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Photo Schedule

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| **School**:  | Springfield Lakes State School |  |
| **Photo Day/s:** | Tuesday, 21 May 2024 |  |
| **Photo Organiser**: | Melanie Sibson | **Version: 6** |

Day 1

|  |  |  |  |
| --- | --- | --- | --- |
| Time | Group Name | No. of Students | MSP Office Use |
| 8:00 | Siblings |  |  |
| 8:00 | Staff Group Photo |  |  |
| 8:45 | School Starts |  |  |
| 8:45 |  |  |  |
| 8:50 | 3C |  |  |
| 9:00 | 3D |  |  |
| 9:10 | PB |  |  |
| 9:25 | PC |  |  |
| 9:40 | PD |  |  |
| 9.55 | PE |  |  |
| 10:10 | PF |  |  |
| 10:25 | PA |  |  |
|  |  |  |  |
| 10:50 | First Break (10:50- 11:30) |  |  |
| 11:30 | 3A |  |  |
| 11:40 | 3B |  |  |
| 11:50 | 4A |  |  |
| 12:00 | 4B |  |  |
| 12:10 | 3E |  |  |
| 12:20 | 3F |  |  |
| 12:30 | 3G |  |  |
| 12:40 | 3H |  |  |
| 12:50 |  6D |  |  |
| 1.00 |  6E |  |  |
| 1:30pm | Second Break (1:30 – 2:00) |  |  |
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|  |  |  |  |
| 2:45pm | School Finish |  |  |

**Teacher Instructions:**

* Your class group photo will take the amount of time allocated above, followed by individual portraits.
* Allow 30 minutes for your group photo and individual portraits (45 minutes for Prep and Year 1).
* To ensure the day runs smoothly, arrive 2 minutes before your designated time and promptly organize students into a single line in order of height, as any delays may affect subsequent classes.

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Photo Schedule

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| **School**:  | Springfield Lakes State School |  |
| **Photo Day/s:** | Wednesday, 22 May 2024 |  |
| **Photo Organiser**: | Melanie Sibson | **Version: 6** |

Day 2

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| --- | --- | --- | --- |
| Time | Group 1 | Time | Group 2 |
| 8:00 | Siblings |
| 8:00 | Non-Teaching Staff individual photos |
| 8:45 | School Starts |
| 8:45 | <Insert your first class here> | 8:45 | <Insert your first class here> |
| 8:50 | 5B | 8:50 | 5E |
| 9:05 | 2D | 9:05 | 1G |
| 9:20 | 2A | 9:20 | 6G |
| 9:35 | 1B | 9:35 | 1D |
| 9:50 | 1E | 9:50 | 4C |
| 10:05 | PG | 10:05 | 4D |
| 10:20 | 4E | 10:20 | 4F |
| 10:35 | 4G | 10:35 | 1A |
|  |  |  |  |
| 10:50 | First Break (10:50- 11:30) | 10:50 | First Break (10:50- 11:30) |
| 11:30 | 1C | 11:30 | 1F |
| 11:45 | 2F | 11:45 | 2E |
| 12:00 | 2B | 12:00 | 2G |
| 12:15 | 5A | 12:15 | 2C |
| 12:30 | 5D | 12:30 | 5C |
| 12:45 | 6B | 12:45 | 5/6C |
| 1:00 | 6A | 1:00 | 6F |
|  |  |  |  |
|  |  |  |  |
| 1:30pm | Second Break (1:30 – 2:00) | 1:30pm | Second Break (1:30 – 2:00) |
| 2:00 |  | 2:00 |  |
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|  |  |  |  |
| 2:45pm | School Finish | 2:45pm | School Finish |

**Teacher Instructions:**

* Your class group photo will take the amount of time allocated above, followed by individual portraits.
* Allow 30 minutes for your group photo and individual portraits (45 minutes for Prep and Year 1).
* To ensure the day runs smoothly, arrive 2 minutes before your designated time and promptly organize students into a single line in order of height, as any delays may affect subsequent classes.