



# Toronto High School

## School Photographs

### POLICY

#### **1. Rationale:**

School photographs form an integral part of any school's historical records. The school photo day can also be an important fund raiser for the school. Support processes such as Attendance systems and photo booklets for ID purposes may also be generated from the photo day.

#### **2. Aims:**

To develop clear guidelines for the engagement of the photographic company at Toronto High School for the taking of the annual school photos

#### **3. Implementation:**

1. The School Executive collaboratively decides which photography firm the school will use in conjunction with the current coordinator of school photographs within the school. This may be determined by existing contractual agreements from previous years.
2. The Coordination of the school photos will be performed by the Head Teacher Welfare who will nominate a support person/s.
3. Towards the end of each school year, the school will make an appointment with the chosen photography firm and negotiate a published schedule of delivery – photo shoot day, list of what sort of photos are required, (eg. Year Photos, individual photos, Year 12 muck up, faculty photos, ancillary photos, Captains and Prefects, Executive, etc), follow up day, proof return dates, ID card production process, poster sized Year 12 and staff photo, receipting process for payments made by our students and final delivery date.
4. A print-out of this agreement is required from the photography firm.
5. Photo co-ordinator responsibilities:
  - (i) paperwork: OASIS information of roll call groupings and year group listings to photography firm in advance of the day/ checking correct quantities of envelopes and supply of general information especially for ID photos/ distribution of envelopes through roll call groups/ follow up. Photo Day Order of Year Shooting supplied to Photo Company.
  - (ii) the School Photographs Day: set up of the MPC/ keys/ chairs/ scheduled order of shooting/ staff supervisors of each session/ roster to check student uniform, general appearance and jewellery compliance (ie. No visible necklaces, no facial jewellery, generic stud/sleeper earrings, no caps or headbands)/ cover schedule for faculty reps supervising sessions/ liaison with photography firm about photography of absentees/ liaison with the library

regarding the swipe-on cards and matching OASIS numbers to the borrowing system/ check absentees for day against absentees listed in the Year photograph.

(iii) communications contact: daily notices announcements on assembly re shooting order of photos/ method of payment (payment on the day), information to staff pigeon-holes about the School Photographs day/ reminders/ school calendar liaison/ liaison with school photography firm re school numbers, requirements. Contact canteen for extended recess to facilitate staff photo, liaise HT Admin for casual roster for recess PGD.

(iv) oversee the return of Year Adviser checks of Year Group image and name matching/check proof of staff photos – ensure accuracy and speedy return of proofs.

(v) arrival of ID photos, main photos and distribution – as per below.

(vi) follow up: checking photos/ follow up monies for compulsory student ID cards/ missing orders/ distributing photos not yet picked up/ complaints.

6. All correspondence with the school photography firm is performed by the coordinator(s) in liaison with the Principal/ Deputy Principals where need be.
7. All problems and concerns should be raised immediately with the School Photo Co-ordinator. This particularly concerns any deviation from the initial negotiated timeline of delivery.
8. All negotiated timelines need to be kept to. This includes checking and returning proofs.

**Under no circumstances should students check proofs.** Year Advisers are responsible for the accuracy of the Year photos. The School Photo Co-ordinator is responsible for checking the image/ name match on staff photos, special photos and any faculty groups.

9. The Year Adviser of each Year group checks the photos to ensure images match names. **ALL changes are the responsibility of the person who knows this group of students the best** – The Year Adviser. Changes are listed on a copy of the image. This is used to indicate errors with students. This is returned to the School Photo Co-ordinator. Year Advisers should retain a hard copy of these changes and liaise with the coordinator of school photographs to indicate if any misplaced photo belongs to another year.
10. Student ID photos are arranged and tested by the Head Teacher Administration in conjunction with the photography firm. Replacements and new enrolments are catered for in this way. Student ID cards are distributed by year groups in Year Assemblies.
11. Distribution of school photos will occur as follows: **Year 7 – 12 – through Year Assemblies.**

This is to ensure equity and ensure that disruptions are minimised. When the photographs are distributed, students sign a master list of their year or roll call lists to ensure they have received the correct package. *Ideally, a receipt issued earlier from the school photography firm will be collected when photographs are issued.* All leftover photos remain with the School Photo Coordinator for two years, after which they are destroyed.

12. Any concerns are to be directed to the School Photo Co-ordinator. Messages should be taken at the switchboard and communicated in writing to the School Photo Co-ordinator. All enquiries from photography firms outside of the current company (regarding new proposals for future years) should be collated throughout the year by the School Photo Co-ordinator, for discussion and decision at the end of each school year.
13. Communication to parents will be made through the Parental Bulletin by the School Photo Co-ordinator, outlining the dates of the main photo day as well as the catch-up day, and the prices for the various products on offer from the Photography Company. School expectations concerning uniform and jewellery will also be explained. **STUDENTS NOT IN FULL SCHOOL UNIFORM OR WHO REFUSE TO COMPLY WITH ACCEPTABLE JEWELLERY REQUIREMENTS WILL NOT BE PHOTOGRAPHED.**

14. Acceptable jewellery for a school photograph includes: generic stud or sleeper earrings (in ears), no visible necklaces or chains, no caps or headbands. Facial jewellery (eg. eyebrow rings, nose tongue, chin, lip or other studs) must be removed as photographs are used for identification purposes and official examination records.
15. Release days for at least two members of staff are required for administering and coordinating the school photographs day.
16. CDROM: copies and full sets of school photographs are given to the Principal. These are submitted to the library upon receipt of the new photographs each year. Principal/Deputy/Year Advisers receive a copy of the Year Groups photograph in a spiral bound booklet. Staff photograph (poster sized) is to be hung in the Staff Common Room as a record of the school's staffing history. A Year 12 Student photo (poster sized) is to be hung in the library. A copy of all student photographs is loaded onto the school's Intranet.
17. Once costs are finalised, photography commission (exclusive of GST) will be paid to the school. Principal and School Photo Co-ordinator to determine the distribution of this commission.

#### **10. Evaluation:**

This policy will be reviewed as part of the school's three-year review cycle.

This policy was last updated

**March 2011**