?**

If you know that you have a class scheduled for photos and you’re going to be absent I would appreciate it if you (or your HT) could provide a copy of this sheet to your replacement teacher and encourage them to have their photo taken too.

**Why is my class being disrupted?**

I have tried to limit the disruption to Maths and English as they usually feel the brunt (of meetings etc), so apologies to other faculties in the school. In saying this, if you would like to swap with another scheduled class *within the lesson* *allocated* this is also perfectly fine.

**How long will my class be disrupted?**

Class time slots are usually seven minutes, unless some members of the class have already had their photo taken. Please encourage students in your Home Group and/or classes to be organised for the day and for them to look on the Library window for the class schedule.

**How do I support the students who don’t know what to do?**

Students will need to arrive promptly, in full school uniform, including removal of excessive jewellery and makeup (as per school uniform policy) and give their envelopes to the photographer – this procedure may be slightly confusing for the Year 7s or new students. All students must have their photo taken for ID, even if they are not purchasing photos or are on the ‘Do Not Photo’ List. I will have already given the photographers details of the latter and their photos are not included in any published albums (as per parent/s request).

**Can I just send my class to the Library without me?**

Teachers should accompany their class to the library and directly supervise students – most classes are quiet – as it less disruptive for seniors studying in the Library (and allows photographers to concentrate better).

**Where do I take my class?**

Please come in through the Front doors of the Library in two lines (there are two sets of photographers) and promote students to leave via the external exit (at the other end of the Library).

**Why are Year 12 photos being taken during Period 1?**

Year 12 will be first period as to minimise disruption to the school and their Year Advisor (Mr Radford) is not on a timetabled lesson that period. There is also a greater chance of the Principal and Deputy Principal being available for the photo if taken earlier in the day. Year 12 have their Prefect photo before Home Group and then individualised photos (with school jackets on) after this. All of Year 12 will be required to be back to the Forum by 10am sharp for their Whole-Group photo. Please escort your class to the area and quickly do a head count so the photo can be taken as efficiently as possible. Year 12s on Study during Period 1 (and on flexible leave) will be informed asap that they are required to be at school prior to 10am.

**When/do staff members need to have their individual photo taken?**

*All Staff are promoted* to have their photo taken from 8:00am on School Photo Day (they usually are set up by 7:30am)– it is often less embarrassing (and less stressful) than during class time or Breaks when the students are watching. When arriving for your individual photo, please peel the sticker with your name on it, from the adhesive sheet and give it to the photographer to ensure your name is spelled correctly. This also gives me an indication of which staff have not had their photo taken (except ‘Do not photo’ staff). Any staff wanting a family photo, this is often easier (and less embarrassing) to do this from 8:00am as well.

**Can we have a faculty photo? Or group of teachers photo?**

All faculties are promoted to come during Breaks (or when off class) and dress in theme to have a free faculty photo taken. This is a lot of fun and usually won (if it was a competition) by Science or TAS staff – English, Maths and Art have been showing form lately though.

**Can I organise a Home Group photo?**

If you would like a Home Group photo, please arrange this with me (at least the day before). We take these in the Front of the Library during Home Group on the red futons. Please have your group fully organised before they come in, so other groups can follow you.

**What if student/s are absent?**

There is a catch-up morning for students who were absent on School Photo Day (2nd March) or for staff that do not work Thursdays. This is not publicised for students, as a few students will ‘opt’ for the other date and this creates to greater school disruption. If students are missing for both School Photo Day and the catch-up morning (the following Tuesday), I will take their photo for their ID card and they will not be in their respective Year Album for 2017.

**What if a student is suspended?**

The relevant Deputy Principal often negotiates with the family for the student to have restricted access to the photo venue and then be escorted discreetly from the school grounds.

**What if I have other questions?**

Please come and see me in the Library asap with questions, concerns or feedback. ☺

Thursday 2nd March 2017 – Week 6/Week A School Photo Day

* **8:00am** School Prefects, Principal, Year Advisor (Mr Radford) and Yr12 DP (Mr Henderson) photo + individual photos
* **8:30am** SRC, Principal and SRC Coordinator (Mr Hourigan) photo – SRC must arrive on time please; you may need to make alternate travel arrangements for the morning to arrive before bus time. + individual photo taken

**From 8:00am in Library** Individual Staff photos (see instructions over) and Faculty photo/s

**Period 1 – Year 12 Year 12 Whole Group photo at 10am sharp with YA/DP/P if available**

9:10am 12Chemistry K Dorahy KIT 2 **(Meet in Library at beginning of Period)**

9:17am 12Metals and Engineering M Spillett MET

**2017 School Photo Day schedule**

**2nd March 2017**

9:24am 12Modern History C Blair Rm6

9:31am 12Retail M Donnelly TX2

9:38am 12Textiles F Fluechter TX1

**9:55am all Year 12 move to the Forum to congregate for Year 12 photo (with teachers)**

**Period 2 – Year 7 + MC students**

10:10am MC class K McIntosh  **(Meet in Library at beginning of Period)**

10:17am 7ENG3 (Yellow) A Fitzmaurice Rm12

10:24am 7ENG6 (Purple) E Hourigan Rm17

10:31am 7SCI2 (Orange) W Bailey Lab5

10:38am 7PDH4 (Green) C Hansen Rm16

10:45am 7MAT1 (Red) M Feeney Rm22

10:52am 7MAT5 (Blue) P Bordignon Rm 21

**Break 1 – Friends, family, faculty and staff individual photos**

**Period 3 – Year 8** + **start of Year 9**

11:40am 8ART5 M Drinan POT **(Meet in Library at beginning of Period)**

11:45am 8ART6 T Hewitt ART2

11:50am 8ART7 J Harrison ART3

11:55am 8TEC1 K Oates WW1

12:00pm 8TEC2 W Bailey Lab5

12:05 8TEC3 B Hurst KIT1

12:10pm 8TEC4 F Fluechter CR3

**12:15 start of year 9**

12:15pm 9VAP1 K Hall ART1

12:22pm 9PAS3 C O’Halloran Rm16

12:29pm 9WOD3 M Spillett WW2

**Period 4 – remainder of Year 9 students**

12:40pm 9EGI1 M Spillett TD **(Meet in Library at beginning of Period)**

12:45pm 9IST1 P Bordignon CR1

12:50pm 9FTC2 A Sutherland KIT2

12:55pm 9MUS1 M Drinan MUS2

1:00pm 9PAS2 A Robins Rm16

1:05pm 9TEX1 B Hurst TXT1

1:10pm 9VAD1 T Hewitt ART2

1:15pm 9WOD2 P Woods WW2

**1:20pm Start of Year 10**

1:20pm 10SCI1 K Dorahy Rm5

1:27pm 10SCI2 P Dalton Lab4

1:34pm 10SCI5 W Bailey Lab5

**Break 2 – Friends, family, faculty and staff individual photos**

**Period 5 – remainder of Year 10 students** **(then Year 11)**

2:10pm 10ENG1 L Austin Rm4 **(Meet in Library at beginning of Period)**

2:15pm 10ENG2 M Scott Rm1

2:20pm 10ENG3 E Hourigan Rm2

2:25pm 10ENG4 K Wilson Rm10

2:30pm 10ENG5 G Hadlow Rm9

2:35pm 10ENG6 A Fitzmaurice Rm12

**Year 11 students**

2:40pm 11MAT1 P Nurm Rm21

2:45pm 11MAT2 H Young Rm23

2:50pm 11MAG1 C Young Rm18

2:55pm 11MAG2 J Sandhu Rm14

3:00pm 11MAG3 L Schofield Rm15

3:05pm 11MAG4 M Feeney Rm22