

Dear Parent or Guardian,

CONSENT FORM TO USE A PHOTOGRAPH

There are occasions when we may take photographs of the students at our school. We may use these images in our school 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.

Also, from time to time, the school may be visited by the media who will take photographs or film/video footage of a particular event. Students might also appear in photographs/films/video which may feature in local or national newspapers, or on televised news programmes. In some instances, for example where this is celebrating a particular achievement, it may be reasonable to provide the press with the name(s) of the student(s).

When parents, grandparents, brothers, sisters, friends etc. are invited to school events many will want to record the occasion for personal use. The school feels that in most instances this is reasonable and will therefore generally allow the use of cameras, camcorders etc. In all of these the school will use a common sense approach and the welfare and safety of students will always be uppermost in its decision making.

Nevertheless, to comply with certain aspects of the Data Protection Act 1998, we need your permission to take and store photographs or digital images of your child for school use. I would be grateful therefore if you would answer the questions below and then sign and date the form where indicated. **If you require clarification on any aspect of this form or need assistance in completing it please do not hesitate to contact the Headteacher at the school. Apologies for the bureaucracy of this procedure. However it is an essential child protection issue especially in primary schools. Please complete this form as quickly as possible. Sadly, we would have to assume that we do not have your permission if we do not receive a reply.**

Yours sincerely

D Richards
(Headteacher)

Please use BLOCK CAPITALS

Name of Student:			
Date of Birth:		Your child's Form:	
Name of parent/carer or guardian:			
May we take and use photographs and digital images of your child for school purposes such as, but not exclusively, the school prospectus and other printed publications that the school produces, curriculum work, school displays, school web site?		Please circle your answer	
		Yes/No	
Do you consent to your child appearing in the media in connection with events organised by or in connection with the school?		Yes/No	
I have read and accept the conditions of use on the reverse side of this form.			
Signature of Parent or Guardian:			
Relationship to the child:		Date:	

Conditions of use

Data Protection Act 1998

The Data Controller is: St Aidan's Church of England High School

The information you provide on this form will only be used for the purposes for which you have given consent as detailed on the other side of this form.

1. This form is valid from the date that it is completed, signed and returned to the school and throughout the duration of your child's attendance at the school.
2. You may withdraw, suspend or vary this consent at any time upon receipt by the school of a letter to that effect signed and dated by the parent or guardian of the child concerned.
3. The school may retain and use some photographs as part of its historical record. However, on leaving school if you (or your child if over 16) wishes to have destroyed any photograph or image showing your child individually you should inform the school in writing.
4. The school will only use or permit to be used photographs of students who are deemed by the Headteacher or any person duly authorised by him/her, to be suitably dressed for the relevant activity.

Note: For the purpose of this form "photographs" is deemed to include film, video and other similar means of reproducing images.