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Updates to our working practices due to the Covid-19 pandemic

In light of the UK government guidelines issued to all schools and nurseries following the outbreak of Covid-19 we are adapting the way that we work in order to be able to continue our service to our schools as well as keeping everyone safe. We are keeping a close eye on the situation, as you might expect, and are doing a number of things ourselves behind the scenes to minimise the impact on our operations by developing a contactless process which allows us to continue capturing those smiles within your school!

Below are some ways in which we can work inside your school whilst keeping everyone safe :-)

PPE

All of our photographers will be supplied with PPE. This will include face masks, visors, anti-bacterial wipes and hand sanitiser. Our friendly photographer will call you a few days before your shoot to talk through your shoot details as normal and will also confirm if you require them to wear a mask/visor whilst inside your school. We would expect our photographers to wear their mask whilst travelling around your school, but whilst photographing the mask/visor will be removed so the children can see our photographer smiling! Don't worry we will of course be adhering to social distancing!

Social distancing

Our photographers are already trained to set up their studio using the measurements supplied to them in their photography manual (this is something we have gone over in training time and time again!) Your photographer will clearly mark where the student will be seated, where the photographer will be seated and where the students can line up from. The gap between the student and the photographer will be 2m and the gap between the student and the queue of students will be 2m. If required we will also have the PPE above for added safety measures. We will require a member of staff to manage the children lining up ensuring they are adhering to these social distance rules and are nice and smart ready for their photo.

Hygiene/Health

Our photographers will be weighed down with hand sanitiser and disinfectant wipes! We will ensure we sanitise our equipment before and after we have finished photographing and we will be sanitising high volume areas after every class and will of course use the hand sanitiser regularly during our visit. We regularly provide our employees with comprehensive information with all prevention and safety measures which have been introduced. We will be checking in with our employees on a regular basis to ensure they are fit and well at all times.

Proof less

Your school will be supplied with Photo Tickets PRIOR to your photo day to hand out to your class teachers/pupils on the day. We will ask the class to line up as normal with the class teacher standing at the front of the line to 'bleep' each student's Photo Ticket. Your teacher and students will be at least 2m from the photographer. The teacher will then keep hold of all of their students Photo Tickets and hand them out at the end of the day for their pupils to take home and hand to their parents to order from. No more proofs required! As standard we will be taking orders Online Only. This makes the whole process seamless and cashless. Parents will still have the option of delivery to school (1 delivery) or post direct to their home for £4.25.

Secondary schools will be able to hand the Photo Tickets to their students on the morning of the shoot or as they arrive to the hall. The student will then scan their own ticket when it's their turn for their photo and will keep hold of their ticket until they go home. Hopefully the Photo Tickets will make it home! Please also bear in mind if your students have their photo ticket they do not need to come to us in any particular order.

To receive your students Photo Tickets prior to your photo day we must receive your student data prior to your shoot.



Creating memories since 1994

Maintaining the 2m distance

For us to be able to maintain the 2m distance throughout our visit we will need to work together on a few things.....

Setting up

This is something we would normally do anyway, so if we could continue to arrive before the students arrive then that would be wonderful. We would normally aim to arrive AT LEAST 1 hour prior to our start time.

Whilst photographing

Here at Kittle Photographic we really take pride in our work. As well as capturing that perfect smile for families we always try to ensure your students are looking as smart as possible to really make that mantelpiece shine! We would normally straighten ties, collars, hair etc but we will no longer be able to do this whilst keeping our distance so we will require your help with this whilst working in your school. If we could have a member of staff (for eg this could be the class teacher who brings the class to us or your photo organiser) to neaten the students uniform, hair etc whilst they are waiting in line this will help us to continue providing high quality photos for your families this autumn :-)

Also we ask you think about how you bring the children down to us to maintain your social distancing rules. As the space we have to work in varies from school to school we ask you to kindly manage the children queuing at the photographer's station.

Family groups

It's very important we think about how we can photograph family groups safely and responsibly. We still want to be able to provide family photographs for your parents as we know your parents treasure these photographs for years to come. We suggest the following process to ensure we are both safe and efficient at the same time.

Family groups before or after school – If you wish to offer before or after school family photos we suggest you operate a booking system with your families with time slots of every 5 minutes. This will be one family per photographer every 5 minutes. We will require a member of staff on hand to ensure there is only ever one family per photographer in the hall at any one time.

Please bear in mind this will be for families who have a sibling who DOES NOT attend your school.

In school Family groups - We suspect children will be kept in bubbles throughout the majority of the day (this may be in classes or year groups) It would be great if your photo day organiser could work with us to ensure we get your family groups to the hall safely with minimum disruption, but also efficiently enough to be able to get all your family groups photographed by the end of the school day. We suggest we only ever have 5 family groups per photographer in the hall at any one time. Your photographer will have 5 standing lines every 2 meters so the family groups are always 2 meters apart. We suggest the following steps at the END of each class (starting with the eldest class)

1. After the class has had their individual photos taken your photo organiser asks all students from the class to stay in the hall (to one side)
2. Your photo organiser has a list of siblings for the class and collects them from their classes and sends them to the hall (only a few at a time)
3. Once they arrive to the hall their older sibling meets them at the standing line (dependent on space there will be 5 standing lines at each station all 2 meters apart)
4. We kindly ask the teacher to 'bleep' each sibling group ticket as it's their turn for their photo. Your class teacher can then add it to the pile of tickets to distribute at the end of the school day.
5. When there are only a couple of family groups left to photograph the photo organiser can get the next 5 siblings and send them to the hall.



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6. This ensures we always have a que of family groups whilst making sure you don't have lots of student's travelling though the corridor.
7. Once we have finished the sibling groups for that class we will need to then repeat this process with the next class once we have photographed their individuals.

As we work down the school there will be less and less family groups to collect and photograph.

Whilst working in your school

Here at Kittle we are all DBS checked and ensure they are renewed on a regular basis. However, when working in your school we ask you provide us with a member of staff who is with our photographer for the day ensuring the classes come down on time and helping to maintain the social distance between us and your students.

Our Photographers

Our lovely photographers have all been kept up to date with our working practice throughout and are all aware of the importance of following this to ensure we are all safe. After talking with our photographers it's safe to say they are all very much looking forward to visiting you and capturing those wonderful smiles again.

Let's continue to work together to provide memories for your parents and continue to make your students and your families smile! :-)

If you have any questions please do not hesitate to contact us on **01245 401313** or email us at **admin@kittlephoto.com** or **beaumarshall@kittlephoto.com**.

Please see the next page for an example of how your photo shoot will now run.

Example of how your day will run

Pre-shoot call from your photographer (few days before your photo day)

- Discuss PPE - is Visor/ face mask required?
- Anti bac procedure - what we do
- Shortest entry route to hall?
- Member of school staff to assist with distancing and help with Photo Tickets?
- Explain process of Photo Tickets for Individuals and family groups
- Family group queuing - advisory of how many Family groups in queue. This would depend on size of room.
- Normal discussion over backdrop, timings etc

On Arrival your photographer will

- Put Visor/face mask on (this is agreed if required beforehand with school)
- Sanitise Hands before entering school

Entering shoot location your photographer will

- Sanitise hands
- Sign in
- Sanitise hands again
- Setup studio
- Mark 5 x distancing markers
- Photo Tickets will be sent to your school pre-shoot day (timings allowing) these will be bagged up weeks ahead so the Photo Tickets are pre-sanitized.

The Shoot (Individuals)

- Photo Tickets should be handed out to the class teachers before they come down to hall.
- Teacher will 'bleep' students Photo Ticket and then put to bottom of the pile and repeats process until everyone in the class has been photographed.
- Teacher keeps hold of the Photo Tickets and hands them back out at end of day for the student to give to their parents.
- Your photographer will sanitise high volume areas after each class (seat, barcode scanner, light stands, lights etc)

Secondary school pupils may have to be given their Photo Ticket upon arrival to the hall due to different classes during the day. Secondary school pupils can scan their own ticket and keep hold of it until the end of the day. Hopefully it makes it home! It's also important to remember if your students have a Photo Ticket they can arrive to the hall in any order. No more getting into alphabetical order!

The shoot (Family groups)

- After each class has had their individual photos taken your photo organiser asks all students from the class to stay in the hall (to one side)
- Your photo organiser has a list of siblings for the class and collects them from their classes and sends them to the hall (only a few at a time)
- Once they arrive to the hall their older sibling meets them at the standing line (there will be 5 standing lines at each station all 2 meters apart)
- We kindly ask the teacher to 'bleep' each sibling group ticket as it's their turn for their photo. Your class teacher can then add it to the pile of tickets to distribute at the end of the school day.



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- When there are only 2 or 3 family groups left to photograph the photo organiser can go and get the next 5 siblings.
- This ensures we always have a que of family groups whilst making sure you don't have lots of student's travelling though the corridor or mingling in the hall at the same time.
- Once the younger sibling has had their photo they can make their way back to their class or you could provide a second member of staff to escort them back to class.
- Once we have finished the sibling groups for that class we will need to then repeat this process with the next class once we have photographed their individuals.

End of shoot (Re – booking for next year)

- Put Visor on- this is agreed If required beforehand with school
- Sanitise Hands
- Anti bac mobile phone
- Photo organiser or head teacher signs the re-booking which generates a provisional booking for the following year
- Anti bac Phone
- Sanitise hands

If your photo organiser or Head Teacher prefers, the photographer can tell them the rebook date and then sign their name for them.

End of shoot (Packing Studio up & leaving your school)

- Thoroughly clean all equipment as it is put away (please bear in mind this will add 20-30 mins onto our packing away time)
- Put Visor on - this is agreed If required beforehand with school
- Sanitise hands
- Sign out
- Sanitise hands