



R.A. Riddell Elementary School

PROUD SCHOOL OF HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

200 Cranbrook Drive
Hamilton, Ontario L9C 4S9
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PRINCIPAL: Mr. Doug Trimble

VICE PRINCIPAL: Mrs. BreAnna Kindt

www.hwdsb.on.ca/rariddell

Dear Grade 8 Families & Caregivers:

On **Tuesday March 23rd, 2021**, Lifetouch will be at R.A. Riddell for Grade 8 Graduation photos. The photo sessions will include our in-person Grade 8s throughout the day, as well as our Remote Day School Grade 8s scheduled by appointment at the end of the day.

Covid Protocols

Lifetouch has implemented several Covid protocols for Graduation photos to ensure a safe picture day: In years past, photographers would help students with the gown and sash; however, with the Covid protocols, photographers will maintain physical distancing at all times and provide verbal support to students when putting on the gown and sash.

The selection of gowns and sashes will be sanitized between each use using an industrial steamer. Each photography staff member will be supplied with cleaning tools (sanitizing wipes, hand sanitizer, sanitizing spray, and alcohol wipes) to ensure the photography location and camera locations are sanitized and safe for students and staff throughout the day.

Camera posing aids and certain props (e.g. roses) will not be used.

The use of PPE is mandatory for all photography team members. Photographers will wear a facemask at all times while in school.

Lifetouch has put together a video detailing their Covid protocols:

https://www.youtube.com/watch?v=LevtvXl9l2Q&ab_channel=Lifetouch

Graduation Composite/Yearbooks

Please see attached flyer about the Graduation Composite. This is an optional item that is part of the Graduation folder distributed during the Graduation ceremony. In-person students can use School Cash online to pay for the composite (\$30.00) or can use the envelope on the flyer for cash/cheque. The envelope must be handed directly to the photographer on photo day—it will not be collected by Riddell staff. Remote Day School students must use the envelope on the flyer for cash or cheque—flyers will be available at school during the scheduled timeslots.

If you forget the composite payment on the day of Graduation photos, you will have to bring the envelope and payment directly to Lifetouch.

Yearbooks are another optional item. Yearbooks will be available through School Cash online for our in-person students.

Remote students interested in purchasing a yearbook may do so when they come in for their Graduation photos. The cost of the yearbook is \$20.00. If you are purchasing a yearbook and composite, you must



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write two separate cheques--\$30.00 for the composite, and a separate \$20.00 cheque for the yearbook, or bring exact cash. Cheques can be made payable to Lifetouch Canada.

What to Wear

For Graduation pictures, it is recommended that students wear a white blouse or collared shirt, tie is optional. In-person students are encouraged to wear their Graduation photo attire to school in the morning as photos will begin right away. There will be no retakes of Graduation photos.

Remote Day School Students

Riddell students currently enrolled in Remote Day School are invited to Graduation photo day between 3:30 and 5:00 pm. Remote families must call the school (905-387-3350) to book an appointment time.

Appointments will be spaced apart to avoid crowding. Students and accompanying parents must complete the self-screening before arriving for appointment time.

Graduation Composite flyers, with payment envelope, will be available at school during your appointment timeslot. The Composite form will need to be filled out and the envelope + payment given to the photographer during your appointment time.

If you would like to order a yearbook, you may do so at your appointment time. Please bring separate payments for the composite and yearbook—exact cash amount or two separate cheques.

Photo Proofs

Graduation photo proofs will be sent to the school within a few days. Proofs will be distributed to in-person students and orders can be placed online. Remote students can either come to the school to pick up proofs, or we can scan and email the proofs. Orders are online only.

If you have any questions, please reach out to the school.

Thank you.