



Donington Cowley Endowed Primary School

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Dear Parent/Carer

Included with this letter is the school's policy for **Use of Photographic and Video Images of Children**. We feel it is important to use photographs for the purposes set out in the policy. To ensure that all photographs and video images of our pupils are used correctly, we undertake to:-

- Obtain your permission to use photographs and video images of children for the purposes set out in the policy
- Observe the County Council's guidelines on the use of photographs and video images
- Ask you to follow our policy when you take photographs or video images of your children in school

As set out in the policy, photographs may be taken for internal and for external purposes.

During your child's time in primary school, Wrates photographers will visit twice a year to take individual, family and whole class photographs. The New General Data Protection Regulation, (GDPR), May 2018 requires schools to seek parental consent for external companies to photograph your child. Consent must be gained for Whole Class and Individual Photographs. Parents may withdraw their consent for their child to be photographed at any time. Please complete the attached consent form for both sets of photography.

Photographs and video images for the School Website, School Publications, and the Press

Please pay particular attention to sections 4 - 6 in the policy which detail how photographs and video images will be used for the above.

We hope that you will approve of our policy for Use of Photographic and Video Images of Children and wish to give permission for your children to be photographed for the purposes set out above.

Yours sincerely

Sophie Foston

Sophie Foston
Headteacher

School Publicity Consent Form

☐ I have read and understand the school's policy on the **Use of Photographic and Video Images of Children** and hereby give my consent for the use of photographs and video images of my child to be published on the **school website**. I understand that my child's name will not be published on the school website.

☐ I give permission for my child to be included in the Whole Class to be taken by Wrates Photographers when the photographer visits school annually.

☐ I give permission for my child to be individually photographed by Wrates Photographers when the photographer visits school annually.

☐ I give consent for my child to be photographed within a large group, and the photograph to be published in the local newspapers. I understand that my child will not be named as part of the group but that the group will be identified as being from Donington Cowley Endowed Primary School.

☐ I give consent for my child to be individually photographed or photographed with a small group and for my child's full name to be printed in local newspapers.

☐ From time to time, we are asked by our hot meal provider, Willoughby Foods Ltd if they can visit school and take some group photographs of the children during lunchtime to use in their own publications, twitter, website and flyers. Please tick the box if you are happy for your child to be included in such photographs.

In addition to the above, I agree to follow the school's policy on the filming of school events – please see section 7 in the policy.

Parents may withdraw their consent for their child to be photographed at any time. Please contact the school office should you wish to withdraw consent.

Signed _____

Date ____/____/____

Name of Child _____