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Headteacher: Miss Fey Wood BEd (Hons)

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To All Parents/ Carers

Occasionally, we may take photographs of the children at our school. We may use these images in our schools prospectus or in other printed publications that we produce, as well as on our website. We may also make video or webcam recordings for school-to-school conferences, monitoring or other educational use. *Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK law applies.*

From time to time, our school may be visited by the media who will take photographs or film footage of a visiting dignitary or other high profile event. Pupils will often appear in these images, which may appear in local or national newspapers, or on televised news programmes.

Please read the following conditions for the use of any photos.

Conditions of use

1. This form is valid for five years from the date you sign it, or for the period of time your child attends this school. The consent will automatically expire after this time.
2. We will not re-use any photographs or recordings after your child leaves this school.
3. We will not use the personal details or full names (which means first name **and** surname) of any child or adult in a photographic image on video, on our website, in our school prospectus or in any of our other printed publications.
4. We will not include personal e-mail or postal addresses, or telephone or fax numbers on video, on our website, in our school prospectus or in other printed publications.
5. If we use photographs of individual pupils, we will not use the name of that child in the accompanying text or photo caption.
6. If we name a pupil in the text, we will not use a photograph of that child to accompany the article.
7. We may include pictures of pupils and teachers that have been drawn by the pupils.
8. We may use group or class photographs or footage with very general labels, such as "a science lesson" or "making Christmas decorations".
9. We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately.

To comply with the Data Protection Act 1998, we need your permission before we can photograph or make any recordings of your child for promotional purposes. Please answer questions 1 to 4 below, then sign and date the form where shown.

Please will everyone return the completed form to the school as soon as possible. Thank you.

*Please circle
your answer*

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|---|-----------------|
| 1. May we use your child's photograph in the school prospectus and other printed publications that we produce for promotional purposes? | Yes / No |
| 2. May we use your child's image on our website? | Yes / No |
| 3. May we record your child's image on video or webcam? | Yes / No |
| 4. Are you happy for your child to appear in the media? e.g. local Newspaper | Yes / No |

I have read and understood the conditions of use on the back of this form.

Parent's or
guardian's signature:

Date:

Name (in block capitals):

Name of child: