

## ONLINE ORDERING SYSTEM

We recommend you add this to your Newsletter before photo day, to advise Parents/Guardians of ordering procedures.

### St Brigid's School

**Our school photos will be taken on:**

**Tuesday 16th of September 2025**

#### **Class Photos/Portraits:**

- \* Every Student will have their photo taken, whether they are purchasing photos or not.
- \* The school has chosen to use the online ordering system. Your child will be given an online ordering instruction slip and a unique student **shootkey**.
- \* Log onto **[www.msp.com.au](http://www.msp.com.au)** and follow the prompts to place your order.
- \* If you lose your **shootkey** the school reception will have a copy to quote back to you.
- \* The expiry date for online ordering is **Tuesday 23rd of September 2025**  
Any orders received after this date will incur a \$30.00 archive fee.
- \* Spare order envelopes (green) will be available at the school reception if you prefer to pay with cash.

#### **Specialty Group Photos:**

- \* After photo day, a link will be sent to the school for distribution to parents whose child/children is/are in the specialty group photos.

#### **Family Photos:**

- \* Envelopes (orange) can be obtained from Administration.
- \* Family photos are taken each morning before school.
- \* Please ensure that your family envelope and payment are handed to the Photographers on photo day.
- \* If you do not have the correct money we will provide any change needed when photos are delivered to school.
- \* Family photos **cannot** be ordered online.
- \* Once school has received photos, family photos will remain at reception for parents to collect.

#### **Please Note:**

Late orders can be placed via our website **[www.lateorders.com.au](http://www.lateorders.com.au)**

Individual and Family Photos are not available to view online for Students' Security.

If for any reason you need to contact MSP regarding your child's photos you will be asked to provide your child's **Shootkey**.