

The Hordens
Barns Green
West Sussex
RH13 0PJ



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Senior Teacher – Mrs Jo Aitken
Senior Teacher – Ms Denise Maurice
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Headteacher: Simon Simmons
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Dear Parents and Carers,

Permission to Take Photographs

During your child's time at Barns Green Primary School there will be many occasions when we take photographs or videos of the children. These range from celebrating events and achievements to photographing children at work as evidence of curriculum activities. We may use these images in our school prospectus or other printed publications we produce as well as on our school website.

Photographs or video recordings may also be taken of the children at our school, for use in the local press. These images may be used in publications to the general public.

To comply with the Data Protection Act 1998 we need your permission before we can photograph or make any recordings of your child. Please sign and date the form below and return the whole letter to the school office.

If you have any concerns regarding the use of your child's image, please contact the school to discuss.

The school's policy on using images of children (in accordance with the conditions of use) is:

1. The school may use your child's photograph in the school prospectus and other printed publications that we produce for promotional purposes.
2. The school may use your child's image on our school website/intranet.
3. Your child's photograph may be used in the local newspapers or in television reports on media websites.
4. 4. Your child's photograph/video image may be taken at other performances by other parents or invited guests e.g. at a school play.

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

Child's Name Date of Birth

Signature Parent/Guardian Date

Please print name

Permission to Take Images Conditions of Use

1. This form is valid for the period of time that your child attends this school. The permission will automatically expire after this time.
2. We will not re-use any photographs or recordings after your child leaves this school.
3. We will not use the personal details or names (meaning first name AND surname) of any child or adult in a photograph on our website, in our school prospectus or in any other of our printed publications.
4. We will not include personal e-mail or postal addresses, telephone or fax numbers on our website, in our school prospectus or in any other of our printed publications.
5. If we use photographs of individual pupils, we will not use the name of that child in the accompanying text or photo caption.
6. If we name a pupil in the text, we will not use a photograph of that child to accompany the article.
7. We may include pictures of pupils and teachers that have been drawn by pupils.
8. We may use group or class photographs or footage with very general captions such as “a science lesson” or “making Christmas Decorations”.
9. We will only use images of pupils who are suitably dressed.
10. If images are taken by local press/media or parents/guests, the school will not have control of these images.