

# BELLINGEN PUBLIC SCHOOL

School Code: 118117



Dear Parents and Caregivers,

School Photographs will be taken on Wednesday 15<sup>th</sup> May 2024. Package details are available to be viewed when ordering online by visiting [www.donwoodphotography.com.au](http://www.donwoodphotography.com.au) Students are asked to wear their full school uniform with correct socks and footwear on the day of their photograph. Please do not send children in their sports uniform.

To purchase school photographs please follow the steps below:

### Family photographs

<p><b>ONLINE</b></p>	<ol style="list-style-type: none"><li>1. Order online, using a PC or laptop, through the Don Wood Photography website <a href="http://www.donwoodphotography.com.au">www.donwoodphotography.com.au</a> using your unique 6 DIGIT school code</li><li>2. Begin this process the same as ordering individual / class photos as above.</li></ol> <p>There is a cut-off time for family online orders <b>Family/Sibling photo orders ONLY must be done <u>BEFORE:</u></b></p> <p><b><u>11:59pm TUESDAY 14TH MAY 2024.</u></b></p> <p><b><u>“This is for Family/Sibling photos only”.</u></b> <b><u>All individual packages can be ordered at any time.</u></b></p> <p><i>*If you have missed this cut off, please collect a family cash envelope from the school office on day of school photos or call DWP office on 9542 5370 to make a credit card payment on day of photos, we can not accept payment after this day unless the sibling photo has been taken.</i></p>
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### Individual / Class photos

<p><b>ONLINE</b></p>	<ol style="list-style-type: none"><li>1. Order online, using a PC or laptop, through the Don Wood Photography website <a href="http://www.donwoodphotography.com.au">www.donwoodphotography.com.au</a> using your school code</li><li>2. Click on <b>Order School Photographs and Portrait Downloads</b> at the top left-hand side of the screen</li><li>3. Type your school code into the orange ‘SCHOOL CODE’ box on the left-hand side of the screen</li><li>4. The Home Page for your school will be displayed</li><li>5. Click on the blue ‘Order Pre-Paid Packages Order Now’ box</li><li>6. Enter your child’s details then click NEXT</li></ol>
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	<ol style="list-style-type: none"> <li>7. Select the package you wish to purchase then scroll down and click NEXT</li> <li>8. Sibling photographs can be ordered at this point (see below for ordering cut-off time). Scroll down and click NEXT</li> <li>9. Extra items are available to purchase. Please select the item/s you would like. Scroll down and click NEXT</li> <li>10. You will see a summary screen. If you have another child, you wish to order for please click '+Save &amp; Add Another Child'. Once you have finished ordering please click Finish &amp; Add to Cart to complete the check-out process.</li> </ol> <p><b>Please do not pay through the school website as this money is collected by the company not the school.</b></p>
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**Leadership / Extracurricular photographs**

<b><u>ONLINE</u></b>	<p>Group photographs can be purchased <b>AFTER</b> the school photographs have been delivered to the school and can be viewed on the online portal. The code to purchase will be the same School code used for individual / class photographs</p> <ol style="list-style-type: none"> <li>1. Go to <a href="http://www.donwoodphotography.com.au">www.donwoodphotography.com.au</a></li> <li>2. Click on <b>Order School Photographs and Portrait Downloads</b></li> <li>3. Type your school code into the orange 'SCHOOL CODE' box on the left-hand side of the screen</li> <li>4. The Home Page for your school will be displayed</li> <li>5. Click on <b>Group Photos</b> in the menu at the top of the screen.</li> <li>6. Select the photographs you would like then complete the checkout process.</li> </ol>
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