

**This letter has been sent on 24/05/18 to all Parents/Guardians using Messenger Forms. If you have not received this letter, please contact the school on 02920 708708.**

Dear Parent/Guardian,

As a school, we value the achievements of our pupils and celebrate successes with parents/guardians and our local community. Due to this we may take photographs or video recordings of your child/children involved in events/activities. These images may be used in the school's prospectus, in other publications, the school's website and display boards. Your child /children may be visible in these images.

We will retain the consent information below for the period that your child attends the school, plus one year. Your consent will automatically expire after this time.

In order that we protect your child's interests and to comply with the General Data Protection Regulations (GDPR), we require your permission.

You have the right to not consent. **If you do not give permission by ticking below we cannot celebrate your child's successes in photographic and video form for example using Twitter.**

Please note that when your child reaches the age of 13 they will be asked to confirm their consent.

### **Use of information and image (including photographs and video recordings)**

*I give my permission for my son/daughter's:*

Name to be used on the school website, Twitter, printed publications and local media. (We will not use full names of any child with a video recording/photograph).	
Image to be used within school (for example, in wall-mounted displays, for educational purposes)	
Image to be used in printed school publications (for example, the school prospectus)	
Image to be used on the school website and in the local media	
Image to be used on Twitter	

Image to be taken, as part of school events.	
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Should you wish to change your consent, please contact the school.

Yours sincerely,

Dr Jonathan Hicks

Headteacher