



Copley Junior School

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Head teacher Mrs. E.A. Crayton



Dear Parents/Carers,

Please read below our procedures regarding the taking of photographs and videos in school, and **return the attached slip to school once signed.**

Photographs of Children

Photographs and Videos of School Events

There are many occasions during the school year when we would like to take your child's photograph or to video school activities:

1. Photographs and videos taken by both staff and parents/carers at school events e.g. Harvest Festival, performances, special events, Sports Days, team photos at sports events etc.
2. Photographs of children's activities for displays and documents within the school e.g. assembly photos, workshops in school led by visitors, visits out of school, classroom activities etc.
3. Photographs of children alongside articles of school events in parish magazines, the 'Arrow' and the Free Press.
4. Photographs of children on the school website (please note that children's names will not be used alongside their photo). Photographs on the school website are changed and updated regularly; on some occasions, photos may remain on the website for a period of time for a specific purpose e.g. photos of the Year 6 annual residential visit, annual awards etc. remain on the website until the next year so they can be shared with the next cohort of pupils.

Please could **all parents/carers** fill in the attached reply slip if you are willing for your child's photograph to be taken. The permission you give will last for the time your child is in school, unless you inform us otherwise in writing.

Parents/carers are welcome to take photographs at school events e.g. Harvest Festival, performances, Sports Days etc. and to video the events if you so wish. However, these photos must be for family enjoyment only and should not be copied or placed on the internet or **any** social networking sites such as Facebook, Twitter, You Tube etc.

Please read and sign the attached slip for the school's and parents'/carers' use of photographs and return this to school. Please do not hesitate to contact me in school if there is anything you would like to ask about these matters.

Best Wishes,
E.A. Crayton

Photographs of Children
Photographs and Videos of School Events

I give/do not give (please circle as appropriate) my permission for my child to have his/her photograph taken whilst a pupil at Copley Junior School and for photographs of my child to be shared as detailed above. I understand that I understand that I may change my mind at any time but that it is my responsibility to notify the school in writing.

I wish to take photographs/videos of events organised by Copley Junior School.

I understand that in taking photographs/videos I am undertaking to abide by the restrictions of the school, namely that:

- The photographs/videos are for personal use only
- I will not allow anyone else to take copies of the photographs/videos other than close family members
- I will not put the photographs/videos on the internet or on **any** social networking sites such as Facebook, Twitter, You Tube etc.

Signed (parent/carer)

Child's name

Date.....