

Photo permissions form for pupils

For use by Suffolk County Council schools

School name: ST JOHN'S CHURCH OF ENGLAND PRIMARY SCHOOL

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 webcam 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, our school may be visited by the media who will 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, then sign and date the form where shown. Please 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 by other parents at school plays and events	Yes / No
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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: <input type="checkbox"/> a) In publications and publicity materials produced by the school and by Suffolk County Council <input type="checkbox"/> b) On the school website and Suffolk County Council websites <input type="checkbox"/> c) Recorded on video or webcam

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
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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.

Parent/Carer signature: _____ Date: _____

Name of child: _____

Parent/Carer name (in block capitals): _____

Address (in block capitals):

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Telephone number:

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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, or 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.