

Memo to staff & students,
From M. Felix & P. Fletcher.

SCHOOL PHOTOGRAPHS 2016

The main school group photographs will be held as follows:

Wednesday April 27th :

There is a change of routine. To accommodate the photographs, there will be no student sleep-in. All classes are to be moved ahead 1 block:

- **7 am** Breakfast (Day student bus at 7:30 am.)
- **8:15 am** Wednesday period 2 (Block E)
- **9:10 am** Wednesday period 3 (Block F)
- **10:05 am** Wednesday period 4 (Block A)
- **11:00 am** Break
- **11:25 am** Wednesday period 5 (Block B)
- **12:20 pm** Lunch ... except for first 2 houses in photo sequence:
- **12:20 pm** House group photographs: see order below.
- Followed by the S.E.C., S.A.C., Grad C., SPARC, Faculty & 2 grad shots.

[Group photographs on Campbell Common.]

TIME	GROUP	STAFF in charge
12:00 pm	Office staff	Ms. J. May
12:10 pm	I.T. department	B. Lee
12:25 pm	Alexandra House	Ms. E. Mais
12:33 pm	Allard House	Ms. L. Reid-Carr
12:40 pm	Ellis House	L. Sullivan
12:48 pm	Mackenzie House	Ms. S. Cheung
12:55 pm	Hope House	Ms. K. Hedquist
1:03 pm	Rogers House	K. Snow
1:10 pm	Privett House	R. Neufeld
1:15 pm	Whittall House	B. Gage
1:20 pm	S.E.C	M. Felix
1:25 pm	Full Faculty (academic / sports / fine arts)	M. Felix
1:30 pm	Full Grad Class – formal dress	Ms. A. Martin
1:35 pm	S.A.C.	Ms. M. McLean
1:40 pm	S.P.A.R.C	Jasmin Thomas-Brown
1:44 pm	B.E.A.T.	Ms. L. Richardson
1:48 pm	Info Tech Prefects	B. Lee
1:51 pm	Grad Committee – informal dress	Ms. A. Martin
1:55 pm	Full Grad Class – Casual dress	Ms. A. Martin

*** Please note: If the weather forecast for April 27th looks to be inclement and rainy, a decision will be made by April 26th to re-organize the photo shoot for another day. ***

Staff Photographs:

The dates and times of the following group photographs are to be arranged by the department heads & Paul Fletcher (if needed) directly.

- Maintenance & Grounds staff (Dave Shaw)
- Dining Room staff (Morgan Milward)
- Laundry & Janitorial staff (Chris Nelson)
- Arts groups (Edna Widenmaier)

Photographer's expectations:

1. **Be on time.** If anyone is late, a choice is made. Either the photograph is taken then without the absentee or, if the absentee is required, that group shot is moved back in the sequence, meaning that the entire group is delayed.
2. **Staff in charge of formal student photos should make sure that everyone is dressed uniformly** ---in #1 dress, ties done up, shirts tucked in, no white socks, no ornate jewellery, and proper shoes. Those incorrectly dressed will be removed.
3. **Student group organizers: please arrange the group, BEFORE placement on the bleachers.** *Houseparents:* Take note of how many steps there are on the bleachers. If possible, arrange house groups by grade or seniority on each level of the bleachers. Keep symmetry in mind, with the tallest in the middle. Leave room for any staff & staff family members. With this planning, they can move into position quickly, leaving the minor placement changes to the photographer. In line on the bleachers, the students turn themselves sideways, angling towards the centre; this enables us to squeeze more students in and creates a better photograph. For house groups, it is often necessary to have the grade 9s sit on the grass in front of the bleachers.
House groups are often aligned on the bleachers, as is feasible, from top to bottom:
 - i. Grade 11s
 - ii. Grade 10s
 - iii. Grade 9s
 - iv. Grade 12s
 - v. Staff + house captainsDo not wait for the photographer to arrange the groups; do the major moves yourself. He will have to see how the group looks through the lens and will make minor adjustments as necessary.
4. Male faculty should be dressed in jacket, collar, & tie.
5. **All photographs will be taken on Campbell Common.**

Thank you, in anticipation, for your co-operation.

P. Fletcher & Marius Felix