

Dear Parent/Carer,

There are sometimes occasions when the school wishes to take photographs or make video recordings of children. Sometimes this is for strictly educational purposes and on other occasions, it may be for other purposes ancillary to the running of the school (e.g. taking photographs for use in our brochure and on our website).

Similarly, there are occasions when the local press visit to record particular events (e.g. productions) and they may wish to publish photographs of children in newspapers or use recordings of the children on television when reporting these events.

In order to comply with the Data Protection Act 1998, the school needs your consent before taking photographs or making video recordings of your child for purposes which are not part of its core activities. We should therefore be grateful if you could answer the following questions, sign and date the form and return it to us as soon as possible.

Name of Child(ren).....	Please delete as appropriate
1. I agree that the school can take photographs of my child(ren) which may be used in school literature (e.g. the newsletters; the brochure and other promotional material, etc.).	Yes/No
2. I agree that the school can use images of my child(ren) on its website. (Please note the website can be viewed across the world).	Yes/No
3. I agree that the school can use images of my child(ren) in video recordings to promote the school.	Yes/No
4. I agree that the school can take photographs and make video recordings of my child(ren) for the school's own records, archives and future interest (e.g. photographs of activities).	Yes/No
5. I agree that my child(ren) can be included in the official class photo.	Yes/No
6. I agree that my child(ren) can be included in photos of class/school activities that are used in the children's year books.	Yes/No
7. I agree to photos including my child(ren) at school events being posted on the PTA facebook page.	Yes/No
8. I agree that my child(ren) can appear in video recordings or in collections of photographs stored on CD Rom which the school may make of events and which it may sell to parents of children at the school to raise funds for the benefit of the school.	Yes/No
9. I am happy for the press to take and use images of my child(ren).	Yes/No
10. The school may give the press the first name only/first <u>and</u> surname (delete as appropriate) of my child(ren) for publishing with the child's photograph in a newspaper or for captioning on television.	Yes/No

...../Continued

Signature of parent/carer

Date

Name (in block capitals)

If you wish to amend the information on this form at anytime in the future, please contact the school office.