



Westfield *Community* School



"...a beacon of hope..." Ofsted 2007
"...outstanding school..." Ofsted 2010
"...outstanding Children's Centre..." Ofsted 2011
"...outstanding school..." Ofsted 2013

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Head Teacher Mr T. W. Sherriff B.Ed. D.A.S.E. M. Ed.

23rd October 2014

School Photographs

Dear Parent/Guardian

You should have received your child's class photograph and order envelope today. The closing date for the return of orders is **Friday 14th November 2014**. Please could you ensure that your child's name and class is on the order form as well as on the front of the envelope.

Please hand your orders in at the main reception desk, where you will be issued with a receipt. We unfortunately will be unable to honour any missing orders without a proof of receipt.

Yours sincerely

Mrs L Rayner
Business Director

