



Dear Parents

PHOTO PERMISSION FORM

Occasionally, we may take photographs of the children/young people at our school. We may use these images in our schools prospectus or in other printed publications that we produce, as well as on our website or on project display boards at our school. We may also make video or web cam recordings for school-to-school conferences, monitoring or other educational use. Suffolk County Council may also use our photographs of pupils to illustrate work in Suffolk schools in council publications, publicity materials and the Internet.

From time to time the media may visit our school and may take photographs, film footage or carry out radio interviews. Pupils will often appear in these images, which may appear in local or national newspapers, or on televised news programmes. Photos for the media and other publicity purposes may also be taken at events where our school is taking part. Please answer the questions below, sign and date the form where shown and return the completed form to the school as soon as possible.

Please circle your answer

- 1) Are you happy for your child's photograph to be taken when participating in school activities? This may include photographs taken by other parents at school plays and events
Yes / No

- 2) If your answer to question 1 is yes, please tick the box to say you are happy for your child's photo to be used in the following ways:
 - a) In publications and publicity materials produced by the school and by Suffolk County Council.
 - b) On the school website and Suffolk County Council websites.
 - c) Recorded on video or web cam.

- 3) Are you happy for your child to appear in the media? This may mean their photo and name is used in print
Yes / No

Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK law applies. Please also note that the conditions for use of these photographs are on the back of this form.

I have read and understood the conditions of use on the back of this form.

Name of child:

Date:

Parent/Carer name:

Parent/Carer signature:

Conditions of use

1. This form is valid for the period of time your child attends this school, plus one year after they leave, to enable us to publicise the work of final year pupils. The consent will automatically expire after this time.
2. We will not re-use any photographs or recordings for more than one year after your child leaves this school.
3. If we use photographs of individual pupils or small groups of pupils, we will avoid using the full name (which means first name and surname) of that child in the accompanying text or photo caption. Please note that the media are likely to use first names and surnames in their publications/broadcasts.
4. We will not include personal e-mail or postal addresses, telephone or fax numbers on video, on our website, in our school prospectus or in other printed publications.
5. We may use group or class photographs or footage with very general labels, such as “a science lesson” or “making Christmas decorations”.
6. We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately.