

Dear Parent/Carer

RE: CONSENT FOR PHOTOGRAPHS/VIDEOS TO BE TAKEN OF YOUR CHILD AND USED BY THE SCHOOL

Here at St Thomas More Catholic Primary School, we occasionally take photographs of our children which may be used in printed publications that we produce, as well as on our website. We may also make video or webcam recordings for conferences, monitoring, other educational use, or for promotional purposes.

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

We will not re-use any photographs or recordings after your child leaves this establishment without your permission.

We will not use the personal details or full names (which means first name and surname) of any child or adult in a photographs image on video, on our website, in our prospectus or in any of our printed publications.

We will not include personal e-mail or postal addresses, or telephone or fax numbers on video, on our website, in our prospectus or in other printed publications.

If we use photographs of individual children, we will not use the name of the child in the accompanying text or photo caption.

If we name a child in the text, we will not use a photograph of the child to accompany the article.

We may include pictures of children and adults that have been drawn by the children.

We may use group or class photographs or footage with very general labels, such as "a science lesson" or "making Christmas decorations".

We will only use images of children who are suitably dressed, to reduce the risk of such images being used inappropriately.

We use the services of an external photographer for individual and class photographs for parents to purchase.

Please tick the relevant boxes below and return the slip to school by Friday 22nd June. This information will be retained for the duration of your child's time in school. If you wish to withdraw your consent at any time in the future, please contact the school office.

Thank you for your cooperation in this matter.

Kind Regards

D Faley
Head teacher

CONSENT FOR PHOTOGRAPHS/VIDEOS TO BE TAKEN OF YOUR CHILD AND USED BY THE SCHOOL

Childs Name: Class:

I hereby give consent for the use of photographs/videos of my child :	YES	NO
• In school literature and/or appropriate websites for communication/promotional purposes	<input type="checkbox"/>	<input type="checkbox"/>
• On School social media sites, to celebrate achievements and to share experiences	<input type="checkbox"/>	<input type="checkbox"/>
• Local Press (very occasionally TV news programmes) to celebrate achievements and to share Experiences	<input type="checkbox"/>	<input type="checkbox"/>
• Within school on notice boards	<input type="checkbox"/>	<input type="checkbox"/>
• Within school in childrens work books	<input type="checkbox"/>	<input type="checkbox"/>
• Permission to take photographs and/or videos at school events ie concerts, sports day using a secure school approved camera device.	<input type="checkbox"/>	<input type="checkbox"/>
• Individual school photograph to be taken by an outside company (named on the school website).	<input type="checkbox"/>	<input type="checkbox"/>
• Class school photograph taken by an outside company (named on the school website).	<input type="checkbox"/>	<input type="checkbox"/>

SIGNATURE OF CONSENT: **PARENT/GUARDIAN**

DATE: