



**QUEEN BOUDICA**  
PRIMARY SCHOOL

**Important Photographic Permissions Data Check**

Please return (if amending your permissions)  
by Friday 9<sup>th</sup> February 2018

7<sup>th</sup> February 2018

Dear Parents/Carers,

Please review the statements below and return the slip **ONLY** if you wish to change the permissions associated with your child. If we do not receive an amendment from you by 4pm on Friday 9<sup>th</sup> February 2018 **your child's photographic permissions will remain set at 'YES' Full Permission Granted.**

If you would like clarification of any of the permission levels please do telephone the school office.

Thank you for your prompt response.

**15. Photography and Images of Children**

During your child's time at Queen Boudica we may wish to take photographs of activities that involve your child. The photographs may be used for professional portfolios, assessment records and evidence of achievement, displays, and publications and on a website by us, the Local Education Authority or by local newspapers.

Photography or filming will only take place with the permission of the head teacher and under appropriate supervision. When filming or photography is carried out by the news media, children will only be named if there is a particular reason to do so (e.g. they have won a competition). Home addresses will never be given out. Images that might cause embarrassment or distress will not be used nor will images be associated with material on issues that are sensitive.

You can, at any time, ask to view images kept by the school of your child. You can withdraw your consent at any time.

Before taking any images of your child we need your permission. Please read the statements below and indicate your preferred permission by initialling within the relevant box.

I understand that:

1. Staff and/or photographers acting on behalf of the school may take images for use in school displays, internal publications such as newsletters and the schools website, or for use in professional portfolios and assessment records.
2. Parents of pupils (and their families) may take photographs during whole class and whole school events such as productions, performances, assemblies and sports days.
3. Local or (occasionally) national media may take images of activities that show our school and pupils in a positive light e.g. year group photographs, performances, fund raising and sporting events or award/prize giving celebrations.

- And that:
- a. Embarrassing or distressing images will not be used;
  - b. The images will not be associated with distressing or sensitive issues; and
  - c. The school will regularly review and delete unwanted material.

Having read the above statement, how do you give your consent for photographs and other images to be taken and used?  <b>Please initial ONE box.</b>	<b>Yes</b> , I give permission for images to be taken and used in all of the sceneries (1, 2 & 3) as detailed above.	Full Permission (1, 2 & 3) <b>YES</b>
	<b>Internal Only</b> - I give permission for images to be taken for reproduction on internal documents, workbooks, school reports and wall displays only. <b>NOT</b> for external publications such as the schools newsletter, local or national newspapers, television, the schools and other websites or by fellow pupil's families.	Internal Only
	<b>No</b> , I do not give my permission for images to be taken and used at all.	No Permission

I, parent of ..... would like his/her Photographic Permissions amended to:-

**Internal Only**  (please tick)

Or

**No Images**  (please tick)

Signed ..... Dated.....