



Our Ref: JD/DT.435

10th February 2017

Dear Parents/Carers

t 01449 613 541

e enquiries@stowmarkethigh.suffolk.sch.uk

w stowmarkethigh.suffolk.sch.uk

School Photographs – Year 11 Individual and Group Photographs + Year 13 Group Only Photographs

Tempest photography will be in school on Wednesday, 22nd February 2017 to take your child's photograph as detailed above. Please let us know if you do not wish your child to be photographed.

The photographs will then be sent to the school within approximately ten days and will be distributed to students in their tutor groups.

Please note that from this time onwards Stowmarket High School will not be managing the administrative process of ordering student photographs. We will receive the orders and arrange for them to be collected by Tempest, the school's photographer, via a courier. We will then distribute the photographs to students when the school receives them from Tempest.

Therefore, if any issues arise concerning the ordering process of student photographs, parents will have to contact Tempest directly. We will only send orders that are received in the special Tempest order envelopes.

It is currently the case that you have to quote a Tempest reference number rather than the student's name when you wish to contact Tempest. This reference number can be found immediately underneath the barcode which is situated just below the sample photograph on the order form. The reference number is of the form – 7M3G837462.

Tempest's telephone number is 01736 752411.

Website: <http://www.htempest.co.uk/contactus.htm>

Yours sincerely

Melenie Mylrea

Melenie Mylrea
School Liaison Officer