

Winscombe Primary School

Moorham Road

Winscombe

BS25 1HH

Tel: 01934 843407

Fax: 01934 844585

Website: [www.winscombeprimaryschool.com](http://www.winscombeprimaryschool.com)

Executive Headteacher: Mrs Lorna Richardson

Dear Parent/carer

## REVIEW OF PERMISSIONS

In order to ensure we have the most up to date information can you please complete the review of permissions below and return to the school office by Friday 22<sup>nd</sup> September.

Description of the use of Photographs, Video or Sound
Please tick
<b>Printed copies</b> (please note printed publications are available to anyone)
The school can use your child's image in printed publications or posters we produce for promotional purposes Yes <input type="checkbox"/> No <input type="checkbox"/>
The school can use your child's image in their work books Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>School Photographer</b> (Please note: our photographer will take an individual photo of your child so we have a clear photo for their school record. If you do not wish for your child's photo to be taken, please contact the school)
Your child can be included in the official class photo taken by our photographer Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Website and online use</b> (Please note: websites can be viewed around the world, not just the United Kingdom where UK law applies, and if copied from the website, images and information can no longer be controlled by the school)
The school can use your child's image for publicity in newspapers. Newspapers may publish the image on their own websites) Yes <input type="checkbox"/> No <input type="checkbox"/>
The school can use your child's image on the school website, including online publications and online promotional material Yes <input type="checkbox"/> No <input type="checkbox"/>
The school can use your child's image in our newsletter, which will also be published on our website Yes <input type="checkbox"/> No <input type="checkbox"/>
The school can use your child's image on Class DoJo Yes <input type="checkbox"/> No <input type="checkbox"/>
The school can video your child as part of a school play, concert or event Yes <input type="checkbox"/> No <input type="checkbox"/>
The school can use your child's image on our school and occasionally Wessex Learning Trust social media platforms, including but not limited to, Facebook and Twitter. We will never name children on social media. We will not share posts/images to other groups or pages, but we cannot control other people sharing posts/images Yes <input type="checkbox"/> No <input type="checkbox"/>

Please also read **the Pupil Image Consent – more information** on the final page.



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### ICT Acceptable Use Agreement

I give permission for my child to use the internet when given permission and supervised by their teacher Yes  No

Please take a look at the acceptable use policy on the school website.

### Medical consent form

I am happy for the school to share information about my child (e.g. name) with health professionals doing vaccinations Yes  No

NB This is not confirmation that your child can receive immunisations in school

I am happy for the school to share information about my child (e.g. name) with health professionals doing vision, health and weight checks. Yes  No

### School Library Contract

With the help of parent volunteers we are able to offer library sessions to the children. Children are able to borrow books for home use. However there is a standard fine for unreturned books of £5.00. If you are not happy to sign the contract your child will still be able to look at books in the library. This also applies to our individual reading scheme.

I am happy for my child to borrow books from the library and will either replace any lost/damaged books or pay a £5.00 fine Yes  No

### Local Visits

To enhance the learning in specific areas, local visits and walks may take place during your child's attendance at Winscombe school such as visits to the village shops, the post office and other places within walking distance of the school.

Do you give permission for your child to take part in educational visits in the locality? Yes

No

Name of child..... Year Group .....

Signed ..... Relationship to child.....

Date .....

Please sign and date where requested and return the form to the school office by Friday 22<sup>nd</sup> September.

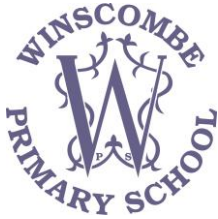
Please note these consents along with any others can be withdrawn at any time by contacting the school office

Kind Regards

Lorna Richardson (Executive Headteacher) & Andrea Muxworthy (Head of School)



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## Pupil Image Consent – more information

We occasionally take photographs, videos or sound recordings of the children at our school. These images may be used in our school prospectus, in other printed publications that we produce or on our school and Trust website. We may also make videos of school plays or other events.

All staff are aware of their responsibilities, and they will always take care with how the images and sound are collected and how they are stored.

It is important that we protect your child's interests, respect your wishes and comply with Data Protection law. Please read the Conditions of Use before giving your consent and signing and dating the form on page 1. Please return the completed form (one for each child) to the school as soon as possible. We will not use a photo or video of your child without consent.

Please note that there are certain activities where we do not use consent as the basis for processing your child's data. These are described in our Trust privacy notice <https://www.kowessex.co.uk/wlt-main-site/wp-content/uploads/sites/5/2023/03/Privacy-Notice.pdf>.

We may also take photos of your child for celebrating learning on the school site (e.g. on display boards) identification purposes and for evidencing their educational development – such data will not be shared outside the school unless the law requires us to do so, or if you have given your specific consent. If you have any concerns about these photos being used within the school, please contact us.

Children in the Early Years will have their photo taken during activities, in order to evidence the learning that has taken place. No names will be included, but your child may appear in a group photo in another child's learning record. Where possible we will ensure that other children are not identifiable e.g. include the backs of heads. If you have concerns about this, please contact your child's teacher.

Please note that **you can withdraw your consent at any time**. If you have any queries or wish to withdraw or review your consent, please contact the school.

## Conditions of Use:

- This form is valid for your child's time at the school.
- We will not usually retain other photographs of your child after they cease to be a pupil at this school. However, photographs on our website; in our school prospectus and other publications; or those that are part of our archive of learning activities, could continue exist for a period of time after the child has left the school
- The school will not re-use any photographs or recordings of your child that are incompatible with the original purposes explained to you
- We will retain a small sample of photographs such as annual class photos that represent an historical record for the school
- If we use photographs of individual pupils, we will not use the full names of the child in any accompanying text or caption without consent, nor will we include any of their personal data



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- We may use group or class photographs or footage with very general labels e.g. '*a science lesson*'
- We will only use photographs and videos of pupils who are suitably dressed
- Parents should note that websites can be viewed around the world and not just the United Kingdom (where UK law applies) and when copied from the website, images and information can no longer be controlled by the school